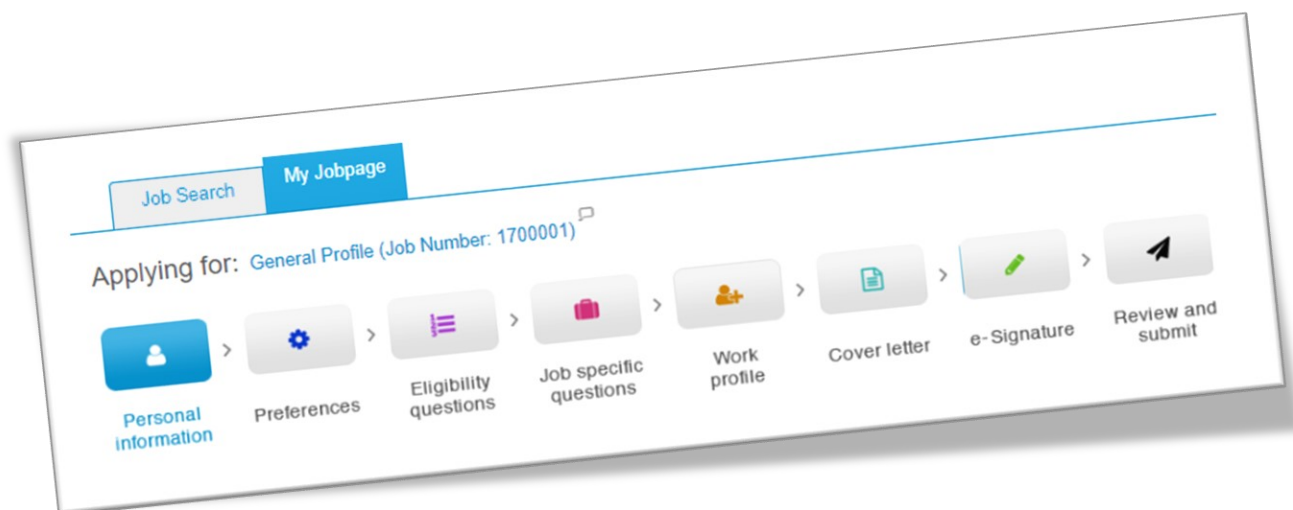


STELLIS How to apply to WHO job opportunities

USER GUIDE

29 September 2025



HOW TO ACCESS YOUR STELLIS PROFILE

The WHO Job Application website is accessible through WHO Careers at: www.who.int/careers.

Supported browsers: Microsoft Edge, Google Chrome, and Mozilla Firefox

Click on “Apply Here” and access the correct link as applicable to you. Please also read the description below about which link may be applicable to you.

Apply for a position

Vacancies and profile access

WHO uses an online platform called Stellis to publish vacancies and manage candidate profiles.

- [Staff member access](#) >
- [External candidate access](#) >
- [WHO Internship Programme](#) >

Beware of criminals pretending to be WHO!

- WHO never asks for money for recruitment.
- It is not WHO's policy to charge registration fees for conference meetings.
- WHO does not conduct lotteries, or offer prizes or awards via any digital media.

[Report a scam](#)

Should you wish to receive Job alerts from Stellis, please register through the profile access links as user/login. Once you're logged into the system, go to your Profile and then to Preferences, to activate a Job alert and save your job search criteria. You will then receive email alerts when jobs matching your criteria are published.

RSS (Really Simple Syndication) feeds offer another way to get job openings content. You can subscribe by clicking the RSS URL link provided in the external candidate and the internship programme portals above.

1. Staff Member access: Current WHO staff member holding a currently valid Continuing, Fixed-Term, Temporary SR420.4 or 60 days or less contract:

Staff may also access Careers via the [OneWHO Intranet Home Page](#), go to What's Going On and click on Stellis vacancies. You will be logged in automatically.

