United Nations **careers**

At a glance...
The Application Process

The Applicant's Manual
Instructional Manual for the Applicant on the Staff Selection System (inspira)

Applicants
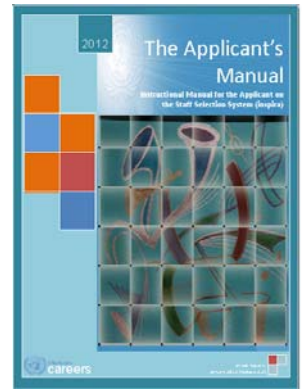
Overview

The United Nations posts job openings electronically on the *United Nations Careers Portal* (*http://careers.un.org*) and only accepts applications to job openings electronically. When applying to a job opening, be sure to submit your application well before the deadline date stated in the job opening as Job openings posted on the *Careers Portal* are taken off at midnight (EST) on the deadline date.

Once you apply to a job opening, your application will go through a pre-screening process. The process checks the information you entered in your application against the eligibility criteria established for that job opening. Applicants who pass the pre-screening process are eligible for further consideration.

You may search the compendium for available positions and/or create a *Job Alert*, which allows you the save specific criteria about the type of position you are looking for and receive a notification (via e-mail) when positions that match your criteria are posted.

Your application

The application will be used to evaluate your eligibility and suitability for the job opening, therefore, it is suggested that you:

- Prepare the application in advance even when there is no immediate intention to apply for a job opening to ensure a precise and effective application.

- Highlight the salient points in your background in relation to the job opening of interest. The more time and thought allotted in putting the application together, the more precise and effective the application will be.

- **DO NOT** substitute your resume or CV for the application. It is not accepted and is considered neither a substitute nor a complementary document to a duly completed application.

- It is important to complete all information about your education and work experience accurately. This information will be used for system automated pre-screening and it serves as the basis for evaluating your eligibility and suitability for a job opening.

- When completing your work experience, list every position held and not only the most recent or what is required for the position. In cases where you worked with one employer but held several positions, you must indicate every position held separately. This is important for determining your eligibility and suitability.

- When completing your education details, ensure to include all institutions, listing clearly those academic credentials (degrees, certificates and diplomas)conferred.

Non-Staff Members

Non-staff members must register with a valid e-mail address and create a login account in order to apply to a job opening, refer to *Chapter 1, paragraph 1.3* in the *Instructional Manual for the Applicant*.

Log into *inspira* through the United Nations Careers Portal (*http:>//careers.un.org)*and click on the *Login* link in the menu.

Staff Members

Staff members are not required to register since you should have been pre-registered and provided with a login user name (your index number) and temporary password.

Log into *inspira* using *https://inspira.un.org.*

*First time non-staff members **must register** and create a user account*

Login using your user ID and password

Once registered and logged in, proceed to create your profile.

Review your Home and Permanent Address

1. A serving staff member who has active data on file with OHRM or a local human resources (HR) office will have a pre-existing user profile.

2. A serving staff member is strongly encouraged to first review the accuracy of his/her postal address as pre-recorded in inspira before making any updates to My Profile.

inspira: Log into inspira and select Self Service>Personal Information>Home and Mailing Address, then click Edit next to any information that is incorrect.

Complete My Profile

inspira:

Non-Staff Members - Log into inspira and select Careers, then click on My Profile

Staff Members - Log into inspira and select Self Service>Recruiting Activities>Careers, then click My Profile.

Update or complete the required information in all sections of the My Profile page.

For Staff Members, some fields can not be changed, e.g. Permanent Address. The information is taken directly from the personal information in your IMIS file. To change the information, refer to the "Review your Home and Mailing Address".

For Non-Staff Members, all fields can be changed with the exception of your User Name.

Percentage of profile completed and each completed tab (3) of your profile will display a green check mark

Some fields cannot be edited depending whether you are a Staff Member or non-Staff Member.

Don't Forget!

Save your entries once you have completed each tab of your profile

Create a Job Alert

You can save the job search criteria as a Job Alert and have the matching results sent to your specified e-mail address. You can create up to five (5) job alerts and they are valid for one (1) year.

inspira: From the Careers Home page, click on the Advanced Search link

Step 1 - Advanced Search

Click on the Job Search tab.

