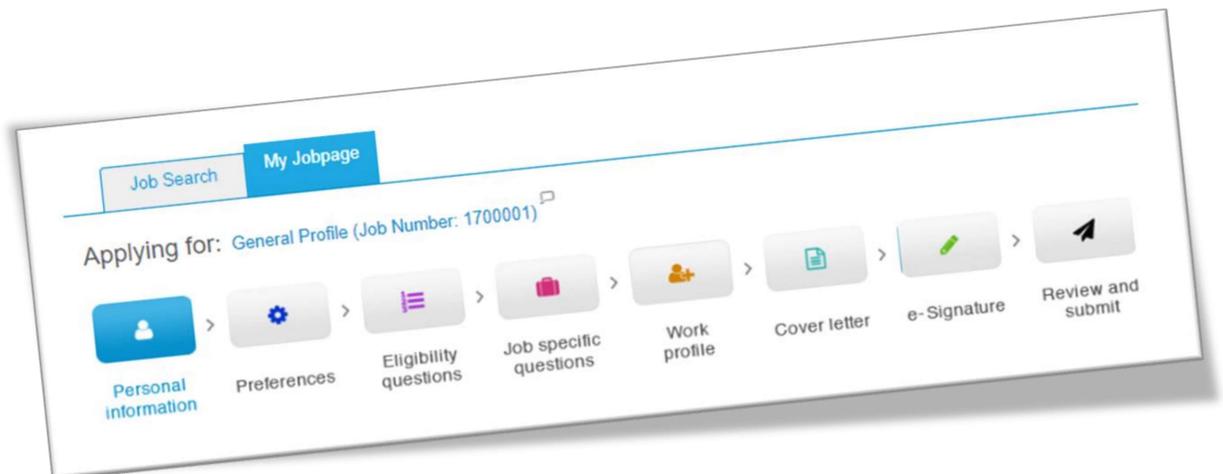


# <STELLIS> How to apply to WHO job opportunities

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## USER GUIDE

18 November 2021



## HOW TO ACCESS YOUR STELLIS PROFILE

### 1. WHO staff members holding currently valid Continuing, Fixed-Term, Temporary SR420.4 and 60 days or less contracts:

From the [WHO intranet](#) page, go to Staff Resources/Services and click on [Stellis vacancies/profile \(staff\)](#), or alternatively <https://careers.who.int/careersection/in/jobsearch.ftl>. You should be logged in automatically.



Please note that all staff who were in service at the time of the launch of Stellis in February 2017 had Stellis profiles automatically created. Please do not create a new account. If you experience problems accessing your profile, please send an email to Global Service Desk at [globalservicedesk@who.int](mailto:globalservicedesk@who.int). For new staff engaged since February 2017, the creation of a Stellis profile is a pre-requisite to employment.

### 2. WHO workforce holding Consultant, SSA or Internship contracts; External candidates; or staff members currently observing break-in-service:

From the [WHO intranet](#), go to Staff Resources/Services and click on [Stellis vacancies/profile \(non-staff\)](#), or alternatively <https://careers.who.int/careersection/ex/jobsearch.ftl>, and click on **Sign In** in the top right-hand corner of the page.

The career portal is also accessible via <https://www.who.int/careers/apply-for-a-position>, → External candidate access



If you already have an account, enter your unique login information. If not, create your own login account (user name and password) by clicking New User. Please do not create duplicate accounts. If you do not remember your user name or password, use the **Forgot my password** or **Forgot my user name** options, or send an email to [globalservicedesk@who.int](mailto:globalservicedesk@who.int). Temporary credentials will be provided to you to facilitate access.

Welcome. You are not signed in.

Job Search

### Login

To access your account, please identify yourself by providing the information requested in the fields below, then click "Login". If you are not registered yet, click "New user" and follow the instructions to create an account.

*Mandatory fields are marked with an asterisk.*

\*User Name

\*Password

[Forgot your user name?](#)  
[Forgot your password?](#)

## HOW TO VIEW CURRENT WHO JOB OPPORTUNITIES

1. Current job opportunities can be viewed by clicking on the **Job Search** tab. You can use the filters on the left column of the page to search for specific job opportunities. This can be by location, contract type and job field. A keyword search may also be used. To review more details regarding the position, click on the job title

Job Search My Jobpage Instructions for candidates

Keyword Location Search View All Jobs Advanced Search

Job Openings 1 - 25 of 65

Posting Date

Location

Country

Switzerland (13)

Egypt (6)

Multiple locations (5)

City

Geneva (13)

Cairo (6)

Show more...

