



MONUSCO

# National Talent Acquisition System-(NTAS)

## JOB APPLICATION GUIDE

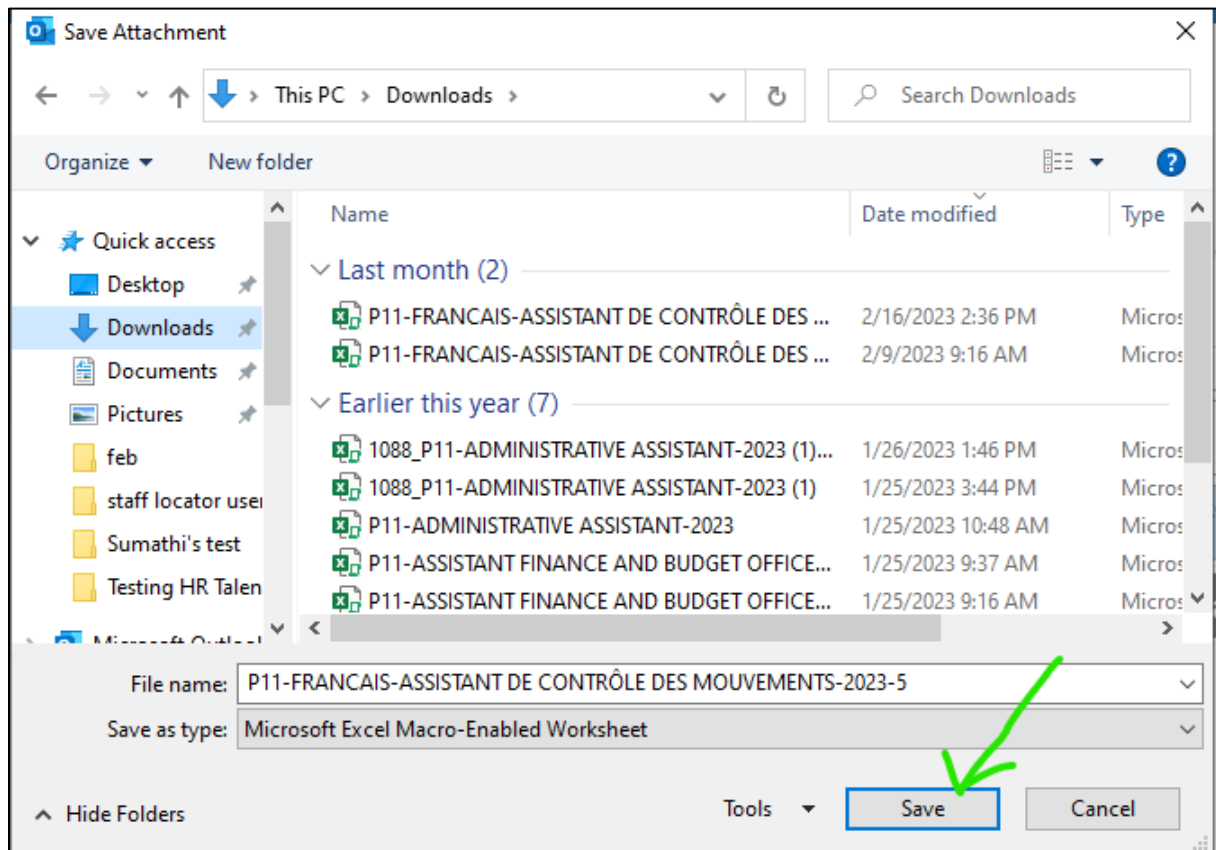


# JOB APPLICATION INSTRUCTIONS

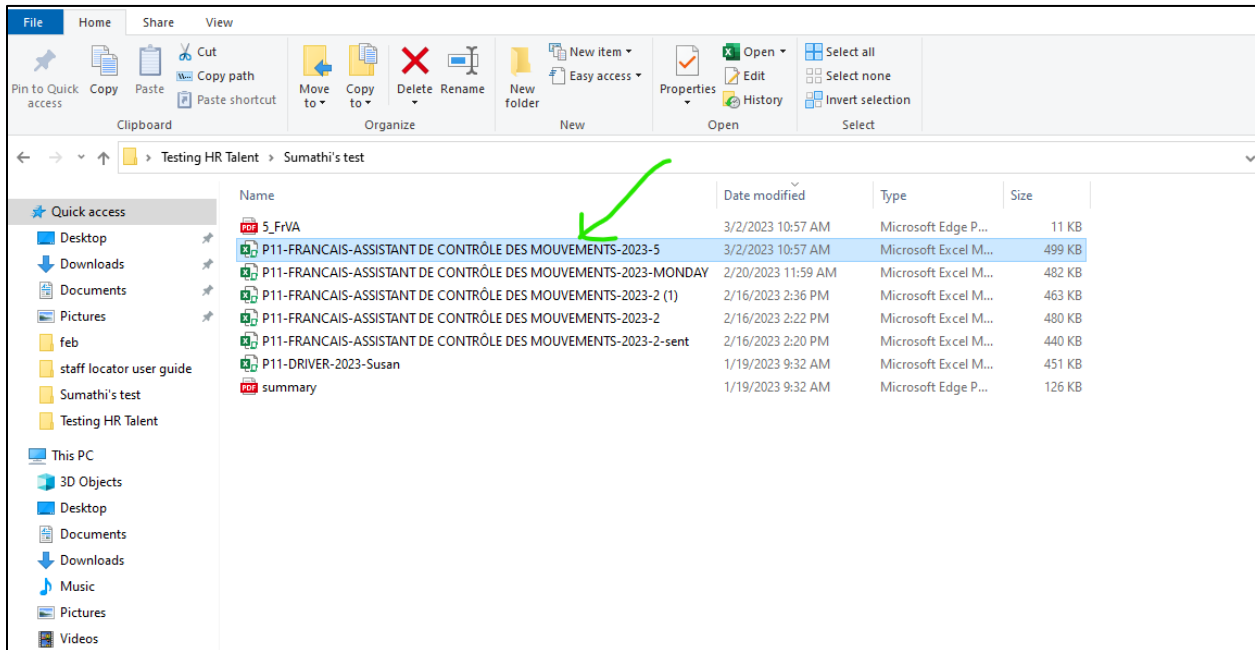
