Quick tips for job applications:
Put your best foot forward!

Should I apply?
When considering applying to a job vacancy, it is important to objectively ask yourself the following questions:

✓ Do I have the required years of experience, languages, technical skills and competencies?
✓ Is now the right time for me to apply, taking into account my professional and personal situation?
✓ What interests me concretely about this job?
✓ Do I have a thorough understanding of what the job entails?

How can I make my application stand out?

Identify and underline keywords in the vacancy notice

How can I match these keywords to my experience, abilities and interests?

Tailor your profile and cover letter to the vacancy. Give evidence and examples of how YOU meet the key qualifications and requirements in the vacancy notice!

Quick tips

Only electronic applications are accepted for vacancies (see link below). It is a good idea to review and update your Candidate Profile before each application to a vacancy. Be sure to fully complete all sections of the profile.

In the employment history, concisely explain duties from current and past jobs in order of relevance. Provide concrete examples of achievements, and how you made an impact individually or as a member of a team, such as:

Duty - “Develop and seek funding for technical cooperation projects in the region”
Achievement - “Acquired $400,000 in funding from two new donors to carry out 3 projects…”

Do not oversell nor underestimate your language skills.

The most common reason candidates are screened out is for not meeting the minimum requirements. Be sure you fulfil the requirements before applying, and provide clear evidence.

The ILO Jobs application requires 2+ hours to complete so plan ahead and avoid last minute submission.

Think quality not quantity: apply to a few vacancies that match well with your background.

ILO Jobs home

Please note: the ILO does not charge any fee at any stage of the recruitment process.