Guidelines for Applicants

Introduction

Please note that the ICMPD online recruitment system is optimised for **Internet Explorer 7.0**. Should you experience problems using the system, please notify support@icmpd.org.

Submitting your application involves a two-step approach:

1. **General registration** on www.icmpd.org: here you are asked for your personal data and contact details.
2. **Post/Update CV** in the vacancies section of the website: after logging in with your username and password, you are asked for details of your education, employment, experience and skills, as well as to upload your CV.

When filling in the forms, please use **English terms** whenever possible. Do not use umlauts, cedillas, accents or special characters in any fields: please use the English language transcription instead.

Where there is a possibility to **multi-select** items in a list, please hold down the STRG or CTRL key to multi-select several items from the list.

Please note that in **Post/Update your CV**, you can fill in the data required in several steps: each section can be saved individually once you have entered all required data (marked by an asterisk) by clicking on "Save". Clicking on "Save and proceed" will automatically take you to the next section to be completed. You can later return to the online application form to fill in missing information before submitting your data in the **Submission** section.

You can go directly to an individual section or jump between the sections by clicking on the respective name tab at the top of the page.

Please note that your data is only **available to ICMPD staff for recruitment purposes once you have completed all required fields and clicked on "Confirm and Submit" at the end of the Submission section.**

In addition to the sections to be completed, the following features have been added for your convenience:

- **Overview**: provides an overview of the data you are about to submit. You also have the possibility to print your completed information here. Please use the **Print page** link at the end of the page.
- **Your applications**: gives you an overview of all your prior applications via the ICMPD online application form.

In the following, common questions are addressed related to the sections to be completed.

Step 1: Registration

Rank

Please add any (military) ranks you might have. You will be asked for any current position (job title) in the second part of the registration form.

Name

Both your first name(s) and surname should be entered without accents, umlauts or other special characters. The actual spelling of your name will be noted in the CV you upload to the ICMPD database.

Contact Details

Please choose either your private or business contact details as your primary contact by clicking on the appropriate button. Your primary contact details should be those by which you would prefer to be contacted. For your primary contact, you must enter at least one telephone number, your email address and permanent/temporary address.

Please note that entries for telephone numbers must only include numbers. No special characters such as /, - or () should be used. Please do not add a leading 0 to the area code (unless part of the number), nor add zeros to the country code.

Example: +43 1 5044677

Address

If your permanent/temporary address would normally be written over more than one line, please separate your address information with a comma.

Example:

XY Street 43, XY House, XY Area, Department No5

Business Contact/Organisation

For your business contact details, please first enter the organisation/company you work for, checking first if the organisation/company is already stored in our database by browsing the dropdown list next to "choose from list". If you enter the first letters of the organisation/company (its acronym, if applicable), you will jump directly to its entry in the list. If you work for a governmental agency, it will be listed under the English name of the country (e.g. Austrian MoI for Bundesministerium fuer Inneres).

If you find the name of your organisation/company, please click on "Choose from list": the address of the organisation/company will be displayed. Should this not be the correct data (either because it is outdated or you work in a branch office), please click on "Other organisation" and enter your business contact details there. Should you work for a branch office, please indicate the name of the branch or street/district name in brackets after the name of the organisation.

In addition, you can enter a second business contact according to the same principles. These second business contact details could be used, for example, if you are currently seconded to another country/organisation or are on a short-term mission. As in these cases your second business contact details would be your current address, please make it your primary contact by clicking on the appropriate button.

Step 2: Post/Update CV

Education and Employment

Highest level of education

Please select the highest level of education you have <u>completed</u>.

"*Professional school*" covers school-type training provided by institutions (e.g. a National Border Management Academy or Police Academy), not futher education seminars you might have attended. Please mention any such further education/seminars/training under *Qualifications* in the *Experience & Skills* section.

"*University Degree*" covers any type of first class university-type degree. Please also choose this category if your highest level of education is a diploma from a technical college, polytechnic, Fachhochschule or similar institution.

"*Advanced University Degree*" covers Masters degrees, as well as any other post-graduate education.

Educational Background

Please choose the entry/entries closest to your educational background. Only in cases where none of the entries suit your qualifications should you select "*Other*". The details of your educational background should be listed in your CV.

Employment Status

Please mark your <u>current</u> employment status.

Sector(s)

Please mark <u>all sectors</u> you have worked in throughout your career.

Countries of Posting

Please do not select a region, but <u>all countries</u> in which you have <u>lived and/or worked</u> in recent years – hold down the STRG or CTRL key to select several items.