## HOW TO ACTIVATE THE P11

YOU **MUST** ACTIVATE THE P11 BEFORE OPENING IT.

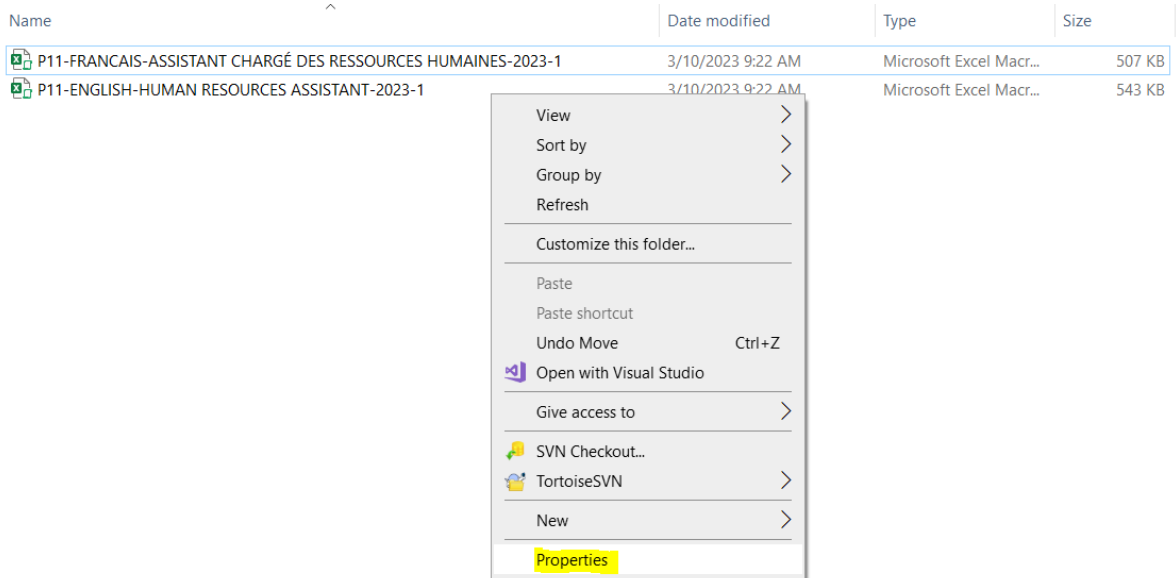
1. Download the P11 and click and save it to your computer by clicking Save.