Step 2- Search Criteria

Enter the search criteria for which you want to create a job alert.

Step 3 - Save Search Criteria

Directs you to the Save Search page where you can name your job alert.

Step 4 - Name your search

Enter the name of your Job Alert, it should be easy to identify, it is suggested that you include the position title, level and location e.g. HR Officer/P4/NY.

Step 5 - Use As Job alert

By default, this box is checked, if you do not wish to receive job alerts for future positions similar to this one, deselect the field.

Step 6 - Send Job alert notification to

Enter a valid email address where you want the Job Alerts sent

Step 7 - Save Search

Click on 'Save Search', you will now be receiving job alerts that match the criteria entered.

Step 1
Click on the Job Search tab

Step 2
Enter your search criteria

Step 3
Click on Save Search Criteria

Step 4
Enter the name of your search

Step 5
Select the Use as Job Alert field

Step 6
Enter your email address

Step 7
Click on Save Search

Complete your Application

You can complete your application in advance, without having to apply to a job opening.

inspira:

1) From the Careers Home page, click on the Create Draft Application link.

2) On the Apply Now page, read the information, then select Confirm and click on the Continue button.

Your Application

Your application is comprised of six (6) tabs.

- Screening Questions - This section is blank, but will be populated with questions that are relevant to the position when you apply to a position.

- Preferences - Indicate your preferred field of work and preferred work location(s) in this section.

- Education and Work Experience - Provide all details on your work history, educational institutions attended, and diplomas/degrees or equivalent academic qualifications obtained.

- Skills - Provide details on skills you possess that are relevant to the position you are seeking.

- References - You are required to list three (3) persons as contact references who can attest to your work history and qualifications. You can include present or past supervisors, colleagues, mentors and/or thesis advisors, but do not list any family members.

- Cover Letter and Additional Information - This section should be completed once you have identified a position. It allows you to create a cover letter that is specific to the position you are applying for, relating your skills and experience to those noted in the job opening. In addition, you can attach additional information that is required by the job opening.

- Preview and Submit - you can preview your application and when you have identified a position, you can submit your application.

All six tabs must be completed before you can submit your application

Each completed tab will display a green check mark

Complete Application > Screening Questions

You are applying for: Public Information Officer

| Screening Questions | Preferences | Education & Work Experience | Skills | References | Cover Letter & Additional Information | Preview & Submit |

Save   Close

Screening Questions

Please complete all questions listed below before submitting your application.

Do you have a minimum of five years of progressively responsible experience in administration, finance, accounting, human resources management or related field?

○ Yes

○ No

Do you have any experience in preparing reports, conducting presentations, and making recommendations?

○ Yes

○ No

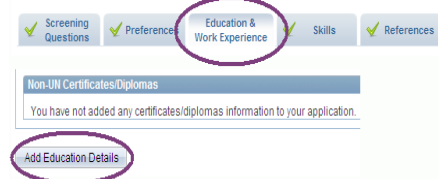*Screening questions will only appear when you apply to a position, at which time they must be completed*

Adding Academic Degrees - IAU/UNESCO List

Scenario 1 - Instituions listed in IAU/UNESCO

Step 1 - Adding Education Details

Click on the Education & Work experience tab. Click on the "Add Education" button. The Add Education Details page will be opened.

Complete Application > Education and Work Experience

| ✓ Screening Questions | ✓ Preferences | ✓ Education & Work Experience | ✓ Skills | ✓ References |

Non-UN Certificates/Diplomas

You have not added any certificates/diplomas information to your application.

[Add Education Details]

Step 2 - Navigating "Add Education Details Page"

For the Add Education Details page, please ensure that the following required fields, indicated with an asterisk (*), are completed:

- Click on the dropdown "Type of Institution" and select "University/Tertiary".
- Select country where attended
- For the question "Attended in the same country?" select "Yes". If you did not study in the same country, please select "No" and proceed to complete "Country where attended".
- Type in the "City" where attended.
- Click on the "Name of Institution" look-up to search and select your institution from the IAU/UNESCO list. *If you cannot find your institution, please refer to "Scenario 2".*
- Select "Degree/Diploma."
- Select "Main Course of Study"
- Select "Field of Study"
- Complete the remaining required fields, marked with an asterisk (*).
- Make certain to click "Save" after the completion of each section.

