



How to create profile om GPRS?

Guideline

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

On the UNOPS external website under the [Employment](#) tab, a link in the right menu to [‘create a profile in GPRS’](#) will bring you to the front page of the application:

The screenshot shows the UNOPS Global Personnel Recruitment System interface. At the top left is the UNOPS logo and name. To the right is a 'Login' link. Below the logo are two tabs: 'Vacancies' and 'Roster'. The main heading is 'Register'. Below this is a sub-heading 'Create a new account'. A blue box contains the text: 'Create an account in order to apply for positions at UNOPS.' Below this is a form titled 'Account Information' with three input fields: 'E-mail:', 'Password:', and 'Confirm password:'. A 'Register' button is located at the bottom right of the form. At the bottom of the page, there is a footer with copyright information and links for 'Vacancies' and 'Roster Profiles'.

Registration

Personal details

Education

Experience

Languages

Other

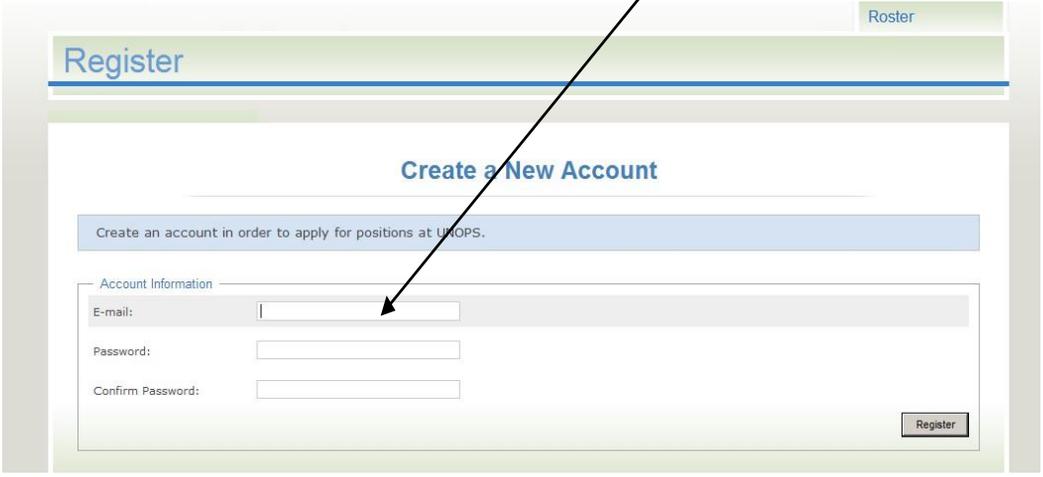
Skills

Attachments

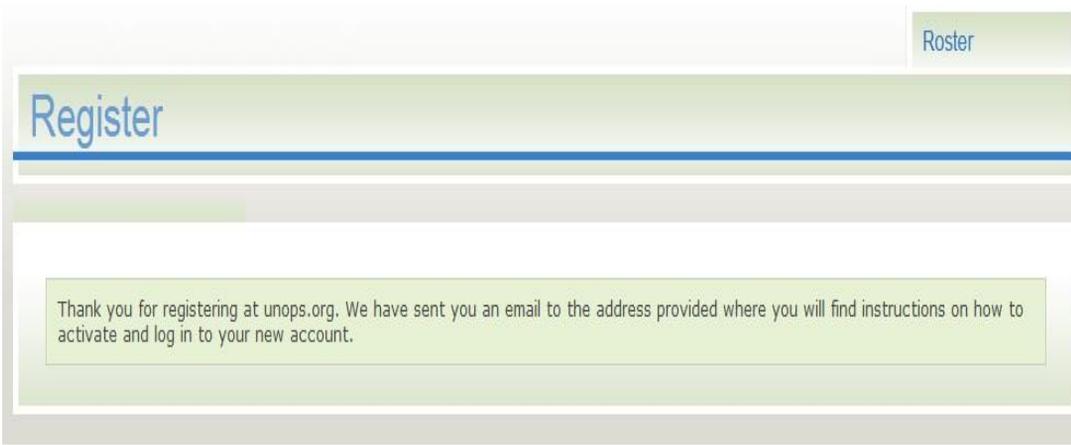
Changing password/
email

Print the profile

On this registration page, you will be asked for an email address and password, which will be used to log in to the GPRS in the future. (You select your own e-mail and password)



Once you click on the 'register' button, an email will be sent to the email address you supplied. Please click on the link you receive to activate your account.



