



World Food Programme

Programme Alimentaire Mondial

Programa Mundial de Alimentos

برنامج الأغذية العالمي

GUÍA PARA APLICAR EN EL SITIO WEB DE PMA

Los candidatos externos que deseen consultar las vacantes para los puestos anunciados por el PMA deben acceder al siguiente enlace: <http://www1.wfp.org/careers>

La página principal es la siguiente. Para ver las vacantes, haga clic «[View job opportunities](#)»

Paso 1

The screenshot shows the top section of the WFP careers website. At the top left is the WFP logo. To its right is a navigation menu with links: "Who we are", "Our work", "Where we work", "Get involved", and "News & Library". Below the navigation is a large image of a WFP staff member in a yellow vest interacting with a group of women and children. Overlaid on the image is the text "Careers that save lives". Below the image is a blue banner with the heading "Join our mission to end world hunger". Underneath the heading is the text: "Are you passionate about helping those in need? The World Food Programme is a leader in the global movement to achieve Zero Hunger. In 80 countries, our innovative hunger solutions are benefiting some 80 million people." Below this text is the phrase "Join us to make a difference." and a button labeled "View job opportunities". A yellow arrow points from the right side of the page towards this button, with the text "Haga clic aquí para acceder a la vacantes disponibles" written inside it.

Paso 2

WFP World Food Programme

Who we are Our work Where we work Get involved News & Library

Home > Careers > Job Openings

Job openings

Para crear una cuenta haga clic en «Access recruitment system»

Create or edit your CV Access recruitment system

Filter by

Country:

Area of expertise:

Information technologies

Type of contract:

No preference

Private Partnership Consultant

Area of expertise
Partnerships

Country
Italy

Type of contract
Short term opportunities

Closing date
18 November 2016, 22:59 GMT

View vacancy

Paso 3

Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case-sensitive.

WFP credentials prior to October 17th 2016 are no longer valid. Applicants are required to create a new account.

* Email Address:

* Password:

[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.

[Go Back](#)

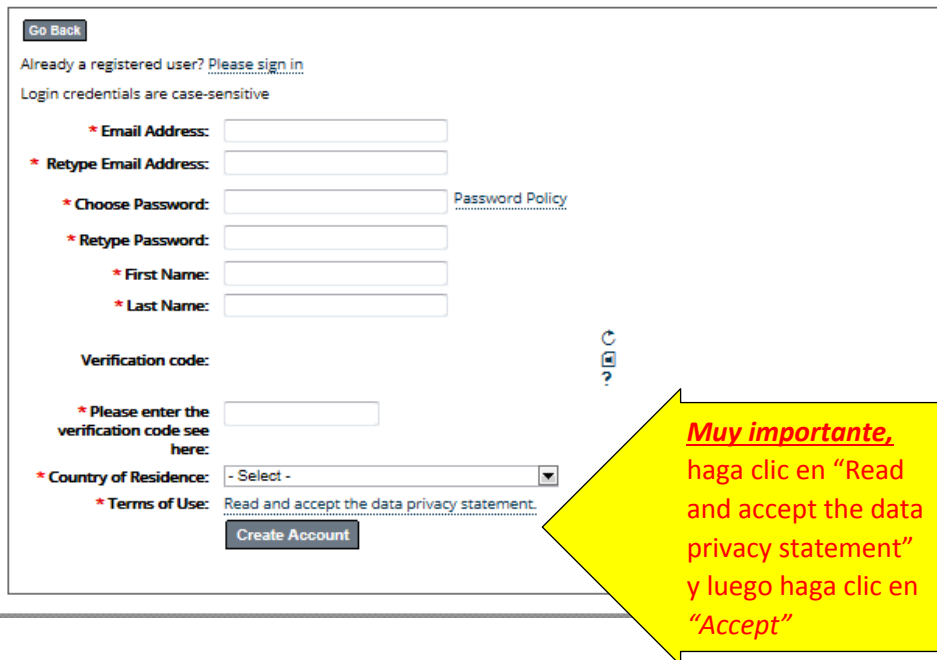
Si aún no dispone de una cuenta, haga clic en "create an account"

Paso 4 :

Para crear la cuenta, rellene los campos siguientes y asegúrese de aceptar las condiciones de uso (**Terms of use**). La contraseña debe contener al menos 8 caracteres mínimo y 50 caracteres máximo, una letra mayúscula, número, y una puntuación. Pero no debe contener espacios o caracteres unicode.