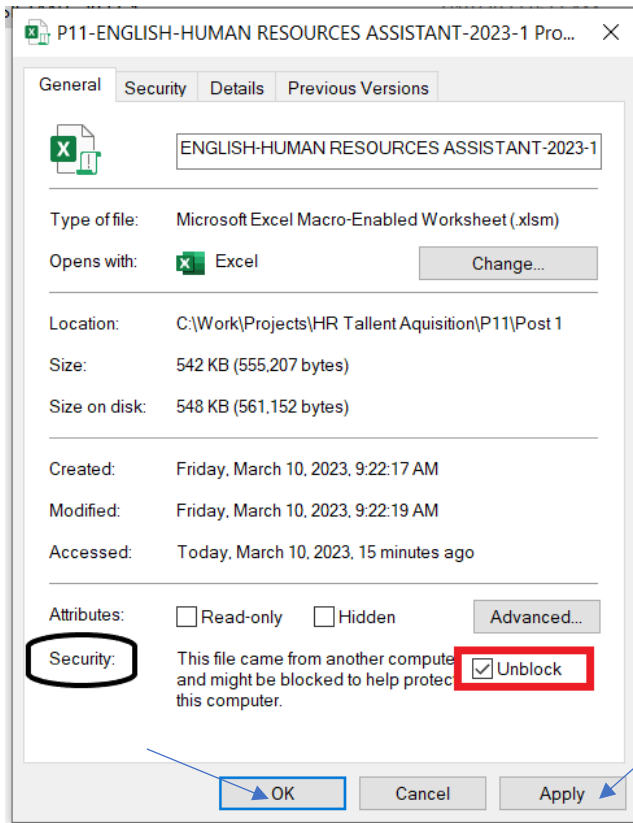
2. Locate the computer location where you saved the P11



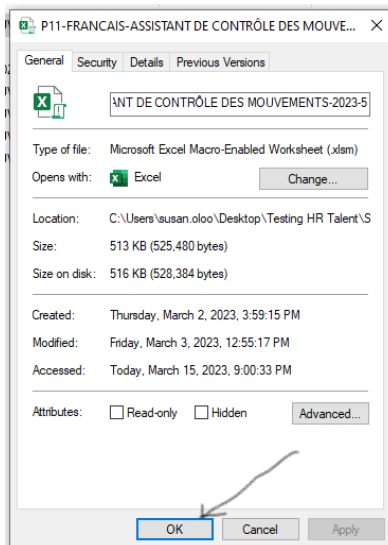
3. Select the P11 Excel file, **Right click** and select the properties.