Welcome Jyotsna SHRIVASTAV. You are signed in. Jyotsna SHRIVASTAV ▾

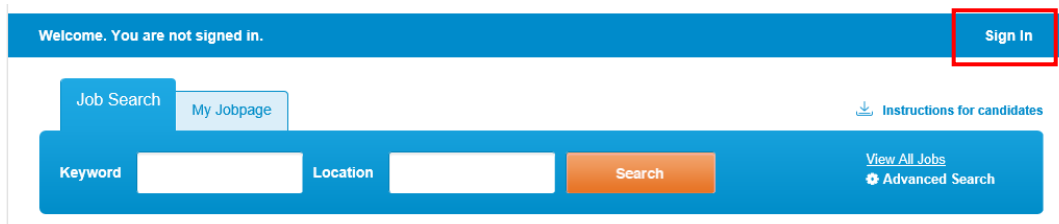
[Job Search](#) [My Jobpage](#) [Offers](#) [Instructions for candidates](#)

[View All Jobs](#) [Advanced Search](#)

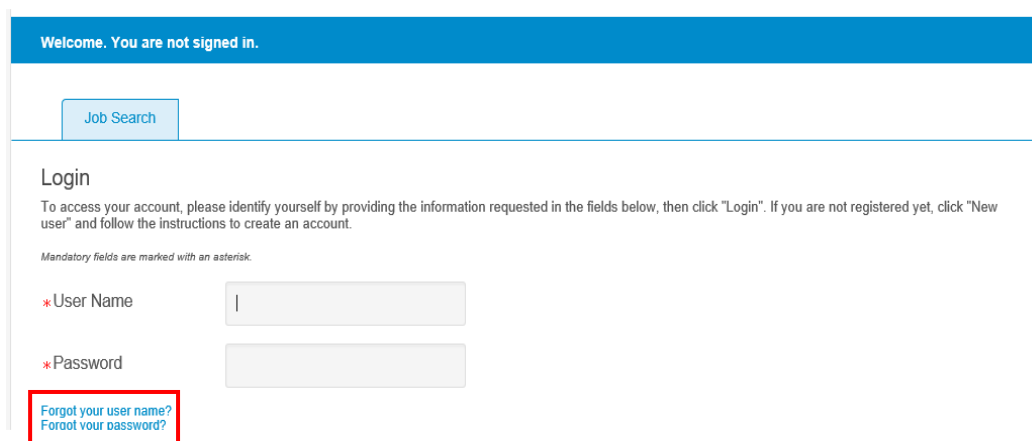
Please note that all staff members who were in service when Stellis was implemented in February 2017 had candidate profiles automatically created. Therefore, please do not create a new account. If you experience problems accessing your profile, please send an email to Global Service Desk at globalservicedesk@who.int. For new staff engaged since February 2017, the creation of a Stellis profile is a pre-requisite to employment.

2. External candidate access: WHO affiliate workforce including Consultants, SSA holders or Interns; or a staff member currently observing break-in-service; or an External candidate:

From the [OneWHO Intranet Home Page](#), go to What's Going On and click on Stellis vacancies. or alternatively access the link: <https://careers.who.int/careersection/ex/jobsearch.ftl>, and click on **Sign In** at the top right-hand corner of the page.



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



Former WHO staff members or staff members currently on break-in-service must always ensure that a personal email address is included within their Stellis profile to receive system-generated email notifications after separation from WHO. Should you require assistance to include a personal email address, please follow the steps provided in this guide:

<https://www.who.int/publications/m/item/stellis-user-guide-how-do-i-access-my-profile-after-i-leave-who>

3. WHO Internship Programme: Applicants seeking Internship opportunities

At the WHO Careers application website (<https://www.who.int/careers/apply-for-a-position>), click on WHO Internship Programme. You will need to login or create a new account as per the instructions provided in S. no. 2 above.