Una vez que todos los campos están llenos y haya aceptado las condiciones de uso, haga clic en «**Create Account**»

Career Opportunities: Create an Account



The screenshot shows a registration form with the following fields and options:

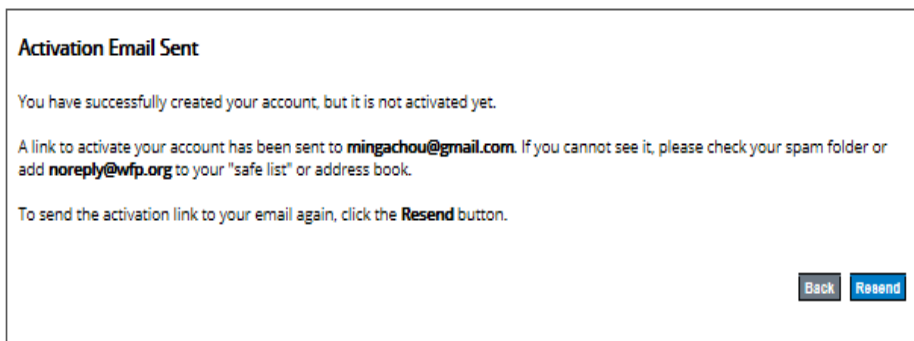
- Go Back** button
- Text: "Already a registered user? [Please sign in](#)"
- Text: "Login credentials are case-sensitive"
- * **Email Address:**
- * **Retype Email Address:**
- * **Choose Password:** [Password Policy](#)
- * **Retype Password:**
- * **First Name:**
- * **Last Name:**
- Verification code:**
- * **Please enter the verification code see here:**
- * **Country of Residence:**
- * **Terms of Use:** [Read and accept the data privacy statement.](#)
- Create Account** button

A yellow callout box on the right side of the form contains the text: **Muy importante, haga clic en "Read and accept the data privacy statement" y luego haga clic en "Accept"**. An arrow points from this box to the "Terms of Use" field.

Paso 5 : Activación de la Cuenta

Luego del paso 4, un mensaje de activación será enviado al correo electrónico provisto.

Career Opportunities: Create an Account



The screenshot shows an email confirmation message with the following content:

Activation Email Sent

You have successfully created your account, but it is not activated yet.

A link to activate your account has been sent to **mingachou@gmail.com**. If you cannot see it, please check your spam folder or add **noreply@wfp.org** to your "safe list" or address book.

To send the activation link to your email again, click the **Resend** button.

Back **Resend**

Consulte a su correo electrónico. Debe recibir un mensaje de confirmación como el ejemplo de abajo. En el correo electrónico haga clic en «**Click here**» para activar su cuenta.



World Food Programme Careers <system@successfactors.eu>
to me

1:59 PM (3 minutes ago) ☆



Dear Angela Bakanga,

Welcome to the World Food Programme (WFP) Careers Portal!

This is an automated message confirming the creation of your account. Click the below link to **ACTIVATE** your account:

[Click Here](#)

In the future you can use your User ID [registered e-mail address] to access the portal to search or apply for a job and check the status of your applications.

Best Regards,

WFP Recruitment Team

PLEASE DO NOT REPLY TO THIS EMAIL.

Paso 6

Se le redirigirá automáticamente a la página de búsqueda de vacantes. Inicie una búsqueda seleccionando «*Nicaragua*» en el campo «*Country for posting*» a continuación, haga clic en «*View Jobs*». La pantalla mostrará las vacantes publicadas para Nicaragua.