CV

Please copy and paste your CV – especially details on your education and employment record – into the text field. Do not worry about the format of the copied text. In addition, you are requested to upload your complete CV, preferably a EuropeAid CV in Word or PDF format. You can download the template in the *Education & Employment* section.

Under "*Education*" please include any type of professional training you have received.

Under "*Employment*" please also include unremunerated or volunteer services if relevant. Please use the full name in English of the organisations for whom you work(ed).

Your CV will be saved for future applications. Should you wish to upload a different/updated CV, please delete the CV currently saved by clicking on the respective button and uploading a new CV.

Please make sure your uploaded CV includes your name in its original spelling in case your name includes any special characters.

The **file name** of your CV must have the extension *.doc or *.pdf. It must not include any dots or other special characters! We advise you to use Word 2005 format. File size should not exceed 500KB.

Publications/Reports

Please list any <u>relevant and recent publications</u> you have written or co-authored.

Experience

In order to be able to more efficiently search for experts in our database, you are requested to select the **substance areas and technical fields** in which you have gathered experience throughout your career. Should there be no exact match to the technical expertise or substance area you work(ed) in, <u>please select the one most suitable</u>. For each main category, please choose the relevant subcategory. If you have experience in many or all of the subcategories, or if no further subcategory is offered, please mark "*Other/General*". For each subcategory, please approximate the years of experience you have.

In order to add another field of expertise, please click on "Add row" and proceed in the same way. If you do not wish to proceed with completing the row you have added, please choose "select" at the top of the list.

In addition, you are requested to specify the geographical regions in which you have experience. You need not necessarily have lived in these regions, but rather <u>have in-depth knowledge about the general political, social and economic conditions</u> in these regions.

Skills

Languages

For each language you speak, please indicate if it is your mother tongue. Please indicate your level of speaking, writing and reading the language in question.

1 = excellent

5 = basic knowledge

Please note that also if you select "mother tongue", you must indicate the level of speaking, writing, reading and understanding the language.

In order to add further languages you speak/write/read/understand, please click on "Add row".

Only languages regularly used in our projects have been included in the list. Should you speak an additional language that you believe might be useful for your application, please mention it under "*Qualifications*" at the end of the page.

Qualifications

Please add your <u>key qualifications</u> (such as impact assessments, liaising with government officials, negotiation techniques, report writing, etc.), as well as <u>advanced computer and additional language skills</u>, or <u>any other skills</u> you feel might be useful for your work with ICMPD and which you have not listed thus far.

If you are a programmer, please mention here the programming languages with which you have worked.

Submission

If you are submitting an unsolicited application, please specify the details of your availability: your willingness to be posted abroad, the maximum period of missions abroad and any geographical or other restrictions which may apply. You can change these specifications at any time under "Post/Update CV" after logging on to the ICMPD website.

Your cover letter will be retained for any subsequent submissions, but please delete your old cover letter if you upload a new one. You can always see cover letters you submitted for previous vacancies on the "Your applications" tab.

If you have completed all mandatory fields in all sections, the button "Confirm and Submit" is activated. If it is not activated, you will find a reminder at the top of the page informing you which sections still need to be completed.

By clicking on the "Confirm and Submit" button, you confirm that your answers to the questions in this application form are true, complete and correct to the best of your knowledge and belief. Any false statements or the withholding of any relevant information may provide grounds for the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

You will now receive an email confirming your submission. Should you not receive such notification within 24 hours, please contact us at support@icmpd.org.

Please note that you will only be contacted by ICMPD if your application is shortlisted. In this case, you may be requested to supply the names of referees or documentary evidence which supports the statements you have made in your application. Please do not send any documentary evidence until you have been asked to do so and, in any event, do not submit any original texts, references or testimonials unless they have been obtained for the sole use of the organisation.

Did you make a mistake?

Under "*Your Applications*" you can see all of your previous applications. Should you have made a mistake, please revoke the application in question, correct the mistake and simply resubmit: all your data has been saved, so you do not have to re-enter your data.

Change details

Should any of your personal details change, please make sure to change them under *"Change Profile"* after logging on to the ICMPD website.

If you wish to include further experience or change other information provided through the online application form, including your current availability, please go to the *Recruitment* section of the ICMPD website (under *Work with us*). If you are not interested in a specific vacancy, please mark one of the "Unsolicited application" boxes and click on "*Proceed*". Make the relevant changes in the application form and resubmit your information.

Feedback

ICMPD would appreciate any feedback on the application form or these guidelines. Please contact us under feedback@icmpd.org.