Application

Add Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Licenses, professional certificates and United Nations exams should be listed separately under the "Skills" tab.

[Save]   [Cancel]

Enter Education Details

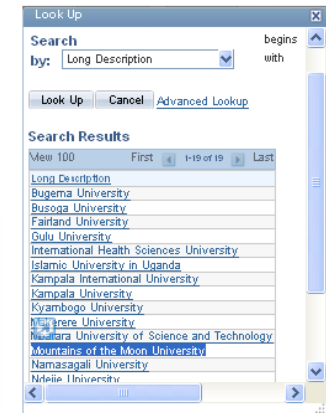|	
*Type of Institution:	University/Tertiary
*Country:	Uganda
*Attended in the same country?	⦿ Yes ○ No
*City where attended:	Fort Portal
*Name of Institution:	Mountains of the Moon University 🔍
Institution Web Site:	http://www.mmu.ac.ug
*Degree/Diploma:	Bachelor's Degree
*Main Course of Study:	Agriculture, Foresty & Fishery
*Field of Study:	Agriculture
Specialization:	
*Title in English or French:	Bachelor of Science in Agriculture
*Exact Title in original Language:	Bachelor of Science in Agriculture
*Degree Obtained:	⦿ Yes ○ No
*Attended:	From: 01/01/2006 To: 31/12/2011
*Enrollment Status:	⦿ Full-Time ○ Part-Time
*Teaching Method:	In-person
Additional Comments:	

If your exact choice is not listed in the drop-down menus, please select the closest relevant option and explain in the "Additional Comments".

[Save]   [Cancel]

* Required Field

Look Up

Search begins by: Long Description with

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100   First ◄ 1-19 of 19 ► Last

Long Description
Bugema University
Busoga University
Fairland University
Gulu University
International Health Sciences University
Islamic University in Uganda
Kampala International University
Kampala University
Kyambogo University
Makerere University
Mbarara University of Science and Technology
Mountains of the Moon University
Namasagali University
Ndejje University

Adding Academic Degrees - IAU/UNESCO List

Scenario 2 - Institutions not listed in IAU/UNESCO

If you do not find the name of your institution when clicking on "Name of Institution", please complete the following steps:

- Type "Other Institution" in the "Name of Institution" field and hit Enter. The "Please enter name of institution" field will appear below.
- Manually complete the fields: "Please enter name of institution" and "City where attended". The field "Institution Web Site" is optional.
- Proceed with the remaining steps as with Scenario 1.

NB - When selecting "Military Academy", "Other" or "Seminary" in the "Type of institution" field, the procedure will be identical.

Scenario 3 - Application is in Draft and you wish to submit this application

- When clicking the "Submit" button for your application, a message indicating incomplete information will appear.
- Go to the "Education & Work Experience" tab. A message with the details of the education entries to be reviewed will be displayed.
- On the same page, in the "Education Details" section, click on the education entry you wish to review and re-enter your education details using the dropdowns and lookups for the highlighted fields, e.g. "Country", "Name of Institution" "Degree/Diploma".>

Application

Add Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Licenses, professional certificates and United Nations exams should be listed separately under the "Skills" tab.

Save   Cancel

Enter Education Details

*Type of Institution:	University/Tertiary
*Country:	Uganda
*Attended in the same country?	⦿ Yes ○ No
*City where attended:	
*Name of Institution:	Other Institution
*Please enter name of institution:	
Institution Web Site:	

Upon submitting, "incomplete information" message appears.

| Screening Questions | Preferences | Education & Work Experience | Skills | References | Cover Letter & Additional Information | Preview & Submit |

⊗ There is incomplete information in the following tab(s):

Education & Work Experience

Please click on the corresponding tab(s) above and enter the missing information before submitting again.