Registration

Personal details

Education

Experience

Languages

Other

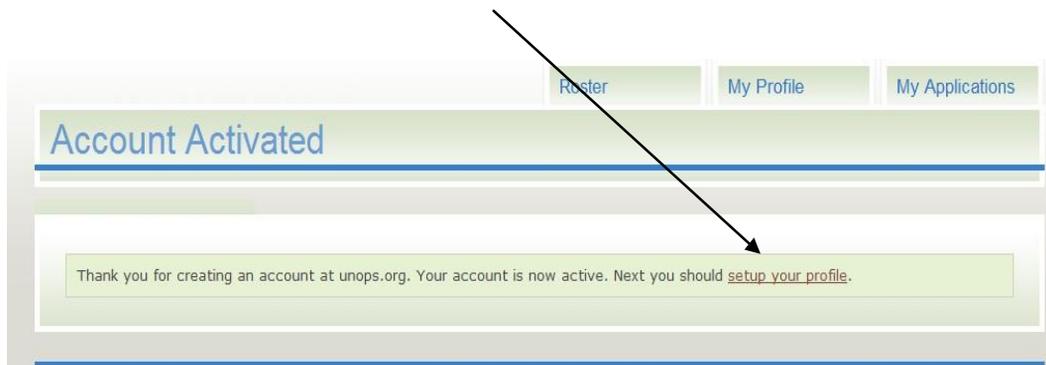
Skills

Attachments

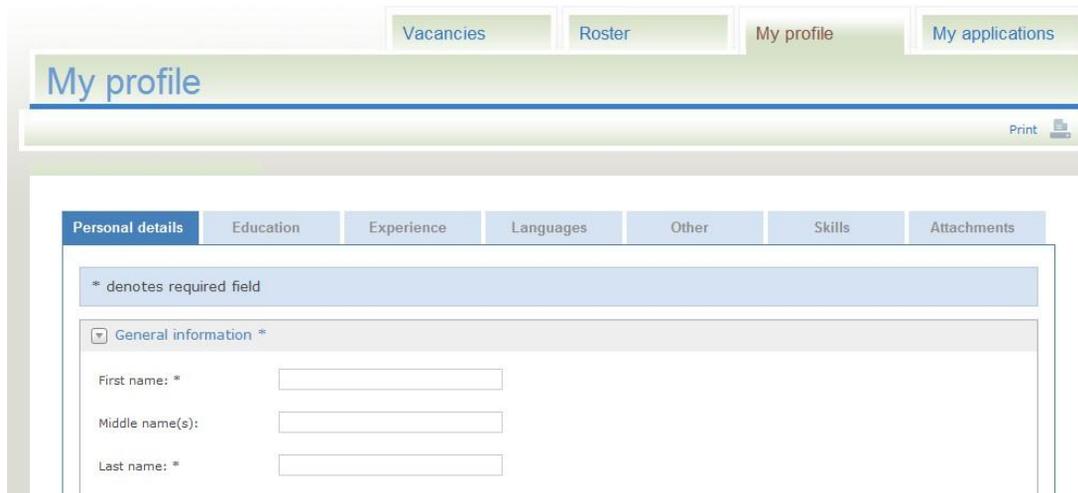
Changing password/
email

Print the profile

Once you click on the activation link in the email, you will be redirected to the message below, where you need to click on the link to 'set up your profile':



You will be redirected to the 'my profile' page where you can start entering your profile information. The fields marked with an asterisk (*) are mandatory throughout the system.



Your profile is composed of seven different sections: personal details, education, experience, languages, other, skills and attachments.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the
profile

Please start your profile creation with the 'personal details' tab:

My profile

Print 

Personal details	Education	Experience	Languages	Other	Skills	Attachments
<p>* denotes required field</p>						
<p><input type="checkbox"/> General information *</p>						
First name: *	<input type="text"/>					
Middle name(s):	<input type="text"/>					
Last name: *	<input type="text"/>					
Maiden name (if applicable):	<input type="text"/>					
Date of birth: *	<input type="text"/>					
Nationality at birth: *	<input type="text" value="--Select--"/>					
Present nationality: *	<input type="text" value="--Select--"/>					
Gender: *	<input type="radio"/> Male <input type="radio"/> Female					
<p><input type="checkbox"/> Permanent address</p>						
<p><input type="checkbox"/> Current address</p>						
<p><input type="checkbox"/> Contact details</p>						
<p><input type="checkbox"/> Availability</p>						
						Save >>>

Throughout the system, selecting a date (here the date of birth) needs to be done using the calendar icon shown below:

Personal Details * Education Experience

* denotes required field

General Information *

First Name: *

Middle Name(s):

Last Name: *

Maiden Name (if applicable):

Date of birth: * 

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Once you have entered general information such as your name, date of birth, nationality and gender, you will need to enter your address. To do so, click on the 'permanent address link' for the

Personal details Education Experience Languages Other Skills Attachments

* denotes required field

General information *

First name: *

Middle name(s):

Last name: *

Maiden name (if applicable):

Date of birth: *

Nationality at birth: *

Present nationality: *

Gender: * Male Female

[Permanent address](#)

[Current address](#)

[Contact details](#)

[Availability](#)

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

Once you have entered your permanent address, you may also enter your current address, if different:

Permanent Address

Street: rue de la foret ✓

House Name/No.: 25 ✓

Town / Province: ✓

City: Brussels ✓

Postal Code: 1005 ✓

Country: Belgium ✓

This address is also my current address

Current Address

If your current address is the same as your permanent address, please check the box in the screen below and you will be able to proceed directly to entering your contact details:

Country: Belgium ✓

This address is also my current address

Contact Details

Availability

Save >>>

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

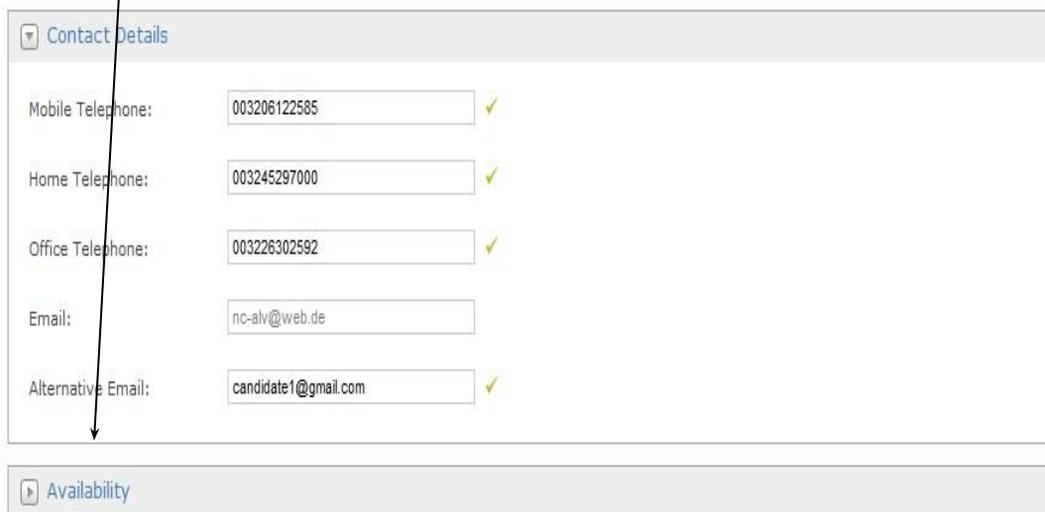
Changing password/
email

Print the profile

When entering your contact details, you will notice that the 'email' field is pre-populated with the email address you used to create your account. You can enter an alternative email address if you wish.

When entering your phone numbers, please do not forget to enter the country code

Once you are done, please click on the 'availability' field:



The screenshot shows a web form with a section titled 'Contact Details' and a section below it titled 'Availability'. The 'Contact Details' section contains five input fields, each with a green checkmark to its right:

- Mobile Telephone: 003206122585 ✓
- Home Telephone: 003245297000 ✓
- Office Telephone: 003226302592 ✓
- Email: nc-alm@web.de
- Alternative Email: candidate1@gmail.com ✓

An arrow points from the text above to the 'Availability' field in the section below.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

In the 'availability' field you will be asked for the length of your notice period with your current employer. Please enter the number of days notice you need to give.

▼ Availability

Minimum notice required
for current position
(Please enter a **number**
of **days** and not a date)

Once you have entered your availability, please click the 'save' button to move to the next tab, the 'education' section:

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

The 'education' tab is the next section in your profile:

To enter your education, please click on 'add education'

Personal details | **Education** | Experience | Languages | Other | Skills | Attachments

Education

Please enter the educational institutions (most recent first) you have attended and other specialised courses you have taken. Give the exact name of the institution and the title of diplomas, degrees, certifications, etc. All academic records must be from accredited schools/universities/institutions.

(Note: Please give the exact titles of diplomas/degrees/certifications in the original language. Do not translate or equate them to other degrees).

+ Add Education

Certifications

+ Add Certification

You should enter your educational qualifications, starting with the most recent

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

In the diploma/degree title field, give the exact titles of your degrees/diplomas/qualifications in their original language. Do not translate or equate to other degrees. Select the equivalent degree level from the drop-down menu shown in the screenshot below

The screenshot shows the 'Add Education' form with the following fields and values:

- Name of educational institute: * University of Belgium ✓
- Country: * Belgium ✓
- Diploma / Degree awarded during: 1985 ✓
- Attended From: * 01-Jan-1985 ✓
- Attended Until: (empty)
- Diploma / Degree Title: Maitrise en Gestion des Entreprises ✓
- Diploma / Degree Level: * --Select-- (dropdown menu is open)
- Diploma / Degree Subject: * (empty)

The dropdown menu for 'Diploma / Degree Level' contains the following options:

- Select--
- Bachelors degree or equivalent
- High School Diploma
- Masters degree or equivalent
- No education
- Ph.D./Doctorate/Post Doctorate
- Secondary School Diploma
- Technical/Professional Diploma
- Technical/Professional License
- Undergraduate degree (AA)

Buttons for 'Save' and 'Cancel' are visible at the bottom of the form.

Registration

Personal details

Education

Experience

Languages

Other

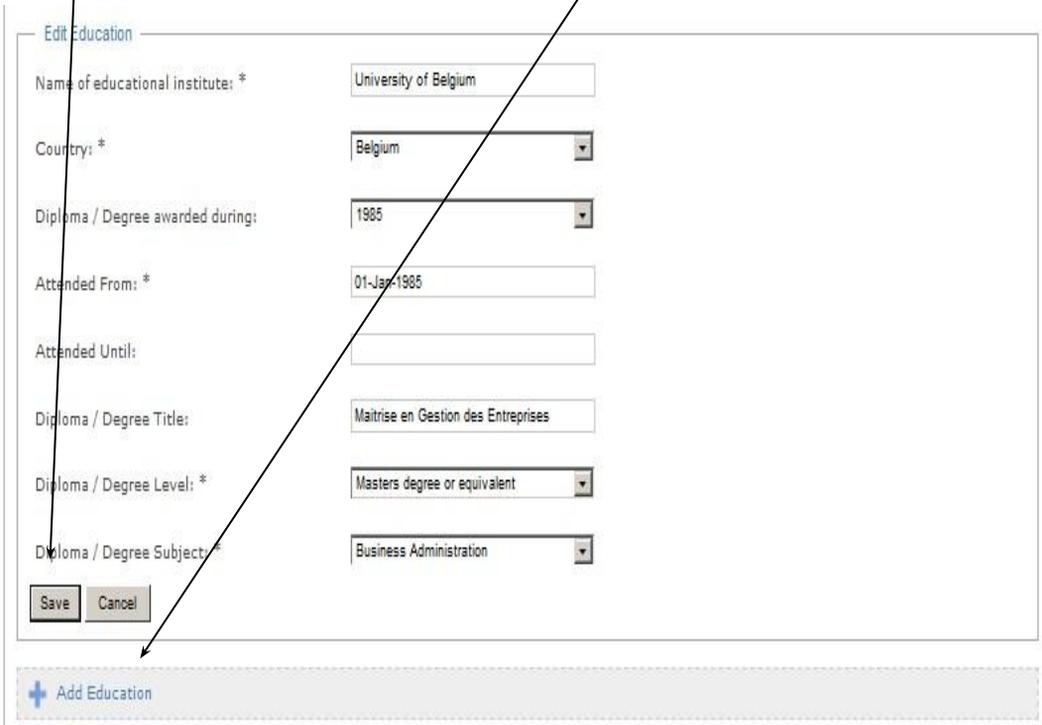
Skills

Attachments

Changing password/
email

Print the profile

To add further qualifications, click on the 'save' button and click 'add education' once you are ready to add more qualifications