Your account has been verified.
You may now apply for our job openings or update your candidate profile whenever you are signed in.

Career Opportunities

Search for Openings

Keywords:

Exact Match

in job title

in job title or description

Job Language: ▼

Posted within the last: days

Geographical Region: ▼

Country for posting: ▼

Duty station: ▼

Working Job Language: ▼

Functional Area: ▼

50 Jobs
match the selections

Paso 7

En la lista de vacantes publicadas, elija una y haga clic «*Select Action*» para seleccionar la acción deseada (aplicar o enviar la notificación por correo a un amigo). Elija «*Apply*» (Aplicar)

Career Opportunities

Search for Openings

Keywords

Exact Match

in job title

in job title or description

Job Language: **English UK (English UK)**

Posted in last: days

Geographical Region: **Any**

Country for posting: **Chad**

Duty station: **Any**

Working Job Language: **Any**

Functional Area: **Any**

11 Jobs match the selections

[Clear](#) [View Jobs](#)

[Save this search](#)

11 Jobs matched your search

Items per page: Page of 2

Sort by: **Date Posted**

Assistant(e) aux opérations technologiques G5 (Abéché, Chad)
Req ID 2441 - Posted 07/11/2016 - Fixed Term - Africa, Central & Eastern - Chad
Abeche - [Working Job Language \(2\)](#) - INFORMATION TECHNOLOGIES

Associé(e) aux opérations technologiques G6 (Abéché, Chad)
Req ID 2401 - Posted 07/11/2016 - Fixed Term - Africa, Central & Eastern - Chad
Abeche - [Working Job Language \(2\)](#) - INFORMATION TECHNOLOGIES

Associé(e) aux opérations technologiques G6 (N'Djamena, Chad)
Req ID 2401 - Posted 07/11/2016 - Fixed Term - Africa, Central & Eastern - Chad
N'djamena - [Working Job Language \(2\)](#) - INFORMATION TECHNOLOGIES

Associé(e) aux solutions technologiques G6 (N'Djamena, Chad)
Req ID 2381 - Posted 07/11/2016 - Fixed Term - Africa, Central & Eastern - Chad
N'djamena - [Working Job Language \(2\)](#) - INFORMATION TECHNOLOGIES

Associé(e) aux approvisionnements G6 (N'Djamena, Chad)
Req ID 2362 - Posted 07/11/2016 - Fixed Term - Africa, Central & Eastern - Chad
N'djamena - [Working Job Language \(2\)](#) - PROCUREMENT

Chargé(e) des approvisionnements NOB (N'Djamena, Chad)
Req ID 2345 - Posted 07/11/2016 - Fixed Term - Africa, Central & Eastern - Chad
N'djamena - [Working Job Language \(2\)](#) - PROCUREMENT

Chargé(e) de programmes NOA (Gore, Chad)
Req ID 2344 - Posted 07/11/2016 - Fixed Term - Africa, Central & Eastern - Chad
Gore - [Working Job Language \(2\)](#) - PROGRAMME & POLICY

Paso 8

Acceda a su cuenta utilizando la dirección de correo electrónico y la contraseña que se estableció en el *Paso 4* y haga clic en «*Sign in*»

Career Opportunities: Sign In

Have an account?
Please enter your login information below. Both your username and password are case-sensitive.

WFP credentials prior to October 17th 2016 are no longer valid. Applicants are required to create a new account.

* Email Address:

* Password:

