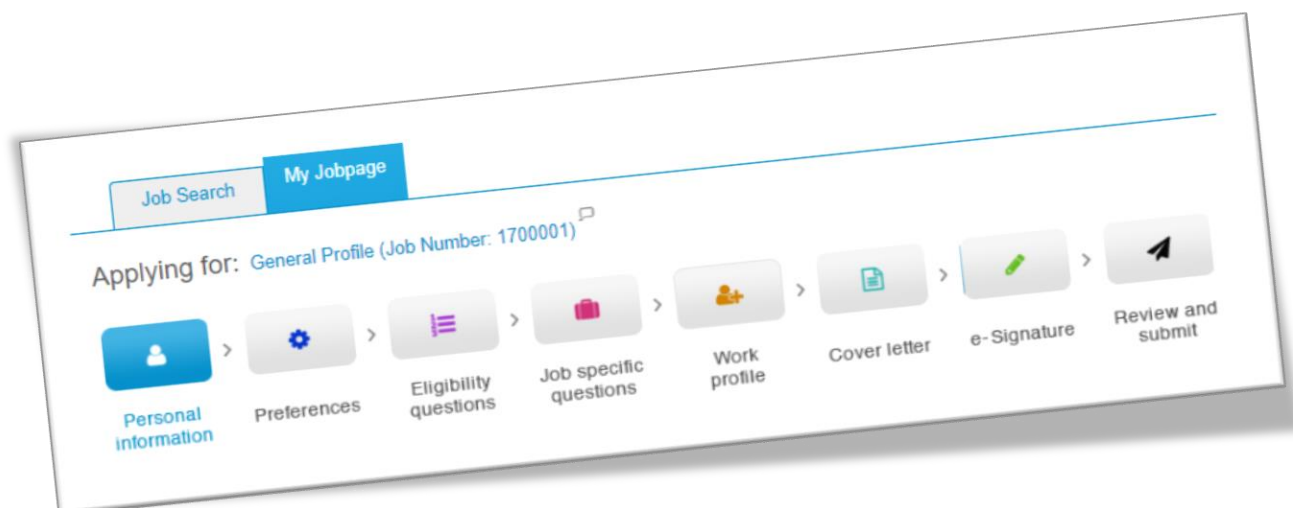


<STELLIS> How to apply to WHO job opportunities

USER GUIDE

18 December 2019



HOW TO ACCESS YOUR STELLIS PROFILE

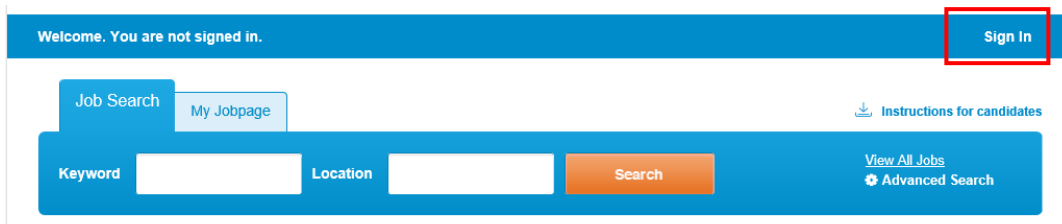
1. WHO employees holding Continuing, Fixed-Term, Temporary SR420.4 and 60 days or less contracts

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>, and enter your WHO WIMS credentials (WHO username and password).

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. For staff engaged since February 2017, the creation of a Stellis profile was a pre-requisite to employment.

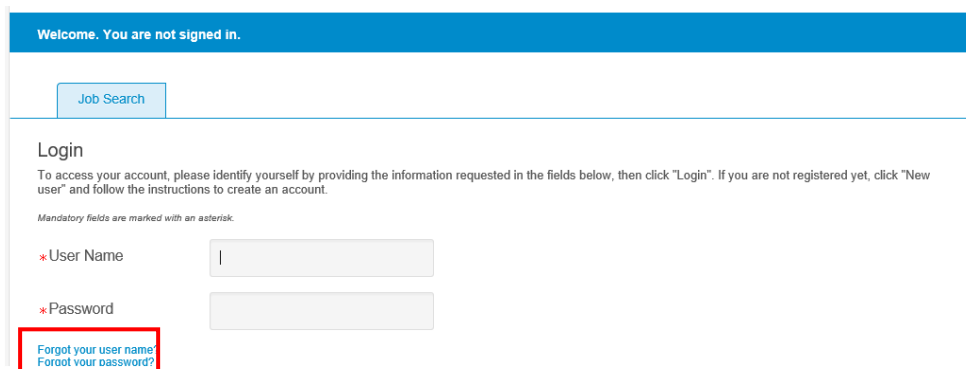
2. WHO employees holding Consultant, SSA or Internship contracts

