

Global Fund Recruitment Process Overview

May 2024

The Global Fund recruitment process is designed to enable the Global Fund to select the best applicant for a job based on objective and fair criteria. While the primary criterion for selection are competence and suitability to the job requirements, the Global Fund remains committed to delivering a fair, inclusive and equitable hiring process..

The Global Fund is committed to a diverse, equitable, and inclusive work environment. To help us achieve this, we welcome applications from all qualified candidates who share this commitment, regardless of their sex, gender identity, sexual orientation, HIV status, race, national origin, cultural or ethnic background, disability, marital status, religion, or age.

Recruitment is made on a competitive basis, except where exceptionally authorized by the Executive Director. In filling vacancies, full regard will be given to the merit, qualifications and experience of existing employees without prejudice to the recruitment of external candidates.

This document provides applicants with an overview of the different phases in the recruitment process, which take three months on average.

1. Application

The Global Fund posts all vacancies on Global Fund Careers External Site, which is accessible through the [Global Fund website](#).

When logging in for the first time you will be asked to verify the email address used to create your account.

The applicant selects a vacancy to apply for and provides a cover letter and up-to-date CV/resume as part of the application. There is also an option to apply by using your LinkedIn profile. We request that all documents are submitted in English. When applying for certain vacancies, the applicant may need to answer a series of questions, such as on the applicant's level of a certain language or a qualification necessary for the role.

The applicant must submit their application before the closing deadline. The deadline is midnight Geneva, Switzerland time (UTC/GMT +1) on the date of closing.

After submission, the applicant receives an automatic email confirming receipt of the application.

2. Screening

The Global Fund assesses all applications against the criteria for the role. Candidates not meeting the requirements (experience, certifications, languages, etc.) will be advised of their application status, via automated response through our Workday platform. Applications are reviewed as they come in, so this may occur at any time of the job posting.

Competition can be very strong as many vacancies receive a high number of applications. In this respect, please note that the Global Fund is unable to give individual feedback on each application.

3. Video interview

If shortlisted for the position, the applicant is invited by email to participate in an automated video interview.

The email includes instructions on how the interview works and how to log in to a website to complete the interview. The applicant can complete the interview at a time and place that suits them, using a computer, a smartphone or a tablet. There is an opportunity to practice before proceeding to the actual interview.

The purpose of the interview is to offer each applicant a chance to provide a more personal impression. It also allows the Global Fund to gain a better understanding of each applicant's background, experience and motivations.

4. Written test

Shortlisted applicants at screening stage may be invited to take a technical assessment before, during or after the video interview stage. However, not all recruitment processes have a written test.

This written test is sent by email with instructions.

5. Organizational Fit Assessment

Candidates shortlisted for an interview are required to complete a 30-minute online Organizational Fit Assessment (OFA) which will evaluate their preferences against the Global Fund's Organizational Competencies: Global Fund Awareness and Mindset, Service Orientation, Drive for Results, Collaboration, Interaction and Adaptability.

The resulting generated report is valid for 12 months and can be downloaded after the assessment completion. It is tailored to show where each applicant's behavioral preferences are in relation to the organizational competencies and provides the interview panel with areas to probe during the final interview stage. This is not a screening tool but a complimentary quality step that will form part of the overall assessment of candidates' suitability for the role and the Global Fund.

6. Interview

After the screening and selection process, successful applicants are invited to a panel interview composed of at least the following members: the hiring manager, a human resources recruiter and a neutral party chosen from a different department to the hiring manager.

All interviews are done via video conference using Teams. The applicant will receive an email prior the interview with the details how to log in for the interview and how to test audio and video.

Should the role require the applicant to manage a team of more than three staff, the applicant is invited to attend a leadership assessment workshop managed by a third party as a final step in the recruitment process.

7. Offer

If successful following the selection process, the applicant receives a job offer from the Global Fund. As part of the offer process, the applicant needs to provide three references and undertake a background & security check. With respect to managerial roles, the Global Fund will conduct 360- degree reference checks.