Submit   Close

In the "Education & Work Experience" tab, message will indicate education entries requiring review.

| Screening Questions | Preferences | Education & Work Experience | Skills | References | Cover Letter & Additional Information | Preview & Submit |

⊗ Please review the following incomplete item(s):

Due to enhancements made to the application, there are one or more entries for Education Details that need to be completed. Please review all your entries for Education Details and complete accordingly before submitting your application.
Education Details: S

Save   Close

Select the education entry requiring review.

Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships, universities etc.).

Higher Education/University degrees

School	Degree/Diploma	Level of Degree	From	To	
Acharya Nagarjuna Vishwavidhyalayamu	Bachelor's Degree	Bachelors or Equivalent	03/01/2012	24/01/2012	Delete
Luxembourg Polytechnic	Doctorat	Doctorate or Equivalent	02/01/2012	24/01/2012	Delete
S		Bachelors or Equivalent	02/01/2010	26/01/2012	Delete

Consult the IAU/UNESCO List

This feature is available for internal applicants only. Inspira has an interface allowing you the opportunity to verify that your academic credentials were obtained from an institution recognized by the IAU/UNESCO World Higher Education Database.

To consult the IAU/UNESCO list in Inspira, complete the following steps:

- From the "Main Menu" tab on the Home page, select: **Self-Service > Recruiting Activities > Consult IAU/UNESCO list.**
- Select the country from the dropdown menu.
- Click on the "Name of Institution" lookup to search and select your institution from the IAU/UNESCO list.
- From the "Degree/Diploma" dropdown menu, select the degree/diploma obtained.
- The level of the degree/diploma, as recognized by the UN, will be displayed.

Information concerning institutions in former countries and territories.

Institutions previously in the former countries or territories are listed in their current country or territory.

Questions and/or queries related to academic credentials.

For specific queries concerning academic credentials, please contact: academicsconsult@un.org.

Choosing an Existing Application

When applying to a job opening, you can use a previously created or submitted application, or create a new application at the time you apply.

inspira: 1) Log into inspira and perform a job search.

Step 1 - Apply Now
Select the job opening you are interested in and click on Apply Now.

Step 2 - Confirm
Review the information and select Confirm

Step 3 - Choose an application
Select Choose Existing Application

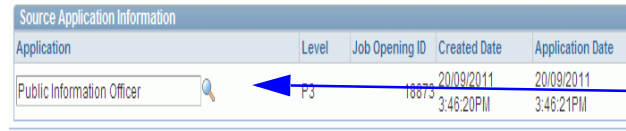### Step 4 - Select the Application
Locate and select the application you wish to use.

Step 5 - Modify
Review the application and modify the information according to the requirements of the job opening.
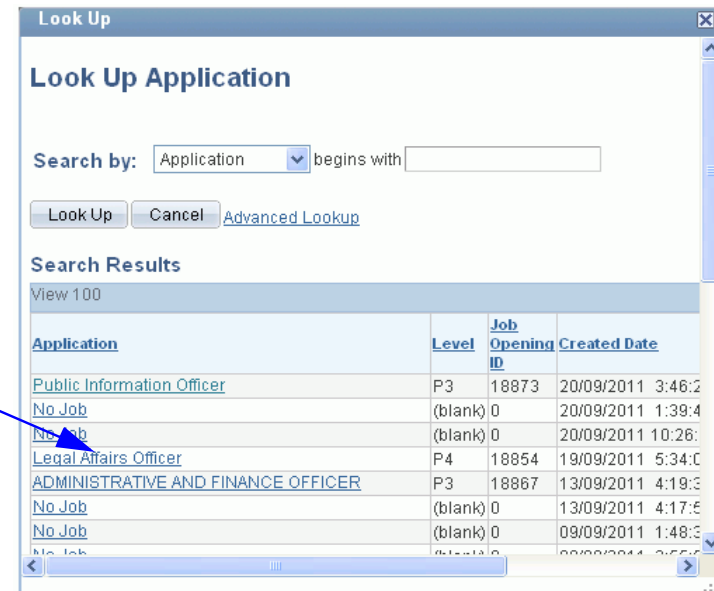
Step 6 - Apply to the job opening
Apply to the job opening, refer to the Applying to a Job Opening section for steps to perform.