The screenshot shows the 'Edit Education' form with the following fields and values:

- Name of educational institute: * University of Belgium
- Country: * Belgium
- Diploma / Degree awarded during: 1985
- Attended From: * 01-Jan-1985
- Attended Until:
- Diploma / Degree Title: Maitrise en Gestion des Entreprises
- Diploma / Degree Level: * Masters degree or equivalent
- Diploma / Degree Subject: * Business Administration

At the bottom of the form are 'Save' and 'Cancel' buttons. Below the form is a dashed box containing a '+ Add Education' button. Two arrows originate from the text above: one points to the 'Save' button, and the other points to the '+ Add Education' button.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

The next step is for you to add the professional certifications you have completed. Please click on the 'add certification' link shown below to proceed:

The screenshot shows a user profile page with a sidebar on the left containing navigation buttons. The main content area has two sections: 'Education' and 'Certifications'. The 'Education' section contains one entry: 'University of Belgium (Maitrise en Gestion des Entreprises/Masters degree or equivalent/Business Administration)' with 'Edit' and 'Delete' links. Below it is a '+ Add Education' button. The 'Certifications' section is currently empty and contains a '+ Add Certification' button. A black arrow points from the text above to this button.

Select your certification from the drop-down list of possible choices and click on the 'save' button once done.

The screenshot shows the 'Add a Certification' form. A dropdown menu is open, displaying a list of certification options: 'Portfolio, Programme, Project Offices (P3O- OGC)', 'Prince2 Foundation (OGC)', 'Prince2 Practitioner (OGC)', 'Professional in Human Resources (PHR)', 'Project Management Professional (PMP - PMI)', 'Senior Professional in Human Resources (SPHR)', 'The Chartered Institute of Purchasing and Supply (CIPS) - Qualified', and 'Translation Certification'. The 'Prince2 Practitioner (OGC)' option is highlighted. Below the dropdown is a 'Certification:' label and a '--Select--' dropdown menu. At the bottom of the form are 'Save' and 'Cancel' buttons.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

To add further certifications, please click the 'add certification' link. The list contains those certifications which are most frequently required at UNOPS. If you do not find a certification in the list, it is not possible to add it to your profile. However, when applying to any specific job opening, you will have the opportunity to attach it.

- Certifications

Prince2 Practitioner (OGC)	Edit Delete
+ Add Certification	

Once you have entered your education and certifications, please click on the next tab, 'experience':

Personal details | **Education** | Experience | Languages | Other | Skills | Attachments

Education

Please enter the educational institutions (most recent first) you have attended and other specialised courses you have taken. Give the exact name of the institution and the title of diplomas, degrees, certifications, etc. All academic records must be from accredited schools/universities/institutions.

(Note: Please give the exact titles of diplomas/degrees/certifications in the original language. Do not translate or equate them to other degrees).

University of Belgium (Masters degree or equivalent/Physical Geography)	Edit Delete
+ Add Education	

Certifications

Prince2 Practitioner	Edit Delete
+ Add Certification	

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

In this tab, you will need to enter your work experience in reverse chronological order (i.e. the most recent experience first). This is a very important step and you should make sure to enter all relevant work experience you have. To start, please click on the link 'add experience':

The screenshot shows a navigation menu at the top with tabs for 'Personal details', 'Education', 'Experience', 'Languages', 'Other', 'Skills', and 'Attachments'. The 'Experience' tab is currently active. Below the tabs, there is a form titled 'Experience'. Inside the form, there is a text box containing the instruction: 'Starting with your present post, list in reverse order every position you have held.' Below the text box is a button with a plus sign and the text '+ Add Experience'. A black arrow points from the text 'add experience' in the paragraph above to the '+ Add Experience' button.

You will need to provide the details shown below about each position you enter. Mandatory inputs include whether the position was with a United Nations organization or not, the name of your employer, the country of employment, your functional title, and the start date of your employment.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

Other sections are optional, however we strongly encourage you to fill them out carefully as your inputs to these sections will be used in the application process –particularly the description of your duties and your major achievements

Add Experience

Was this employment within a United Nations organisation? * Yes No

Name of Employer: *

Area of Work:

Country: *

Functional Title: *

Employed From: *

Employed To:

Annual Salary at Start (\$US):

Annual Salary at End (\$US):

Supervisor Name:

Supervisor Email:

Number of Employees Supervised:

Description of Duties:

Major Achievements:

Reason For Leaving:

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

If you answer 'yes' to the question on UN experience, you will be prompted to enter your contract type, your post level and your performance appraisal rating.

Add Experience

Was this employment within a United Nations organisation? * Yes No

UN Experience

Contract Type:

Post Level:

Performance Rating:

Was this employment within UNOPS? * Yes No

Name of Employer: *

If your contract type is not listed, please select 'Other':

Personal details | Education | Experience * | Languages | Other | Skills | Attachments

Experience

Starting with your present post, list in reverse order every position you have held.