4. If the **Unblock** box is visible, tick the Unblock check box and select **Apply** then click **OK**.



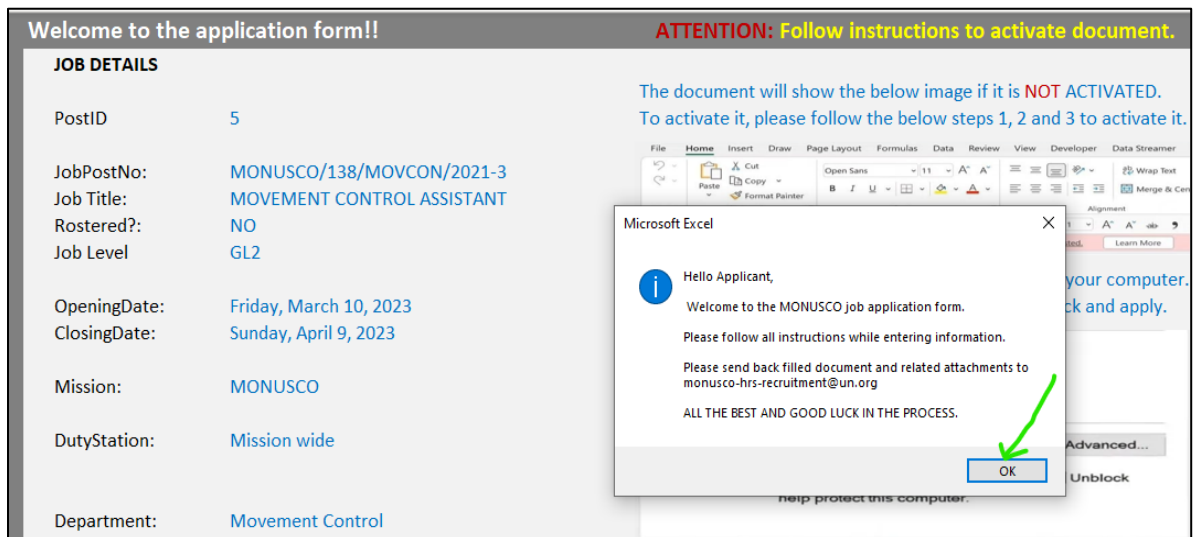
If the Unblock box is **not visible**, Click **Ok** to continue.



5. Next, Open the P11 excel file. Should you see the **SECURITY WARNING**. Please click the **Enable Content** button to enable the Macros.



6. After Enabling the Macros, the following screen will display. Click on **OK** to continue.



## HOW TO COMPLETE THE DETAILS IN P11

- Carefully read the first tab **SECTION 01-JOB INFO** then click the **START APPLICATION PROCESS** button on the top right corner.

The screenshot displays the 'JOB DETAILS' section of an application form. The details include: PostID: 1; JobPostNo: MONUSCO/214/HRMS/2023; Job Title: HUMAN RESOURCES ASSISTANT; Rostered?: NO; Job Level: GL5; OpeningDate: Thursday, March 9, 2023; ClosingDate: Saturday, April 8, 2023; Mission: MONUSCO; DutyStation: Mission wide; Department: Human Resources; and Comments: Assessment Method Evaluation of qualified candidates may include an assessment exercise or competency-based interview or both. A 'JOB WILL EXPIRE IN' button is visible. A red box highlights the 'SECTION 01-JOB INFO' tab at the bottom. Overlaid on the form is a security warning dialog box from Microsoft Word, stating 'SECURITY WARNING: Microsoft has blocked macros from running because the author of this file is unknown.' The dialog box includes fields for 'Created', 'Modified', and 'Accessed' dates, and checkboxes for 'Read-only' and 'Hidden'. A red box highlights the 'Security' section, and a red arrow points to the 'Unblock' checkbox. To the right of the dialog box, a large grey button reads 'START APPLICATION PROCESS'. Below the button, a red arrow points upwards with the text 'Click here to start'.

There are 5 Sections/tabs in the P11 Excel sheet which are consequently displayed on clicking **MOVE TO THE NEXT SECTION**. **YOU MUST FILL IN YOUR INFORMATION IN ALL THE 5 SECTIONS/TABS.**



- Section 02- **PERSONAL PROFILE** tab will be displayed. Fill in all the necessary information. At the bottom of each tab there are 2 buttons to move to the next Section or to the previous Section.