Source Application Information

Application	Level	Job Opening ID	Created Date	Application Date
Public Information Officer	P3	18873	20/09/2011 3:46:20PM	20/09/2011 3:46:21PM

By default, the last application create appears.

Look Up

Look Up Application

Search by: Application ▾ begins with [   ]

[Look Up] [Cancel] Advanced Lookup

Search Results

View 100

Locate and select the application you wish to use. Even those you have already submitted to another job opening.

Application	Level	Job Opening ID	Created Date
Public Information Officer	P3	18873	20/09/2011 3:46:2
No Job	(blank)	0	20/09/2011 1:39:4
No Job	(blank)	0	20/09/2011 10:26:
Legal Affairs Officer	P4	18854	19/09/2011 5:34:0
ADMINISTRATIVE AND FINANCE OFFICER	P3	18867	13/09/2011 4:19:3
No Job	(blank)	0	13/09/2011 4:17:5
No Job	(blank)	0	09/09/2011 1:48:3

Apply to a Job Opening

inspira: Log into inspira, locate and select the job opening of interest.

Step 1 - Review and Apply

Review the requirements of the position and if interested, click on **Apply Now**.

Step 2 - Select Application

Read the information provided on the Apply Now page, select Confirm, then select an existing application or create a new application and click on **Continue**.

Step 3 - Answer Screening Questions

Click on the **Screening Questions t**ab and answer the questions.

Step 4 - Application

Complete or modify the sections of your application.

Step 5 - Cover Letter and Additional Information

Completed when applying to a position. Create a cover letter that is specific to the position you are applying for, relating your skills and experience to those noted in the job opening.

Don't forget to attach additional information require by the job opening, for example: staff members are required to attach their last two (2) ePASes.

Step 6 - Preview and Submit

Click on the Preview and Submit tab, review your application and then click on the Submit button. The certification page appears.

Step 7 - Certify and Submit

Read the information, indicate whether you agree with the terms and click on the Certify and Submit button. Your application will be submitted to the position. You will receive a notification acknowledging your submission and the application will appear in the "My Application" section.

Apply Now

Apply Now

Before applying you are encouraged to carefully read the Instructional Manual for the Applicant and the general application information (How do I apply) on the United Nations Careers portal.

Please provide all required information. Incomplete applications will not be considered. If your exact choice is not listed in the drop-down menus, select the closest relevant option.

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.

By selecting "Confirm" and then clicking "Continue" below you accept that you are aware of the available information and guidelines on how to complete an application.

◉ Confirm

Select how to start your application:

○ Choose Existing Application   ◉ Build New Application

[Continue]   [Cancel]

Select whether you will be using an existing application or creating a new application for this position.

Submit Online Application

Terms and Agreements

Please read carefully and click the box to certify

I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.

Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

◉ I agree to these terms   ○ I do not agree to these terms

[Certify and Submit Application]   [Cancel]   Return to Previous Page

Certify and submit your application to the position

References

The following documents provide additional information:

- ST/AI/2010/3 of 21 April 2010 on the staff selection system

- Instructional Manual for the Applicants on the Staff Selection System

Need Help?

For policy enquiries and technical help, simply click on "**Contact Us**" in **the UN Careers portal** *(http://careers.un.org)* and complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

You can also click on "**Contact Us**" anywhere in **Inspira** (*https://inspira.un.org*) to complete the online request form. Your request will automatically be assigned a case number for easy reference and tracking.

To better assist you, make sure your request always includes:

- Your **index number**
- Your **UN email address**
- In the event that you are reporting a technical problem, the **steps** leading to this problem and one or more **screenshots** of the error/warning message and of the page on which it appeared.

For staff members who wish to find information (FAQs, information sheets, etc.) on staffing and research a particular topic, please visit the **it's for real!** website on the human resources Talent Management framework (*https://itsforreal.un.org/*). This feature is only available through the intranet.