

The Application Process

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 via this process. 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 (GMT-5) 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 to 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. It is therefore suggested that you keep in mind the following points:

- 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.
- You can apply to a specific job opening only once. Therefore, please ensure that the information contained in your application is complete and correct.
- Modification to a submitted application is not possible.
- Applicants should apply from only one account.

External Applicants

External Applicants include those serving in the Organization on a Temporary Appointment, those serving on Secondment to the Organization, UN Volunteers (UNV), Associate Experts, consultants, individual contractors, military/police personnel and interns. Those serving in this capacity 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 Manual for the Applicant.

Log into *Inspira* through the United Nations Careers Portal: <http://careers.un.org>

Click on the Login link in the menu.

Staff Members

Staff members are not required to register since you 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>.

The screenshot shows the UN INSPIRA Human Resources Gateway login page. It features the United Nations logo and the text 'UN INSPIRA Human Resources Gateway'. Below the logo are four links: 'Forgot User ID', 'Forgot Password', 'Register now', and 'Contact us'. There are two input fields: 'User ID' with a person icon and 'Password' with a lock icon. A blue 'Login' button is positioned below the password field. At the bottom, there is a language selector 'English | Français' and a copyright notice 'Copyright United Nations. All rights reserved'. Four red arrows point from callout boxes to specific elements: one to the 'Forgot User ID' link, one to the 'Forgot Password' link, one to the 'Register now' link, and one to the 'Français' link in the language selector.

Click on these links to retrieve your password or obtain login help

First time non-staff members **must register** and create a user account. Login using your user ID and password

Click on Francais link to view the pages in French. By default, pages are displayed in English

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, as needed.

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

Complete My Profile

The New Landing/Home Page in Inspira 9.2

The user interface (UI) in the Landing Page has been upgraded significantly. The revamped page theme has the following:

- User friendly icons right on the top for accessing key information,
- JO Search section takes you to the job search page on a single click,
- Pictorial presentation of UN infrastructure,
- Graphical display that shows your percentage Profile Completion,
- Video streaming of the UN Career information,
- Stay Connected section at the bottom that brings you several options to be socially updated,
- Quick Help Links section to provide support for all your queries,
- Application Guidelines section to help you with the Application Process

Each of these enhancements creates a more consistent experience for users across the page and makes it easier to work with all the elements on the page.

The image shows a screenshot of the UN Inspira 9.2 landing page with several callouts in blue ovals pointing to specific features:

- User friendly icons to access key information easily:** Points to the top navigation bar containing icons for My Profile, My Applications, My Roster Memberships, Job Search, My Favorite Jobs, My Notifications, My Consultant Roster, and Consult IAU/UNESCO List.
- Search your Job Openings quickly:** Points to the 'Search Job Opening' section, which includes a search box for 'Enter Job Title, Keywords or Location', a dropdown for 'Staff Positions', and a 'Search' button.
- Get inspired for UN Careers:** Points to a video player titled '2014 United Nations Interns' showing a woman speaking.
- Know more about the UN:** Points to a 3D architectural rendering of the UN headquarters building.
- Acknowledge your Profile Completion instantly:** Points to a circular progress indicator showing '100% Complete'.
- Click these links for any queries or assistance:** Points to the 'Quick Help Links' section, which includes links for 'YPP - F.A.Q', 'Staffing - F.A.Q', and 'Contact Us'.
- Get instant help on your Application:** Points to the 'Application Guidelines' section, which includes links for 'Application Tips', 'Application Process', and 'Download Offline Application'.
- Stay Social with this new section:** Points to the 'Stay Connected' section, which features social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram.

The New My Profile & Career Tools Page

The My Profile section of the application includes important personal information i.e. name, address, phone number and primary email address. It is this information that the United Nations will use to contact you during the application process. Any changes you make to your profile will automatically be reflected in all of your application(s). You can update the information in your profile at any time except for the following fields: First Name, Last Name and Date of Birth.

The ‘My Profile’ & the ‘Careers Tool’ Page have undergone several UI enhancements in Inspira 9.2. With its user-friendly design, this section will enable users in getting their tasks done much faster. Let’s take a peek at its features:

1. **My Profile** - New enhanced look for your Profile details with user friendly icons and a status bar showing profile percentage completion. The easy edit feature lets you edit your biographical information details, email address, phone number and address details quickly.
2. **My Roster Memberships** - Check out your roster memberships easily with this bar at the top.
3. **My Notifications** - Your notifications are just a click away with ‘my notifications’ bar at the top.
4. **My Favorite Jobs** - Mark your searched jobs as ‘Favorites’ and view them under ‘My Favorite Jobs’ bar at the top.
5. **My Applications** - The My Applications section displays your draft and submitted applications.
6. **Job Search** - You will experience a more user-friendly Job Search capability with powerful SES based search.
7. **My Saved Searches and Job Alerts** - Directs you to the Save Search page where you can name your job alert and displays a list of searches and job alerts you previously saved.