Should you wish to access your internship application at any point in time, please always return to the Internship website following the same steps or directly click on this link:

<https://careers.who.int/careersection/intern/jobsearch.ftl?lang=en>

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

*to view job opportunities advertised by PAHO, please also visit [Careers at PAHO](#)

The screenshot displays the WHO job search interface. At the top, there are two tabs: 'Job Search' (highlighted with a red box) and 'My Jobpage'. Below the tabs is a search bar with 'Keyword' and 'Location' input fields, a 'Search' button, and links for 'View All Jobs' and 'Advanced Search'. A link for 'Instructions for candidates' is also present. Below the search bar, it indicates 'Job Openings 1 - 25 of 65'. On the left side, there are filters for 'Posting Date' and 'Location' (Country and City). The 'Location' filter shows options for Switzerland (13), Egypt (6), and Multiple locations (5). The 'City' filter shows options for Geneva (13) and Cairo (6). There is a 'Show more...' link and a 'See all locations' link. On the right side, there are sorting options: 'Sort by' (Relevancy, Descending) and a 'Save this Search' button. Two job listings are shown. The first listing is 'Administrative Clerk' (highlighted with a red box) with details: 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. The second listing is 'Regional Adviser - Disability & Inj. Prev. & Rehab. (DPR)' with details: 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. Both listings have an 'Apply' button.

Candidates may also Save specific search criteria to facilitate their search.

2. The closing date for applications is clearly displayed in the job posting 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, 11:58:00 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.

Location

Country

☐ Switzerland (13)

☐ Egypt (6)

☐ Multiple locations (5)

City

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

Apply Online

SHARE   

Administrative Clerk - (1905729)

Grade: G3
Contractual Arrangement: Fixed-term appointment
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:
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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.

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. 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. Please ensure that you follow these steps while completing this section:

- a. 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 2018

* Main course of study
Health & health sciences

* Country
Ireland

* Graduation Date
Mar 2027

* Specific field of study
Medicine

* Institution
Trinity College Dublin, The University of Dublin

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

* 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-2018 - 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.

- b. When all the sections have been completed, click on **Review & save work profile** to see a consolidated list of your work profile entries and from there, click **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**

- c. Should you encounter an error message while completing the Work Profile section or are unable to view the correctly saved information, please refer to the Useful tips provided at the end of this document.

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. Your cover letter will be specific to the job opportunity to which you are applying.

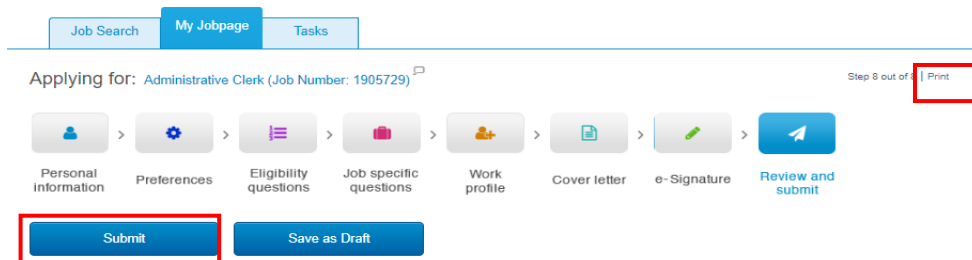
eSignature:** You are required to certify that the statements made in your profile are true, complete and correct. Please note that your eSignature will always be your **family name** as it is reflected in your profile. Important note: Applying your eSignature is not a submission of your application.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