Add experience

Was this employment within a United Nations organization? * Yes No

UN experience

Contract Type: ✓

Post level:

Performance rating:

Please make sure to enter the end date of each work experience, otherwise it will be counted as current experience. After each work experience entry, please remember to press the 'save' button:

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

Was this employment within UNOPS? * Yes No

Name of Employer: *

Area of Work: ✓

Country: * ✓

Functional Title: * ✓

Employed From: * ✓

Employed To:

Supervisor Name: ✓

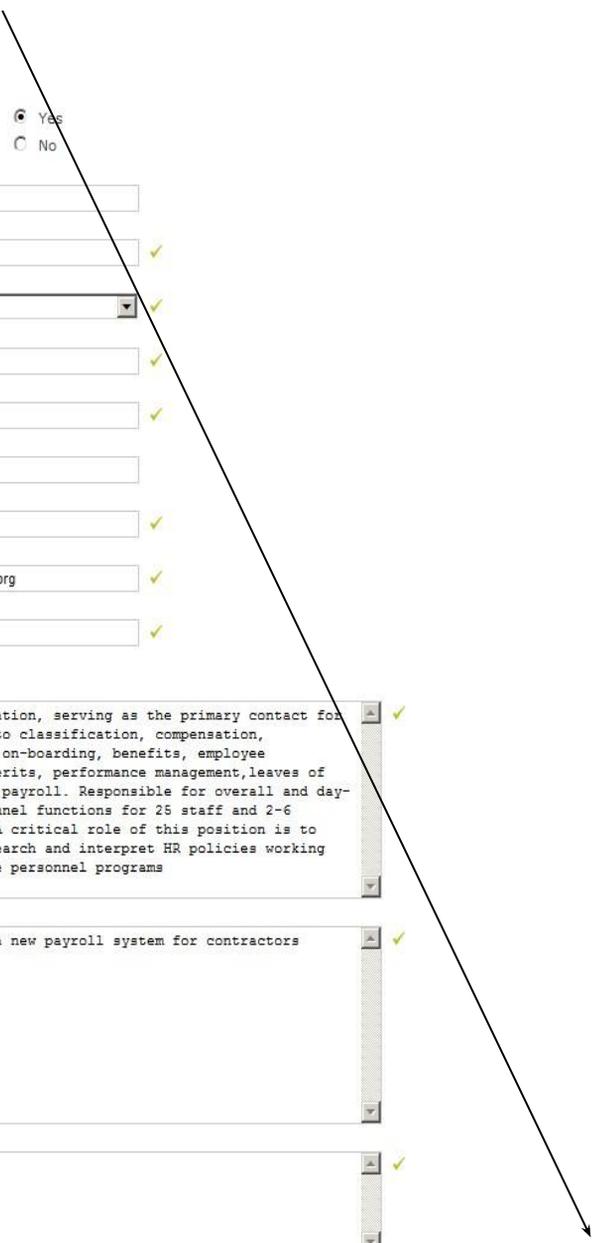
Supervisor Email: ✓

Number of Employees Supervised: ✓

Description of Duties: ✓

Major Achievements: ✓

Reason For Leaving: ✓



Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

To add additional work experience, please click the link 'add experience'

Experience

Starting with your present post, list in reverse order every employment you have had. Include also service in the armed forces and note any period during which you were not gainfully employed.

UNOPS - Jul-2009 to present (Present/Latest) [Edit](#) [Delete](#)

[+ Add Experience](#)

Once you are finished entering all your relevant work experience, please click on the 'languages' tab to move to this next step:

Personal Details Education Experience Languages Other Skills

Experience

Starting with your present post, list in reverse order every employment you have had. Include also service in the armed forces and note any period during which you were not gainfully employed.

UNOPS - Jul-2009 to present (Present/Latest) [Edit](#) [Delete](#)

[+ Add Experience](#)