See all locations

Sort by Relevancy Descending Save this Search Single-line

**Administrative Clerk** - 1905729

Location : Philippines-Manila

Grade : G3

Contractual Arrangement : Fixed-term appointment

Closing Date : Jan 1, 2020, 11:59:00 PM

Organization : WP/DAF Director, Administration and Finance

Apply

**Regional Adviser - Disability & Inj. Prev. & Rehab. (DPR)** - 1905553

Location : India-New Delhi

Grade : P5

Contractual Arrangement : Fixed-term appointment

Closing Date : Jan 1, 2020, 11:59:00 PM

Organization : SE/NDE Noncommunicable Diseases & Environmental Health

Apply

2. The closing date for applications is clearly displayed in the job opportunity details. Please take note of the IMPORTANT NOTICE that is included in the announcement and brings to your attention that the closing date displayed reflects your personal device's system settings. For example, a closing time for a specific job posting viewed by a candidate with Geneva time selected as a system setting will differ from that of a candidate with Kuala Lumpur time as a system setting. Always refer to the official WHO job site for accurate closing deadlines.

### Administrative Clerk - (1905729)

Grade: G3

Contractual Arrangement: Fixed-term appointment

Contract duration: 2 years

Job Posting: Dec 18, 2019, 9:39:36 AM

**Closing Date: Jan 1, 2020, 11:59:00 PM**

Primary Location: Philippines-Manila

Organization: WP/DAF Director, Administration and Finance

Schedule: Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

## HOW TO APPLY TO A JOB OPPORTUNITY

1. Once you have identified a job opportunity that interests you and for which you are suitably qualified, simply click on the **Apply** button next to the job announcement, or on the **Apply Online** button within the job announcement.

The screenshot shows a job announcement interface. On the left, there is a 'Location' section with a 'Country' dropdown menu. Below it, there are three checkboxes: 'Switzerland (13)', 'Egypt (6)', and 'Multiple locations (5)'. Below these is a 'City' dropdown menu. To the right, the job details are displayed: 'Administrative Clerk - 1905729', 'Location: Philippines-Manila', 'Grade: G3', 'Contractual Arrangement: Fixed-term appointment', 'Closing Date: Jan 1, 2020, 11:59:00 PM', and 'Organization: WP/DAF Director, Administration and Finance'. A blue 'Apply' button is highlighted with a red box.

This screenshot shows a blue 'Apply Online' button highlighted with a red box. To its right, there is a 'SHARE' button with icons for Facebook, Twitter, and Email.

### Administrative Clerk - (1905729)

Grade: G3  
Contractual Arrangement: Fixed-term appointment  
Contract duration: 2 years  
Job Posting: Dec 18, 2019, 9:39:36 AM  
Closing Date: Jan 1, 2020, 11:59:00 PM  
Primary Location: Philippines-Manila  
Organization: WP/DAF Director, Administration and Finance  
Schedule: Full-time

**IMPORTANT NOTICE:** Please note that the deadline for receipt of applications indicated above reflects your personal device's system settings.

### OBJECTIVES OF THE PROGRAMME

2. A series of tabs will appear which will allow you to enter information relevant to your application. The job opportunity to which you are applying will always be clearly indicated on top of the page.

The screenshot shows a navigation bar with three tabs: 'Job Search', 'My Jobpage', and 'Tasks'. Below the tabs, a red box highlights the text 'Applying for: Administrative Clerk (Job Number: 1905729)'. To the right of this text, it says 'Step 1 out of 8'. Below the navigation bar, there is a series of icons representing different steps in the application process: 'Personal information', 'Preferences', 'Eligibility questions', 'Job specific questions', 'Work profile', 'Cover letter', 'e-Signature', and 'Review and submit'. At the bottom, there are three buttons: 'Save and Continue', 'Save as Draft', and 'Quit'.

To navigate between the individual steps in the application process, click on **Save and continue**. You can also **Save as draft** and return later to complete your application.

**Personal information:** Please note that in the case of active **WHO staff**, fields for Name, Civil Status, Title, DoB, Nationality are populated automatically from GSM. Should you wish to

modify any of these fields, you will need to take the required action in GSM and/or contact [gschrservices@who.int](mailto:gschrservices@who.int). The primary email address will reflect your WHO email address.