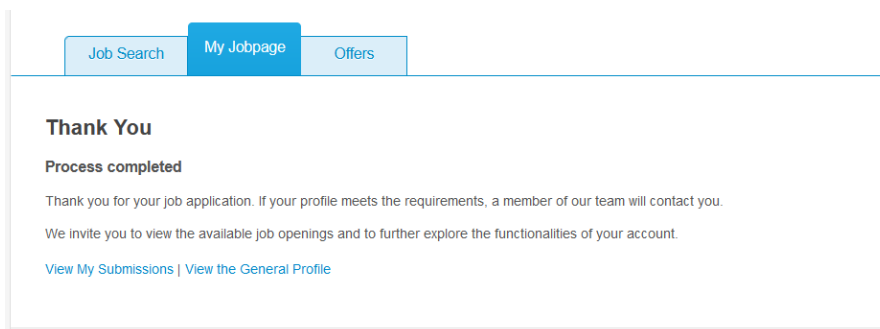
****Important note:** an eSignature is only entered at the time of an initial submission and the Review and submit page will also reflect the date of the initial submission. This is normal. Any subsequent updates to a job submission, and this includes the general profile, will continue to reflect the existing values. It is not possible to update the values, however, the updated timestamps will be recorded within the system.

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.

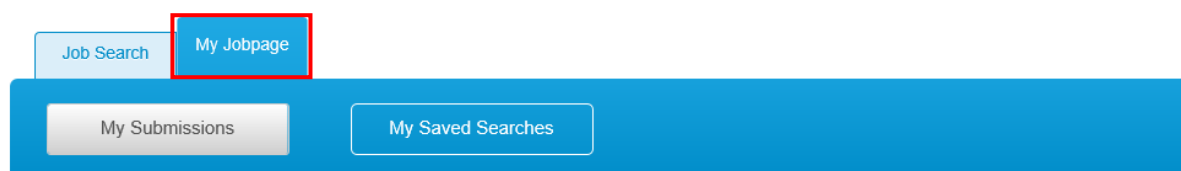


4. Once you have successfully submitted your application, you will see the confirmation displayed on your screen (as below) and you will receive a system-generated confirmation of your application within minutes. Please ensure that the correct vacancy number is quoted in the application confirmation. 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.

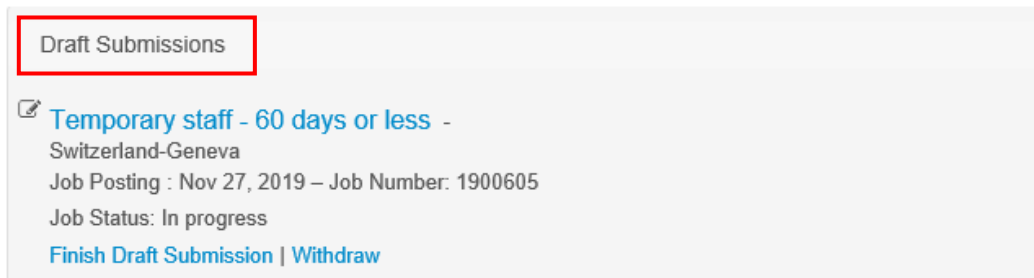


Note: A job submission acknowledgement email is sent only at the time of the initial submission. Updating a job submission, including the general profile (job number 1700001), will not result in receipt of a new confirmation email.

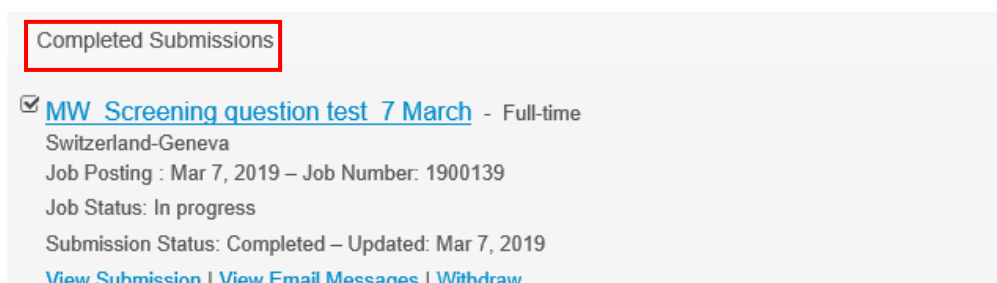
5. You can view your applications history by clicking on the **My Jobpage** tab.



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.