## SECTION PROFIL PERSONNEL

 If you have applied to MONUSCO before, please enter your Profile ID you received =>
 

First Name <i>susan</i>	Middle Name: <input type="text"/>	Last Name <i>mary</i>	Passport Number: <i>76564654</i>	National ID: <i>67576546</i>
Date of Birth (YYYY-MM-DD): <i>1/Jan/2020</i>	Place of Birth: <i>nairobi</i>	Nationality at Birth: <i>kenya</i>	Present Nationality: <i>kenya</i>	Sex \ Gender: <i>Female</i>
Height: (Meters-M) <input type="text"/>	Weight: (Kilograms-Kg) <input type="text"/>	Marital status: <i>Separated</i>	Telephone Number: <i>09798798</i>	Email Address: <i>abc@un.org</i>

Entry into United Nations service might require assignment and travel to any area of the world in which the United Nations might have responsibilities. Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel? Yes/No?

 NO  if yes, please describe: 

Permanent Address: <input type="text"/>	Present Address: <input type="text"/>
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Have you taken up any legal steps towards changing your present nationality?

 NO  if yes, explain fully: 

Do you have dependants? If "YES", please provide the following information:

 NO 

NAME OF DEPENDANT	DATE OF BIRTH (YYYY-MM-DD)	RELATIONSHIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Are any of your relatives employed by a public international organization?

 NO  if yes, give information in the spaces below.

NAME	RELATIONSHIP	ORGANISATION
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

What is your preferred field of work?

 tech 

Would you accept employment for less than six months?

 NO 

Have you previously submitted an application for employment with the UN? If so when?

 NO 

 Last Application Date: 

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.



SECTION 01-JOB INFO

SECTION 02- PERSONAL PROFILE



9. After completing Section 02, Click on **MOVE TO NEXT SECTION**. This will display Section 03 – **EDUCATION & LANGUAGES**. Again, fill in all the details and click **MOVE TO NEXT SECTION** at the bottom of the page.

**SECTION ÉDUCATION ET LANGUES:**

What is your mother tongue? **LINGALA**  **Import From Saved Profile**

MAIN LANGUAGES.	READING	WRITING	SPEAKING	UNDERSTANDING	Comments
<b>FRENCH</b>	Read-Not Easy	Write-Easy	Speak-Not Easy	Understand-Not Easy	
<b>ENGLISH</b>	Read-Not Easy	Write-Not Easy	Speak-Not Easy	Understand-Not Easy	

OTHER LANGUAGES.	READING	WRITING	SPEAKING	UNDERSTANDING	Comments

Office workers only: Indicate your speed. Number of words per minute.

CLERICAL GRADES	Main Languages		Other Languages		List any office machines or equipment and computer programmes that you use.	Comments
LANGUAGE	<b>FRENCH</b>	<b>ENGLISH</b>	0	0		
TYPING						
SHORTHAND						

**EDUCATION.**

Please give full details and exact titles of degrees in original language. Do not translate or equate to other degrees

#1	Name	Place	Country	Type	Attended From Month/Year	Attended To Month/Year	Certificates or Diplomas Obtained	Main Course of Study
	fgsfds	fgsfds	Algeria	Vocational Training	2/1/2023	3/1/2023	degree	jguytf
#2	Name	Place	Country	Type	Attended From Month/Year	Attended To Month/Year	Certificates or Diplomas Obtained	Main Course of Study
#3	Name	Place	Country	Type	Attended From Month/Year	Attended To Month/Year	Certificates or Diplomas Obtained	Main Course of Study
#4	Name	Place	Country	Type	Attended From Month/Year	Attended To Month/Year	Certificates or Diplomas Obtained	Main Course of Study
#5	Name	Place	Country	Type	Attended From Month/Year	Attended To Month/Year	Certificates or Diplomas Obtained	Main Course of Study

**LIST PROFESSIONAL SOCIETIES AND ACTIVITIES IN CIVIC, PUBLIC OR INTERNATIONAL AFFAIRS**

NAME OF SOCIETY	ACTIVITIES IN THAT SOCIETY (Separate with Commas)	SOCIETY WEBSITE

**LIST ANY SIGNIFICANT PUBLICATIONS YOU HAVE WRITTEN (Do not attach)**

NAME OF PUBLICATION	LINK TO PUBLICATION	YEAR PUBLISHED e.g "2010"

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.