The screenshot shows the 'My Profile' page with several annotations:

- Status bar:** A green progress bar at the top left indicates 'My Profile' is 33% complete.
- Navigation Menu:** A horizontal menu at the top includes 'My Profile', 'My Applications', 'My Roster Memberships', 'My Notifications', 'Job Search', 'My Favorite Jobs', and 'My Saved Searches & Job Alerts'.
- Profile Status:** A note says 'View your draft and submitted applications' pointing to the profile status bar.
- Biographical Information:** A section containing fields for User ID, Password, Name Prefix, Middle Name, Other Name, Date of Birth, and Gender.
- Email Address:** A table with columns for Email Type and Email Address, listing Primary and Alternate emails.
- Telephone Numbers:** A table with columns for Phone Type and Phone Number, listing Work, Home, and Cell numbers.
- Address Details:** A table with columns for Address Type, Country, and Address, listing Permanent, Current, and Mailing addresses.
- Easy Edit:** A vertical column of yellow pencil icons on the right side of the form allows for quick editing of various fields.

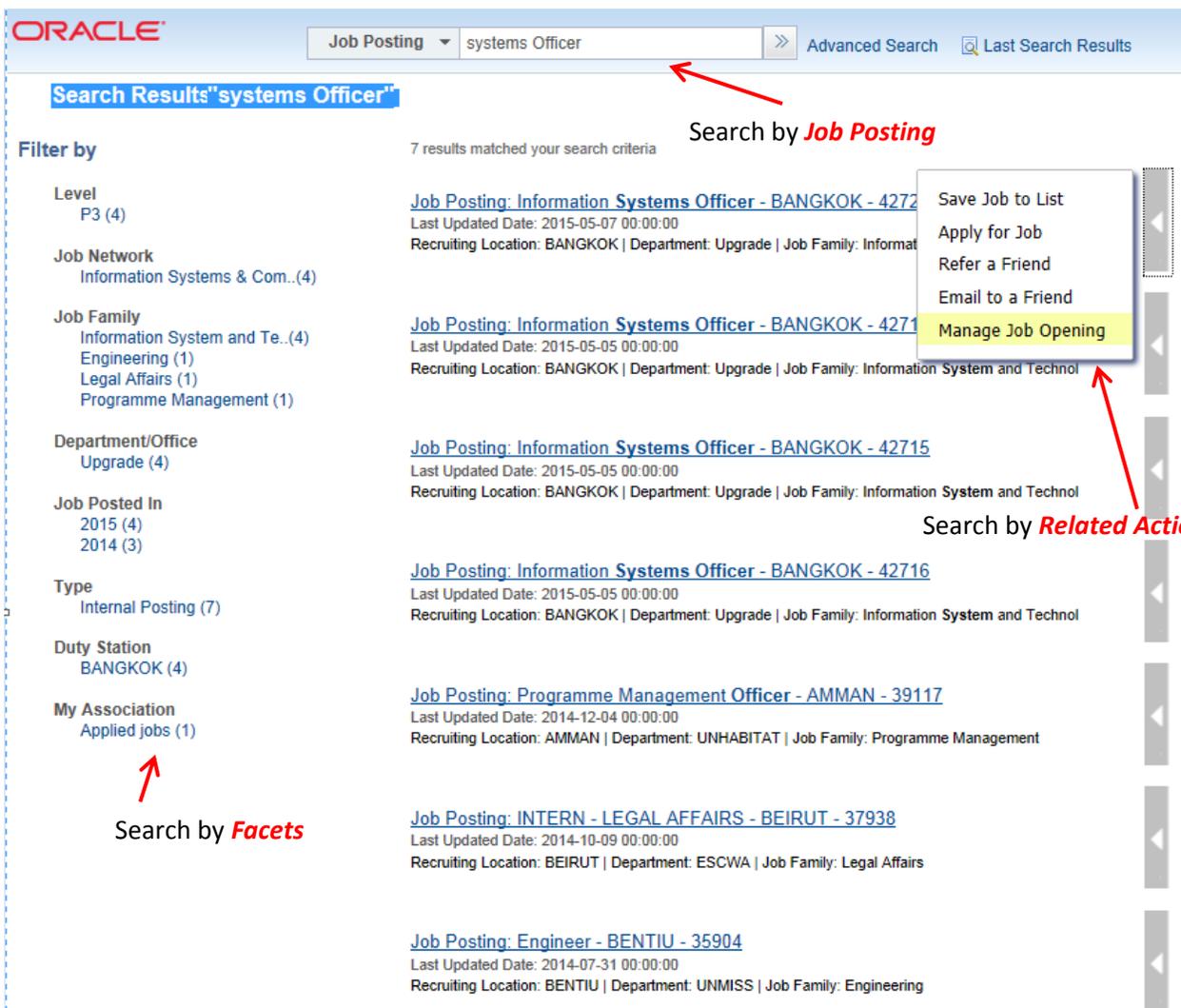
For Staff Members, some fields cannot be changed, e.g. Permanent Address. The information is taken directly from the personal information in your IMIS file. To change the information, refer to the “Review your Home and Mailing Address”. For Non-Staff Members, all fields can be changed with the exception of your User Name.