Registration

Personal details

Education

Experience

Languages

Other

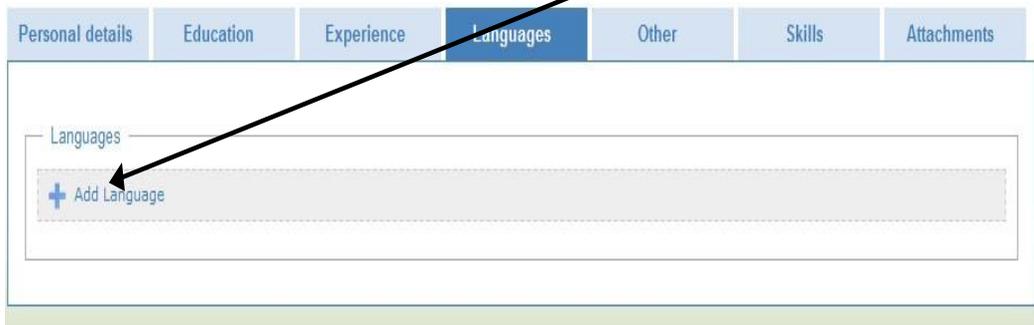
Skills

Attachments

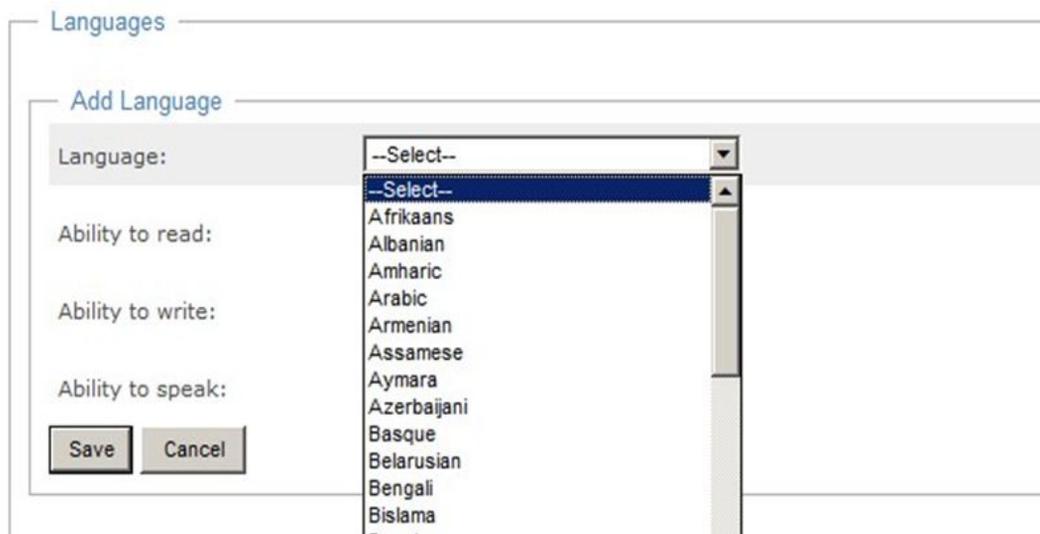
Changing password/
email

Print the profile

You will need to enter each language you speak. To start, please click on the link 'add language'



There are 4 drop-downs for each language. In the first one, you need to select the language:



Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

In the next drop-down, you need to select your ability to read from four possible choices (none/basic/intermediate/fluent):

The screenshot shows a web form titled "Languages" with a sub-section "Add Language". The "Language:" field is set to "English" with a green checkmark. The "Ability to read:" dropdown menu is open, showing options: "--Select--", "None", "Basic", "Intermediate", and "Fluent". The "Ability to write:" and "Ability to speak:" fields are currently empty. There are "Save" and "Cancel" buttons at the bottom.

Please repeat this step with your ability to write:

The screenshot shows the same "Languages" form. The "Language:" field is "English" with a checkmark. The "Ability to read:" field is now set to "Fluent" with a checkmark. The "Ability to write:" dropdown menu is open, showing options: "--Select--", "None", "Basic", "Intermediate", and "Fluent". The "Ability to speak:" field is empty. There are "Save" and "Cancel" buttons at the bottom.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

And finally with your ability to speak this language:

Add Language

Language: English ✓

Ability to read: Fluent ✓

Ability to write: Fluent ✓

Ability to speak: --Select--

Save Cancel

- Select--
- None
- Basic
- Intermediate
- Fluent

Once you are done, please press the 'save' button:

Languages

Add Language

Language: English ✓

Ability to read: Fluent ✓

Ability to write: Fluent ✓

Ability to speak: **Fluent**

Save Cancel

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

To add additional languages, please click on the link 'add language' and repeat the process:

Languages

English(Read: **Fluent** / Write: **Fluent** / Speak: **Fluent**) [Edit](#) [Delete](#)

[+ Add Language](#)

Once you have added all your languages, please click on the 'other' tab to move to the next step of your profile creation

Personal details | Education | Experience | Languages | **Other** | Skills | Attachments

Other information

Marital status:

How many dependents do you have?

Are any of your close relatives (father/mother/son/daughter/brother/sister) employed by the United Nations or one of its specialized agencies? Yes No

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

The different fields of this section are displayed below and are all mandatory, except the UN index number field which only applies to candidates currently holding a UN staff contract. Please enter all the relevant information and press the 'save' button at the bottom of the page once you are done.

Other Information

Marital Status: ✓

How many dependents do you have? ✓

Are any of your close relatives (father/mother/son/daughter/brother/sister) employed by the United Nations or one of its specialized agencies?
 Yes
 No

UN Index Number: ✓

Are there any limitations on your ability to perform in your prospective field of work? If yes, please give details.
 ✓

The assignment may require you to travel to any area of the world in which the United Nations might have responsibilities. Are there any limitations on your ability to travel? If yes, please give details.
 ✓

Permanent Residence

Have you taken up legal permanent residence status in any country other than that of your nationality?
 Yes
 No

Criminal Record

Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined, or imprisoned for the violation of any law (excluding minor traffic violations)?
 Yes
 No

[Save](#) >>>

Once you have filled in the section 'other' please click on the save bottom and you moves to the next step of your profile creation 'skills'

- Registration
- Personal details
- Education
- Experience
- Languages
- Other
- Skills
- Attachments
- Changing password/ email
- Print the profile

To add a skill please click on the link :

Personal details | Education | Experience | Languages | Other | **Skills** | Attachments

Skills

This section is entirely optional, as when you apply for a specific roster profile or vacancy announcement you will be prompted to enter the years of experience you have in certain core skills relevant to that position. Each time you do so, the skills will automatically be added to your personal profile. However you can also choose to add additional skills to your profile at any point.

+ Add Skill

This section is optional and you do not need to enter any skills when first creating a profile. The system is built in a way whereby each time you apply to a position (either a specific vacancy or a generic roster profile) you will be prompted to enter the years of experience you have in skills that are relevant for the position in question. Each time you do so, the skills will automatically be added to your profile.