SECTION 01-JOB INFO
SECTION 02-PERSONAL PROFILE
SECTION 03-EDUCATIONLANGUAGES
+



10. After completing Section 03, Click on **MOVE TO NEXT SECTION**. Section 04-WORK HISTORY is displayed. As usual, enter all necessary details and click on **MOVE TO NEXT SECTION** at the bottom of the page.

Import From Saved Profile

**EMPLOYMENT HISTORY/RECORD**  
*Starting with your present post, LIST IN REVERSE ORDER every employment you have had. Use a separate block for each post. Also include service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.*

**PRESENT POST (LAST POST, IF NOT PRESENTLY IN EMPLOYMENT)**

**JOB #1**  
*Employment Dates (YYYY-MM-DD)*

From Date		To Date		Salaries Per Annum - USD		Exact Title of your post	Reason for leaving:
Starting Salary	Final Salary						

Name of Employer: \_\_\_\_\_ UN STAFF-LEVEL \_\_\_\_\_

Address of Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Number and Kind of employees supervised by you: Number: 0 Kind: \_\_\_\_\_

Employer City: \_\_\_\_\_ Employer Country: \_\_\_\_\_

Description of your Duties: \_\_\_\_\_

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**PREVIOUS POSTS (IN REVERSE ORDER)**

**JOB #2**  
*Employment Dates (YYYY-MM-DD)*

From Date		To Date		Salaries Per Annum - USD		Exact Title of your post	Reason for leaving:
Starting Salary	Final Salary						

Name of Employer: \_\_\_\_\_ UN STAFF-LEVEL \_\_\_\_\_

Address of Employer: \_\_\_\_\_ Type of Business: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Number and Kind of employees supervised by you: Number: 0 Kind: \_\_\_\_\_

Employer City: \_\_\_\_\_ Employer Country: \_\_\_\_\_

Description of your Duties: \_\_\_\_\_

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Are you now, or have you ever been, a permanent civil servant in your governments employ?  
If Yes, when? \_\_\_\_\_

Have you no objections to our making inquiries of your present employer?  
 \_\_\_\_\_

**REFERENCES**  
*List three persons, not related to you, who are familiar with your character and qualifications. Do not repeat names of supervisors listed under item 27.*

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION	Email Address	Telephone 1	Telephone 2

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)?  
 \_\_\_\_\_  
If "YES", attach full particulars of EACH case to the email you are/will be sending with this P11 form.

**N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.**

PREVIOUS PAGE
MOVE TO NEXT SECTION

SECTION 01-JOB INFO
SECTION 02-PERSONAL PROFILE
SECTION 03-EDUCATIONLANGUAGES
SECTION 04-WORK HISTORY

11. Next is Section 05- **SCREENING QUESTIONS**. Please provide complete answers to each question, highlighting all relevant experience or qualifications in your response, specifying the year (s) which the experience or qualification was obtained.

**SCREENING QUESTIONS**

Please answer all the questions below (Fill in checkboxes and all areas colored blue).

Qno	Question	Select Option	Text Answers	Number
Question n° 1:	How many years of experience do you have related to cargo and passenger movement?			3
Question n° 2:	Do you have a valid driving license.	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Question n° 3:	Do you have experience in handling immigration and customs formalities. If Yes Please explain	<input checked="" type="checkbox"/> YES		

SECTION 03-EDUCATIONLANGUAGES SECTION 04-WORK HISTORY SECTION 05-SCREENING QUESTIONS

12. On completion, save the P11 Excel document and email it with the **REQUIRED ATTACHMENTS** to [monusco-ns-talentacquisition@un.org](mailto:monusco-ns-talentacquisition@un.org)

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***ALL THE BEST IN YOU APPLICATION AND GOOD LUCK***

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