**Preferences:** This section allows you to select the opportunities in which you are interested in terms of job type, level and schedule. You can also select job field and location. The system will automatically add the job field and location of the job to which you are applying. Should you wish to receive system-generated notifications of job postings which generally match your preferences, simply check the box as shown below. You can uncheck the box at any time if you no longer wish to receive notifications.

**Job posting notification**

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

**Eligibility questions:** You are required to respond to a set of eligibility questions which are mandatory for all Stellis profiles. If you have previously made a job application through Stellis, the questions will reflect the responses you provided earlier. Please ensure that the responses are still valid.

**Job specific questions:** A set of job specific questions is developed for each job posting. Please respond to these questions honestly. Only candidates who fully meet minimum requirements for a job can be short listed. Any attempt to misrepresent educational achievements or relevant experience will be taken very seriously.

**Work profile:** Once you click on the **Work profile** tab, you will be able to enter details of your education, qualifications/certifications, trainings, work experience, publications, languages and computer skills.

Once you have completed the relevant fields for a specific entry, click on Add/update entry as shown below. Your entries will be listed at the bottom of the page. To view/update an entry, simply click directly on it. To delete an entry, click on the Delete icon to the right of the entry.

**Education**

Starting with your highest level of education to this point, please provide details of schools, universities or other formal educational establishments (for example, secondary and technical schools) from which you have graduated or expect to graduate. You are required to make at least one entry in this section.

\* Start Date  
 Mar 2016

\* Main course of study  
 Health & health sciences

\* Country  
 Ireland

\* Graduation Date  
 Mar 2027

\* Specific field of study  
 Medicine

\* Institution  
 Trinity College Dublin, The Univer

\* Level of education  
 Post-graduate degree/Master's di

\* Degree  
 Other

\* Other Degree  
 Masters of Medicine

Once you have completed the mandatory fields (\*) in this section and wish to save your entry, please select **Add/update entry**. Your completed entries will be compiled at the bottom of the page.

Upon completion of all relevant sections of your work profile (Education and Languages are mandatory sections), click on **Review & save work profile**.

**Add/update entry** Clear Exit work profile

POST-GRADUATE DEGREE/MASTER'S DEGREE OTHER - HEALTH & HEALTH SCIENCES  
 Mar-2016 - Mar-2027  
 Trinity College Dublin, The University of Dublin

Once you have entered information in a specific section, a green tick mark will be displayed – as shown below.

When all the sections have been completed, you can either click on **Exit work profile** and continue to the next step in the application process or click on **Review & save work profile** to see a consolidated list of your work profile entries and from there Save and exit work profile and proceed to next step in the application process.

**Work profile**

Education\* ✓

Qualifications/Certifications ✓

Trainings

Experience

Publications

Languages\* ✓

Computer skills

Review & save work profile

**Education**

Starting with your highest level of education to this point, please provide details of schools, universities or other formal educational establishments (for example, secondary and technical schools) from which you have graduated or expect to graduate. You are required to make at least one entry in this section.

\* Start Date  
 MM YYYY

\* Main course of study  
 Select

\* Country  
 Select

\* Graduation Date  
 MM YYYY

Specific field of study  
 Select

Institution  
 Select

\* Level of education  
 Select

Degree  
 Select

Once you have completed the mandatory fields (\*) in this section and wish to save your entry, please select **Add/update entry**. Your completed entries will be compiled at the bottom of the page.

Upon completion of all relevant sections of your work profile (Education and Languages are mandatory sections), click on **Review & save work profile**.

Add/update entry Clear Exit work profile

**Cover letter:** This step in the selection process is optional. Should you wish to include a cover letter, you can type or paste text into the field provided. The maximum length allowed in the cover letter text field is 4000 characters. Your cover letter will be specific to the job opportunity to which you are applying.

**eSignature:** You are required to certify that the statements made in your profile are true, complete and correct. Please note that your eSignature will always be your family name as it is reflected in your profile. Important note: Applying your eSignature is not a submission of your application. There is one further step – see below.

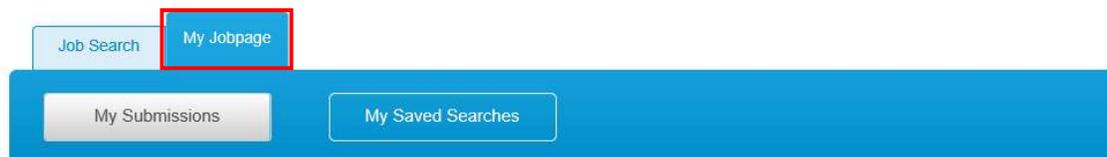


**Review and submit:** This is the final step in the application process. You will have an opportunity to again review the content of your profile before submitting your application. It is only upon clicking the Submit button below, that your application will be registered.

