

International UN Volunteer Recruitment Checklist

Step 01

3 days |   

Profile update and Offer

- Follow the link provided in the selection email.
 - Complete your profile information in **VMAM**.
 - Upload the passport copy, academic credentials, and dependent certificates.
- i** Ensure all information and certificates are updated accurately as an error will delay in processing your offer letter.

UNV Overview, benefits, entitlements, and support systems

- Familiarize yourself with the UNV programme, UNV Conditions of Service, allowances, benefits, entitlements, and support systems on the **volunteer onboarding portal**.

Step 02

2 days |  

Acceptance of Offer

- Accept the offer via “My Page” in **VMAM** once you have read your offer letter, Description of Assignment (DOA), UNV Conditions of Service (COS) handbook (**ENG, ESP, FRA**).

Beneficiary Form

- Upload the completed and signed **beneficiary form** to VMAM using the **‘Upload beneficiary form’** task.

Step 03

1 day | 

Visa

- Immediately get in touch with your UNV contact person for guidance on entry visa(s) and follow instructions provided.

- i** This process is different for each country and may take several days to weeks. You may also need to secure a transit visa based on your travel itinerary.

Step 04

7 days |       

Medical Examinations and Vaccinations

- Complete the **Medical Review Questionnaire** (MS3).
 - Email it to UN Medical Services at **unogmedicals@un.org**.
 - Once done, immediately inform your UNV contact person.
 - Get the vaccines essential for your duty station.
- i** Check the following websites for information on mandatory /recommended vaccinations.
- www.who.int/ith/en/
 - www.cdc.gov/travel/travel.html

Bank Information

- Complete and upload the **form for bank details** to your profile using “My Page” in **VMAM**.
- i** If possible, we encourage you to open a USD or Euro bank account to allow faster bank transfers.
- i** Ensure all information is accurate as an error will delay payment of your entitlements.

Mandatory Online Courses

- Access **eCampus** and complete the following mandatory e-Learning courses prior to departure to duty station.
- Upload certificates to your MyProfile under training.
 - [BSAFE security training](#);
 - [Prevention of Harassment, Sexual Harassment and Abuse of Authority](#);
 - [Prevention of Sexual Exploitation and Abuse](#).
- Complete the 3 core courses ideally prior to departure, but, latest within 3 months of arrival.
- Update your My Profile in VMAM and keep certificates for record and spot check.
 - [UNV and Volunteerism](#);
 - [Ethics and Integrity as UN Volunteer](#);
 - [Cultural awareness and working in cross-cultural environments](#).

Contact Host Entity

To prepare for your assignment, suggest that you have a discussion with your supervisor or colleague to:

- understand your role and responsibilities.
- understand learning and training opportunities.
- familiarize with the work environment and relationships with colleagues.
- identify and connect with a “buddy” in your team.
- confirm you expected entry on duty date.

Pre-departure Expenses & Settling-in-Grant (SIG)

- Once you complete the steps above, UNV will transfer pre-departure expenses to your bank account.
- Refer offer letter for details on payable expenses.

i This process may take up to 10 business days. Please carry SIG with you to pay for your accommodation and utilities upon arrival.

Travel Arrangements

- Your UNV contact person will provide you with a lumpsum payment for your airfare to the duty station.
- You are expected to buy your own air ticket(s) with this payment unless advised otherwise by your contact person.
- Your contact person will confirm your expected travel date - do not purchase your ticket until this is confirmed.
- Email a copy of your confirmed ticket to your host agency focal person for arrival logistics, cc. UNV contact person.

i We advise you to compare arrival dates, prices, airlines, and routing before you buy a ticket.

i Contact your UNV contact person if you are unable to find tickets within the lumpsum quote.

Security and Final Clearance

- You must apply for and secure security clearance prior to your travel (up to 3 days in advance).
- Follow **instructions** on how to complete this process.
- You must not travel until you have received all relevant clearances.

This step marks the completion of your recruitment process.

Congratulations!

- you are now all cleared to start your assignment as a UN Volunteer.
- Before you travel, ensure that you have:



a valid passport, bank/credit cards and cash, copy of the offer letter, security clearance, entry visa, and E-ticket.



arrival logistics information, including pick-up or approved taxi services, hotels, and maps.



backups of your documents in a USB or virtual drive.



your host entity contact information and up to date security information including UNDSS contact names and numbers.

Accept Contract in VMAM

- Once you have completed all of your pre-departure requirements and your UNV contact person has confirmed your start date, they will generate your contract in VMAM.
- Follow this **guide** to accept the contract in **VMAM**.

BON VOYAGE!