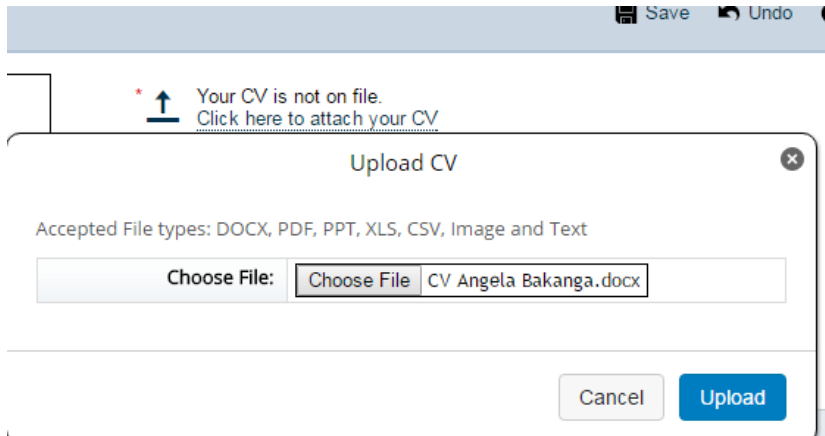
[Sign In](#) [Forgot your password?](#)

Not a registered user yet?
[Create an account](#) to apply for our career opportunities.


[Go Back](#)

Paso 9

Cree un perfil completando los campos solicitados y adjunte su CV. Tenga en cuenta que se requiere que llene todos los campos marcados con un asterisco rojo (*). Su perfil no se crea hasta que no haya cumplido con estos campos. Una vez que todos los campos se llenan y haya adjuntado su CV, haga clic en «Save» para dar el siguiente paso.