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

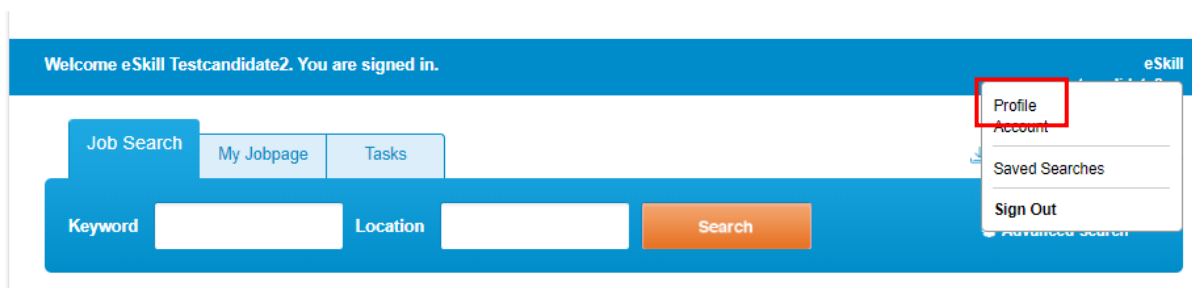
Withdrawn Submissions

 **WHO internships** - Full-time
Multiple locations
Job Number: 1800964
Job Status: In progress
Submission Status: Withdrawn – Updated: Dec 18, 2019

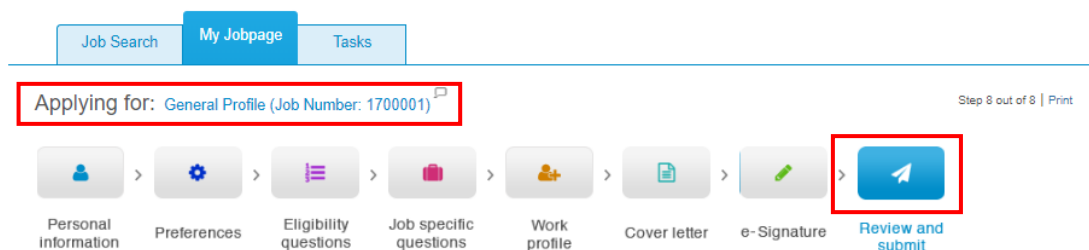
- The status of the respective selection process is also provided, showing **In progress, Filled and Cancelled**.

HOW TO UPDATE MY PROFILE IN ADVANCE OF JOB POSTINGS

1. Should you wish to create/update your profile without applying to a specific job, 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 job number 1700001 will have no impact on your previously submitted or any 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 to avoid simultaneously creating/updating several job specific applications at the same time and to complete each application before starting a new one. Your most recently submitted job application will serve as a template for starting the next draft application.

USEFUL TIPS FOR USING THE WEBSITE:

1. 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.
2. 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**
 - c. Restart your device.
3. If within the Work Profile section, you are unable to save your entries correctly, please follow the steps provided above at S. no. 2 before accessing the Work Profile section.
 - a. Ensure that you have followed the prescribed steps for completing the Work profile section.
 - b. In case you are copying content from another document source such as Word or PDF to the Work Profile sections:
 - Copy the content first to Notepad application (readily available on most devices) to remove any invisible codes/scripts/characters which could be causing the issue. Remove any bullets or numbering.
 - Now copy the content from Notepad to the fields in Stellis. You can include '-' (dash) or type in a number as bullets.
 - Alternately, you can also directly type the content into the fields.
 - c. Once entries are made in the Work Profile sections, click Add/update entry after completing one full entry. Once all sections are complete, click "Review & save work profile" to review the entries made at the Work Profile Summary page. Then at the Work Profile summary page, click "Save & Exit Work Profile"
 - d. Follow through the next steps until the end of the job application process and click "Submit" at the Review and Submit page.
4. If you continue to experience problems, send an email promptly to globalservicedesk@who.int. To facilitate a prompt response, include details of the vacancy, your computer settings and attach a screenshot of the error.