

**HOW CANDIDATES CAN APPLY
FOR VACANCY ANNOUNCEMENTS IN UNIFIL**



CIVILIAN PERSONNEL SECTION

OCTOBER 2011

UNIFIL

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Who can apply?

- All Lebanese Nationals can apply for all advertised vacancies as applicable to their relevant work experience.
- Application form called Personal History Profile (PHP) (the electronic version is available for download through the web link mentioned at the end). PHP with copies of relevant supporting documents should be submitted to the Civilian Personnel Section, UNIFIL - Naqoura via:
 - online, through Apply Online form on the UNIFIL website
 - or through one of the designated collection boxes at the UNIFIL main gates, in Naqoura and/or UNIFIL House in Beirut.

UNIFIL is an equal opportunity employer and preference will be given to equally qualified female candidates.

Only qualified candidates will be contacted for a written/technical test and/or competency-based interview.

What applicants should do before applying to any vacancy announcement with UNIFIL?

- It is strongly advised that candidates first carefully read the terms of reference and requirements of the vacancy announcement and ensure that their work experience and academic qualifications are relevant to the requirements

stipulated in the vacancy announcement. The minimum qualification for entry into the General Service category is completion of High School and for National Professional Officers is a first level University degree.

- Applicants have to ensure that the required years of experience for the vacancy announcement they are applying to, be met. For example, positions at GS-3 level require three years of relevant experience with high school certificate, and four years for GS-4 level. Experience is counted only upon completion of High School for General Service vacancies and for National Professional Officers after completion of the first level University degree.
- High School certificate and University Degrees have to be certified by the Ministry of Education for all applicants seeking a position with UNIFIL.
- We strongly advise and recommend that the applicants provide detailed information on their work experiences and their academic qualifications while preparing their PHP.

Please note that UNIFIL does NOT charge any fees for applications received.

Candidates are advised to visit the UNIFIL website to view vacancy announcements via the following link:

<https://unifil.unmissions.org/jobs>