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 screenshot shows the top navigation bar of the Stellis portal. It includes a blue header with the text "Welcome. You are not signed in." and a "Sign In" button highlighted with a red box. Below the header are tabs for "Job Search" and "My Jobpage". A search bar contains fields for "Keyword" and "Location", with a "Search" button. To the right of the search bar are links for "View All Jobs" and "Advanced Search".

If you already have an account, enter your unique login information, or 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.



The screenshot shows the login page of the Stellis portal. It features a blue header with "Welcome. You are not signed in." and a "Job Search" tab. The main content area is titled "Login" and contains instructions for accessing an account. Below the instructions are two input fields: "*User Name" and "*Password". At the bottom left of the login form, there are two links: "Forgot your user name" and "Forgot your password?", both of which are highlighted with a red box.

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 Openings 1 - 25 of 65

Posting Date

Location

Country

Switzerland (13)

Egypt (8)

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 closing times.

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.

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
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Apply

Apply Online



Administrative Clerk - (1905729)

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Contractual Arrangement: Fixed-term appointment
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Job Posting: Dec 18, 2019, 9:39:36 AM
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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. 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.

Job Search **My Jobpage** Tasks

Applying for: Administrative Clerk (Job Number: 1905729) Step 1 out of 8

 >  >  >  >  >  >  > 

Personal information Preferences Eligibility questions Job specific questions Work profile Cover letter e-Signature Review and submit

Save and Continue **Save as Draft** **Quit**

Personal information: Please note that in the case of **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.

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 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	* Main course of study	* Country
Mar 2016	Health & health sciences	Ireland
* Graduation Date	* Specific field of study	* Institution
Mar 2027	Medicine	Trinity College Dublin, The Univer
* Level of education		
Post-graduate degree/Master's di		
* Degree	* Other Degree	
Other	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 it 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: (This step is not applicable to WHO staff holding Continuing, FT or Temporary contracts.) 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 will your application be registered.

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

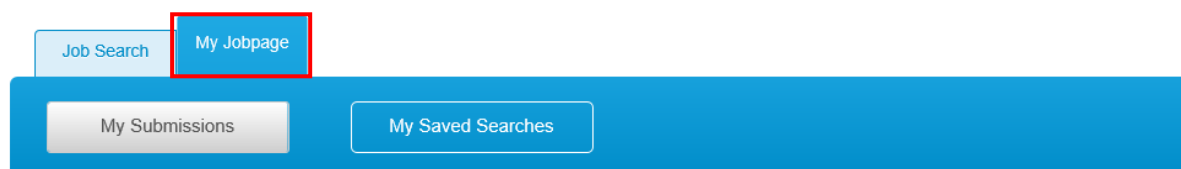
Job Search **My Jobpage** Tasks

Applying for: Administrative Clerk (Job Number: 1905729) Step 8 out of 8 | **Print**

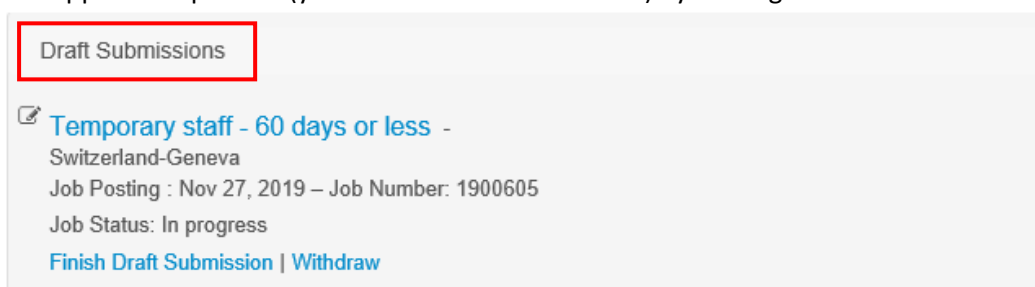
Personal information > Preferences > Eligibility questions > Job specific questions > Work profile > Cover letter > e-Signature > **Review and submit**