Save Undo

*  Your CV is not on file.
Click here to attach your CV

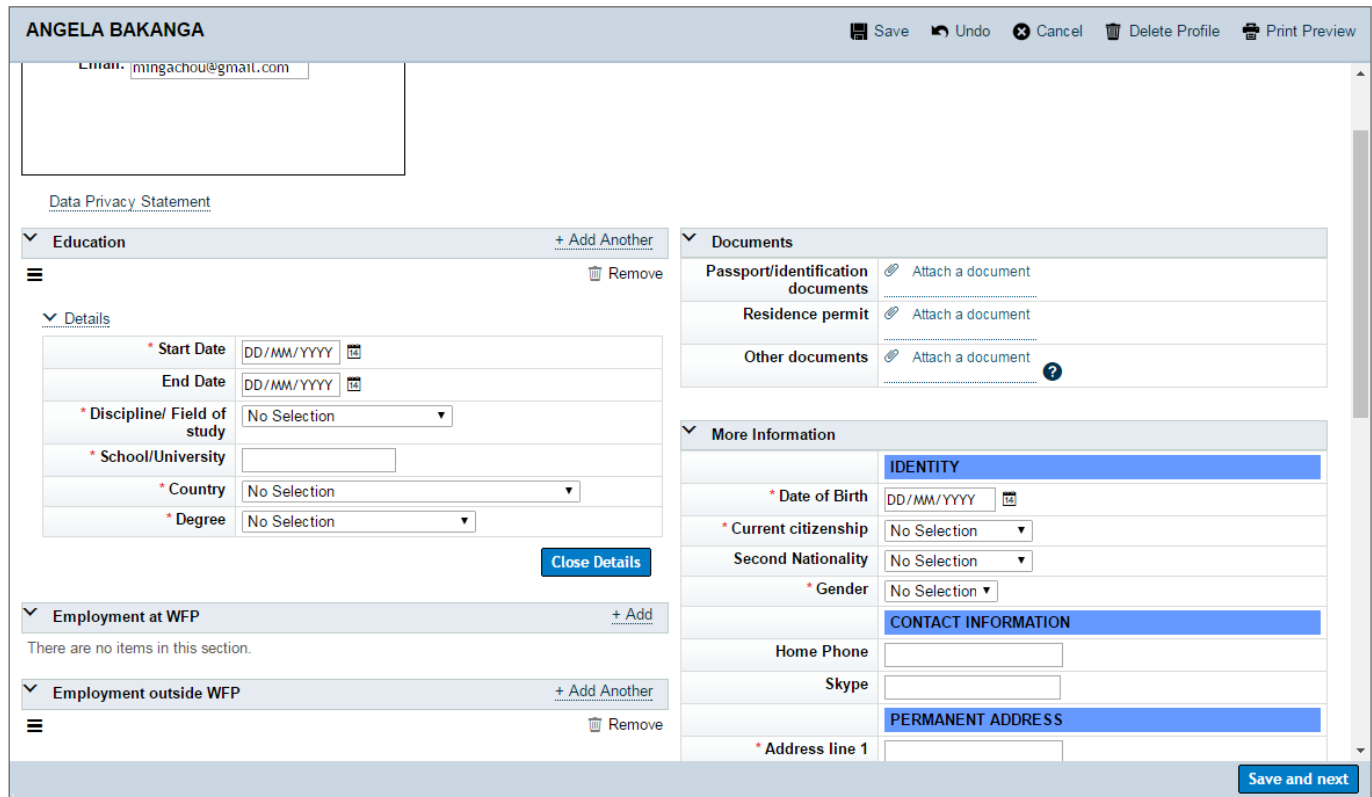
Upload CV

Accepted File types: DOCX, PDF, PPT, XLS, CSV, Image and Text

Choose File: Choose File CV Angela Bakanga.docx

Cancel Upload

My Candidate Profile



ANGELA BAKANGA Save Undo Cancel Delete Profile Print Preview

Email: mingachou@gmail.com

[Data Privacy Statement](#)

Education + Add Another Remove

Details

* Start Date	DD/MM/YYYY
End Date	DD/MM/YYYY
* Discipline/ Field of study	No Selection
* School/University	
* Country	No Selection
* Degree	No Selection

Close Details

Documents

Passport/identification documents	Attach a document
Residence permit	Attach a document
Other documents	Attach a document

More Information

IDENTITY

* Date of Birth	DD/MM/YYYY
* Current citizenship	No Selection
Second Nationality	No Selection
* Gender	No Selection

CONTACT INFORMATION

Home Phone	
Skype	

PERMANENT ADDRESS

* Address line 1	
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Employment at WFP + Add There are no items in this section.






Employment outside WFP + Add Another Remove

Save and next

Paso 10

El sistema le dirigirá a una página donde usted tiene que llenar algunos campos, adjuntar una carta de presentación (opcional) y contestar a unas preguntas y haga clic en «Apply» para enviar su solicitud.

Career Opportunities: Assistant(e) aux opérations technologiques G5 (Abéché, Chad) (2441)

Identity	
* First Name	<input type="text" value="Angela"/>
* Last Name	<input type="text" value="Bakanga"/>
* Work Phone	<input type="text"/>
* Email	<input type="text"/>
* Address 1	<input type="text" value="Rue de la Paix"/>
Address 2	<input type="text"/>
* City	<input type="text" value="N'Djamena"/>
Postal Code	<input type="text"/>
* Country	<input type="text" value="Chad"/>
Documents	
Resume	 Angela Bakanga's CV   Last Updated: 11/11/2016
Cover Letter	 Your Cover Letter is not on file. Click here to attach your Cover Letter
Other documents	 Attach a document
* Please indicate if any of your relatives are employed by a public international organization	<input type="text" value="None"/>
	If answered other than "None", please provide the name of the person and name of the international organization.
Name	<input type="text"/>
Organization	<input type="text"/>
* HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED OR	<input type="text" value="No Selection"/>

Al completar el campo para la pregunta «How did you hear about this position?» seleccione «*WFP Careers Site*»