3. You can print a copy of your profile content by clicking on the **Print** option shown below.



4. Once you have submitted your application, you will within minutes receive a system-generated confirmation of your application. Please ensure that the correct vacancy number is quoted in the application confirmation. If you do not receive a confirmation, or if the confirmation does not display the correct vacancy number, please contact the WHO Global Service Desk at [globalservicedesk@who.int](mailto:globalservicedesk@who.int).
5. You can view your applications history by clicking on the **My Jobpage** tab.



**Draft submissions:** As long as the closing date of the job posting has not lapsed, you can finish the application process (you started earlier and saved) by clicking on **Finish Draft Submission**.



**Completed submissions:** You can view your completed applications and see any system-generated notifications associated with the applications. You may update an application for a specific job up until the closing date. After the position is closed, you may no longer amend the application. You can also withdraw your application.

Completed Submissions

[MW Screening question test 7 March](#) - Full-time  
Switzerland-Geneva  
Job Posting : Mar 7, 2019 – Job Number: 1900139  
Job Status: In progress  
Submission Status: Completed – Updated: Mar 7, 2019  
[View Submission](#) | [View Email Messages](#) | [Withdraw](#)

**Withdrawn applications:** A list of withdrawn applications is also available.

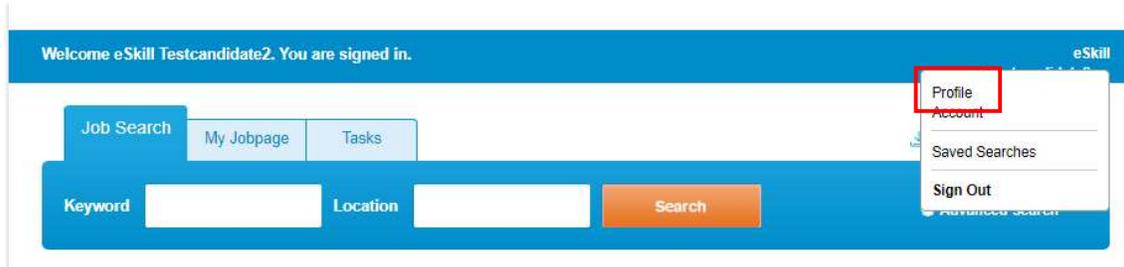
Withdrawn Submissions

[WHO internships](#) - Full-time  
Multiple locations  
Job Number: 1800964  
Job Status: In progress  
Submission Status: Withdrawn – Updated: Dec 18, 2019

6. The status of the respective selection process is also provided, showing **In progress, Filled and Cancelled**.

## HOW TO UPDATE MY PROFILE IN ADVANCE OF JOB POSTINGS

1. Should you wish to update your profile without making a specific application, you can do so from either the **Job Search** or **My Jobpage**, by clicking on the downward arrow next to your name and then on **Profile**



2. You will notice that it will indicate you are applying for General Profile (Job Number 1700001). This is normal. Your general profile will always be the most recent version of your profile and will be systematically updated upon each completed application. Please note that updating your general profile (1700001) will have no impact on your previously submitted or draft applications.
3. To create/update your profile, please follow the same steps provided in the earlier section titled **How to apply to a job opportunity**. It is important to complete the steps through to **Review and submit** to ensure that your entries/updates are recorded.



**TIP:** it is advisable that if you happen to be working on several job specific applications at the same time, that you avoid updating your general profile until you have completed all your required applications. The general profile will be updated automatically each time with the most recently submitted job application.

## USEFUL TIPS FOR USING THE WEBSITE:

1. In case the site does not display properly or you are unable to move around the site, check that you are using the latest version of your web browser. Check also that Javascript is enabled. You can try the following steps:
    - a. Clear your browser history and open the career portal in a new browser (not a new tab within the same browser).
    - b. Access the career portal using **Mozilla Firefox browser or using another device**
  2. Avoid using the back and forward buttons in your browser. This may interrupt the application process and cause you to lose data. Use instead the navigation buttons within the website.
  3. If you continue to experience problems, send an email promptly to [globalservicedesk@who.int](mailto:globalservicedesk@who.int). To facilitate a prompt response, include details of the vacancy, your computer settings and attach a screenshot of the error.
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