Registration

Personal details

Education

Experience

Languages

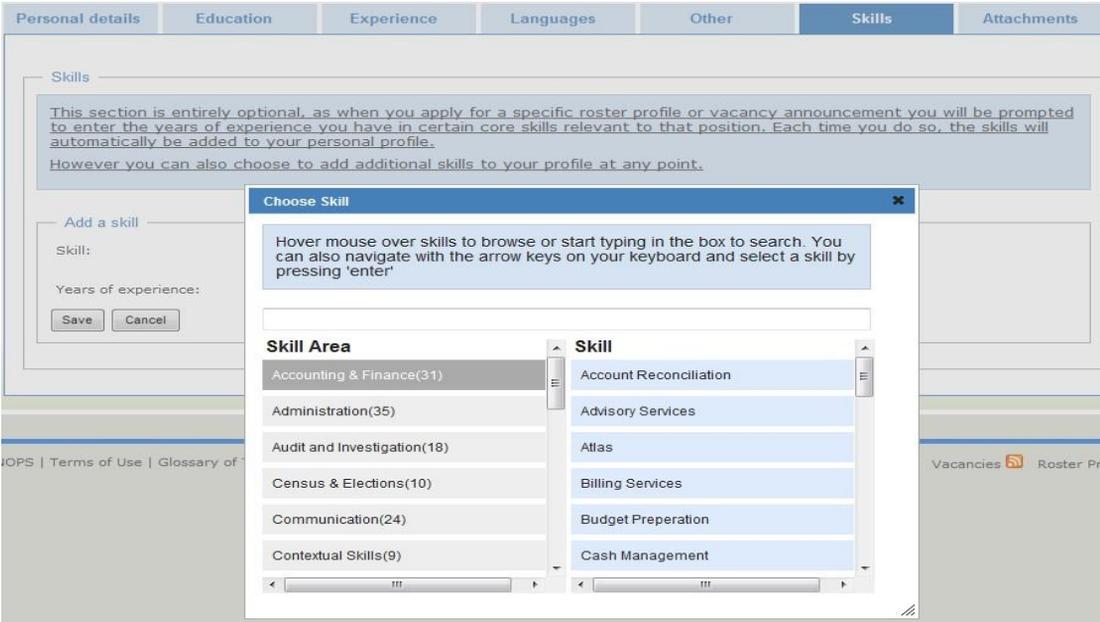
Other

Skills

Attachments

Changing password/
email

Print the profile



If you do choose to enter a sample of skills to your profile, you will need to first select the skill area in the left column and then click on the relevant skill within this area in the right column to add it. You can scroll down in each column.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

Choose Skill

Hover mouse over skills to browse or start typing in the box to search. You can also navigate with the arrow keys on your keyboard and select a skill by pressing 'enter'

Skill Area	Skill
Accounting & Finance(32)	Account Reconciliation
Administration(37)	Advisory Services
Audit and Investigation(19)	Atlas
Census & Elections(11)	Billing Services
Communication(25)	Budget Preperation
Contextual Skills(7)	Cash Management

Once you have added the skill, you will need to enter the years of experience you have in this specific skill, and then press the 'save' button

Skills

Add a Skill

Skill: [Choose](#)

Years of experience:

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

To add additional skills, please click on the link 'add skill' and repeat this process

Skills

Accounting & Finance - Account Reconciliation (2 years)	Edit Delete
+ Add Skill	

Personal details | Education | Experience | Languages | Other | Skills | Attachments

Attachments

Here you can find a list of files which you have previously uploaded to your account when applying for a position or creating your profile.
You will always be prompted to upload additional files in support of a specific application but you may view or upload more files here at any time.

Type	Filename	Size
No records to display.		

Maximum allowed file size is 4MB.

Once you have entered skills (or left this section blank, since it is optional) please move to the next tab 'attachments'

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

This section is optional and you do not need to upload any attachments when first creating a profile. Under attachments you have the option to upload your CV, cover letters, list of publications, certifications, degree transcripts, etc. If you want to delete an attachment please click on the 'X' icon under 'delete'

Personal details | Education | Experience | Languages | Other | Skills | **Attachments**

Attachments

Here you can find a list of files which you have previously uploaded to your account when applying for a position or creating your profile.

You will always be prompted to upload additional files in support of a specific application but you may view or upload more files here at any time.

You also have the possibility to remove files from your profile -deleted files will remain attached to the relevant application but will no longer show under your profile.

Delete	Type	Filename	Size
X		Cover letter.docx	12 KB

Maximum allowed file size is 4MB.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

Each time you apply to a vacancy/roster profile, you will be asked whether you wish to upload attachments you added to this section. New files you will in future upload directly to any application will automatically be added to this section in your profile.

Vacancies Roster My profile My applications

My profile Print

Personal details Education Experience Languages Other Skills Attachments

Attachments

Here you can find a list of files which you have previously uploaded to your account when applying for a position or creating your profile. You will always be prompted to upload additional files in support of a specific application but you may view or upload more files here at any time. You also have the possibility to remove files from your profile –deleted files will remain attached to the relevant application but will no longer show under your profile.

Delete	Type	Filename	Size
X		Cover letter.docx	12 KB

Maximum allowed file size is 4MB.

Once you have uploaded any attachments (or left this section blank, since it is optional), your profile is complete and you can start applying to openings. At any time, you can go back to your profile and edit or update the information.

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

If you have forgotten your password, please enter your e-mail address and click 'forgot password'

You will then be requested to re- enter your email address and click 'submit'. You will receive an email with guidance on how to reset your password.