particulars of each case in an attached statement.	
* Have you any disabilities which might limit your prospective field of work or your ability to engage in air travel?	No
If "yes", please describe	Attach a document
	Candidate Source
* How did you hear about this position?	WFP Careers Site
* How did you hear about this position - Details	Not Applicable
<p>Please make sure that the description how your experience, qualifications and competencies match the position for which you are applying and other answers are correct as you cannot modify any of them after you hit the "Apply" button below. If you have doubts, please click on the Back button to review the previous pages or Save this application to be submitted at a later time.</p> <p>All application information is treated as confidential and will neither be used for commercial purposes nor be shared with other organisations without your written permission. Information entered in this application is unique to this job opening and will not be applied to previous or future applications. This information can be edited for submission of future applications.</p> <p>Application statement:</p> <p>I certify that all of the statements made in this application are true, complete, correct and are made in good faith. I understand that falsifying, misrepresenting or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment offer has been accepted, for its immediate cancellation or termination</p> <p>For the purposes of this application, I authorize all current and former employers and educational institutions named in my application to release to the World Food Programme information about my academic credentials and qualifications; conduct, including any pending investigations concerning my conduct; performance; reason for separation; as well as any known affiliation with terrorist entities or groups.</p> <p>My e-signature below releases the aforesaid employers and educational institutions from any liability whatsoever for providing such information to the UN World Food Programme, or its agents. I understand that the World Food Programme may provide a copy of this authorization to said employers or educational institutions in support of a request for such information.</p>	
Questions	
1. Décrire brièvement votre expérience en lien avec le poste et votre motivation.	
2. Veuillez indiquer le titre de vos diplômes obtenus.	
3. Veuillez indiquer le titre de votre poste actuel et nom de votre organisation.	
Apply Back Save Cancel	

Paso 11

Usted recibirá un mensaje de confirmación en su correo electrónico.

Career Opportunities: Assistant(e) aux opérations technologiques G5 (Abéché, Chad) (2441)
Your application has been sent. Thank you!
[Return to Job search page](#) [Return to Jobs applied](#)

Application Received for Assistant(e) aux opérations technologiques G5 (Abéché, Chad), Abeche with the World Food Programme Inbox x

World Food Programme Careers <system@successfactors.eu> Nov 11 (3 days ago) ☆  
to me

Dear Angela,

This is to confirm that we have successfully received your application for Assistant(e) aux opérations technologiques G5 (Abéché, Chad), based in Abeche.

We are in the process of reviewing with full attention all applications to this vacancy. Provided that your skills correspond with our requirements, we will be in touch with you via e-mail or telephone.

You can check the latest status of your application via the "My Job Application" tab on the [Careers Portal](#).

Best regards,
WFP Recruitment Team

NOTE: THIS MESSAGE IS SYSTEM GENERATED. PLEASE DO NO REPLY TO THIS MESSAGE.

Puede revisar el estado de su aplicación en la pestaña **“My job application”**

The screenshot shows a web browser window with the URL https://career012.successfactors.eu/portalcareer?company=C0000168410P&career_company=C0000168410P&site=&lang=en_GB&navBarLevel=JOB_MGMT&subNavBarLev. The page title is "Career Opportunities: Jobs Applied". The navigation bar includes links for HOME, JOB SEARCH, MY JOB APPLICATIONS, PASSWORD MANAGEMENT, and MY PROFILE. The user is logged in as "Welcome, Angela Bakanga" and can sign out or change the language to "English UK (English UK)".

The main content area displays a table of job applications. The table has the following columns: Job Title, Actions, Req ID, Date Applied, Status, Status Date, Next Step, Contract type, Geographical Region, Country for posting, Duty station, Working Job Language, and Functional Area. Two job listings are shown:

Job Title ▲	Actions	Req ID	Date Applied	Status	Status Date	Next Step	Contract type	Geographical Region	Country for posting	Duty station	Working Job Language	Functional Area
Assistant(e) aux opérations technologiques G5 (Abéché, Chad)	Select ▼	2441	11/11/2016	We are currently reviewing all applications.	11/11/2016		Fixed Term	Africa, Central & Eastern	Chad	Abeche	Working Job Language (2)	INFORMATION TECHNOLOGIES
Associé(e) aux opérations technologiques G6 (Abéché, Chad)	Select ▼	2421	11/11/2016	We are currently reviewing all applications.	11/11/2016		Fixed Term	Africa, Central & Eastern	Chad	Abeche	Working Job Language (2)	INFORMATION TECHNOLOGIES

Below the table is a "Find More Jobs" button. The page is powered by SAP SuccessFactors.

The Windows taskbar at the bottom shows various application icons and the system clock indicating 2:40 PM on 11/11/2016.