Submit Save as Draft

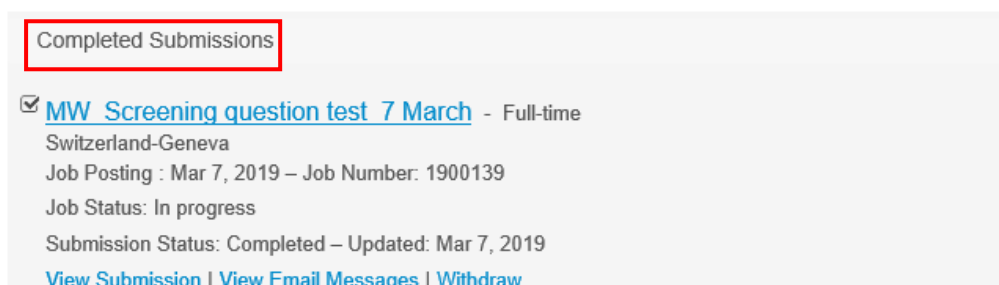
- Once you have submitted your application, you will within minutes receive a system-generated confirmation of your application. Please ensure that the correct vacancy number is quoted in the application confirmation. If you do not receive a confirmation, or if the confirmation does not display the correct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



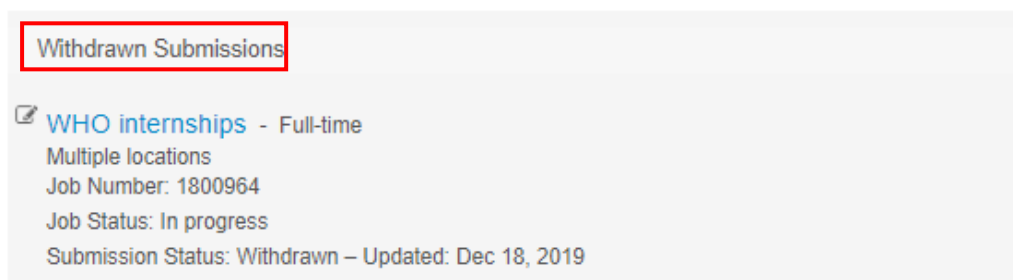
Draft submissions: As long as the closing date of the job posting has not lapsed, you can finish the application process (you started earlier and saved) by clicking on Finish Draft Submission.



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.



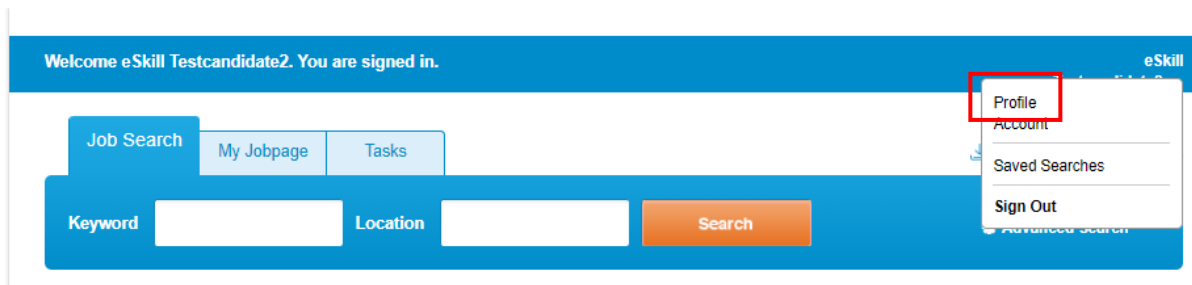
Withdrawn applications: A list of withdrawn applications is also available.



- 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. In the event that 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 drafted applications.
3. To create/update your profile, please follow the steps provided in the earlier section entitled **How to apply to a WHO job opportunity**. It is important to complete the steps through to **Review and submit** to ensure that your entries/updates are recorded.