Registration

Personal details

Education

Experience

Languages

Other

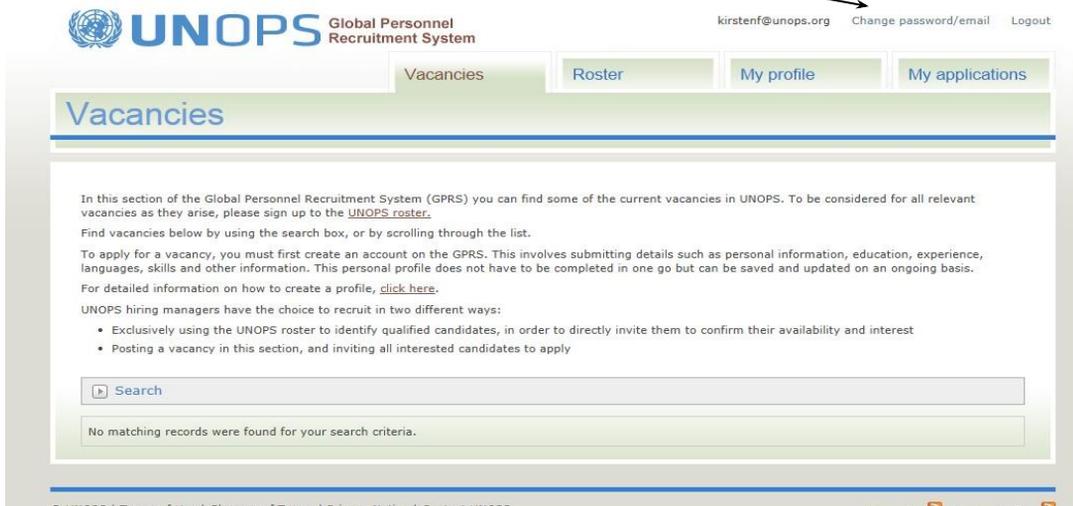
Skills

Attachments

Changing password/
email

Print the
profile

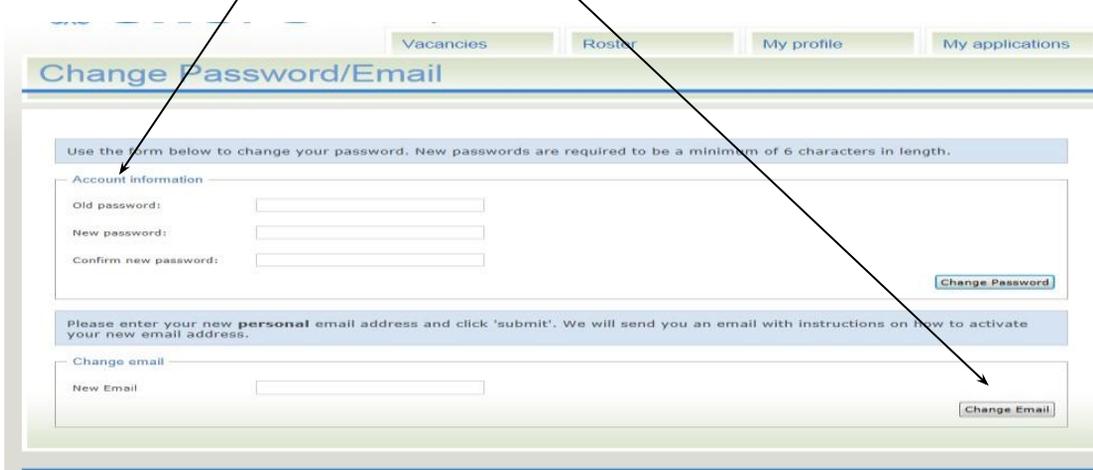
If you want to change your e-mail or your password please log in and click on 'change password/email':



You now have to option to either change your password or your email address.

The section "account information" is to be used when you want to change your password

The section 'Change email' is to be used when you want to change your email.



Registration

Personal details

Education

Experience

Languages

Other

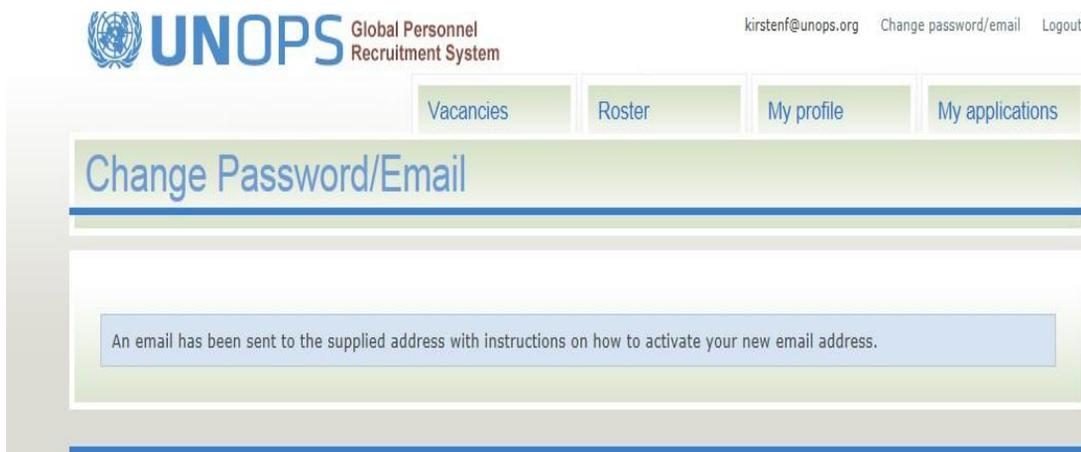
Skills

Attachments

Changing password/
email

Print the profile

An email will be sent to the email address you supplied, with instructions on how to activate your password or email address



If you want to print out your profile, please log in and select the 'Print' icon under 'my profile':

Registration

Personal details

Education

Experience

Languages

Other

Skills

Attachments

Changing password/
email

Print the profile

UNOPS Global Personnel Recruitment System

kirstenf@unops.org Change password/email Logout

Vacancies Roster My profile My applications

My profile

Print

Personal details Education Experience Languages Other Skills Attachments

* denotes required field

General information *

First name: *