The Application Process – At a Glance

The New Job Search

Global Search on Main Menu

The Job Search in Inspira 9.2 allows you to submit a global search via the Global Search Bar, which can be found in the Portal header and is easily accessible to the user.



ORACLE Job Posting systems Officer Advanced Search Last Search Results

Search Results "systems Officer"

Filter by 7 results matched your search criteria

Level
P3 (4)

Job Network
Information Systems & Com...(4)

Job Family
Information System and Te...(4)
Engineering (1)
Legal Affairs (1)
Programme Management (1)

Department/Office
Upgrade (4)

Job Posted In
2015 (4)
2014 (3)

Type
Internal Posting (7)

Duty Station
BANGKOK (4)

My Association
Applied jobs (1)

Job Posting: Information Systems Officer - BANGKOK - 4272
Last Updated Date: 2015-05-07 00:00:00
Recruiting Location: BANGKOK | Department: Upgrade | Job Family: Informat

Job Posting: Information Systems Officer - BANGKOK - 4271
Last Updated Date: 2015-05-05 00:00:00
Recruiting Location: BANGKOK | Department: Upgrade | Job Family: Information System and Technol

Job Posting: Information Systems Officer - BANGKOK - 42715
Last Updated Date: 2015-05-05 00:00:00
Recruiting Location: BANGKOK | Department: Upgrade | Job Family: Information System and Technol

Job Posting: Information Systems Officer - BANGKOK - 42716
Last Updated Date: 2015-05-05 00:00:00
Recruiting Location: BANGKOK | Department: Upgrade | Job Family: Information System and Technol

Job Posting: Programme Management Officer - AMMAN - 39117
Last Updated Date: 2014-12-04 00:00:00
Recruiting Location: AMMAN | Department: UNHABITAT | Job Family: Programme Management

Job Posting: INTERN - LEGAL AFFAIRS - BEIRUT - 37938
Last Updated Date: 2014-10-09 00:00:00
Recruiting Location: BEIRUT | Department: ESCWA | Job Family: Legal Affairs

Job Posting: Engineer - BENTIU - 35904
Last Updated Date: 2014-07-31 00:00:00
Recruiting Location: BENTIU | Department: UNMISS | Job Family: Engineering

Search by **Job Posting**

Search by **Related Actions**

Search by **Facets**

- Save Job to List
- Apply for Job
- Refer a Friend
- Email to a Friend
- Manage Job Opening

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. **Please note that Job Alerts require revalidation every six (6) months.**

Inspira: From the Inspira Home page, click on the Job Search Link.

Step 1 - Advanced Search

Click on the Job Search tab. The Advanced search appears by default.

Step 2- Search Criteria

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

Step 3 - Save Search Criteria

Click on 'Save Search Criteria'. It 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

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

Step 7 - Save Search

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

The screenshot shows the 'Job Search' page with a navigation bar at the top containing links: My Profile | My Applications | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts. The main content area has a heading 'Click Job Search' and a search form with the following fields: Keywords (with 'IT' entered), Job Opening ID, Posting Title, Job Opening Type (dropdown menu set to 'Staff Positions'), Find Jobs Posted Within (dropdown menu set to 'Last Week'), Category, Level, Department/Office, Job Network, Job Families, and Duty Station. At the bottom of the form are buttons for 'Search', 'Clear', 'Save Search Criteria', and 'Basic Search'. Red arrows point to the 'Job Search' link in the navigation bar, the 'Save Search Criteria' button, and the search form fields with the text 'Enter your Search Criteria'.

The screenshot shows the 'My Saved Search' page with a heading 'My Saved Search'. The form contains the following fields: '*Name your search:' with 'IT_SEARCH' entered, '*Use As Job alert:' with a checked checkbox, and '*Send Job alert notification to:' with 'saluja@un.org' entered. At the bottom is a 'Save Search' button. Red arrows point to the 'Name your Search' text, the checkbox, the email address field with the text 'Enter your email address', and the 'Save Search' button with the text 'Click on Save Search'. A separate arrow points to the checkbox with the text 'Select this checkbox to use it as Job Alert'.

Complete your Application

1. Create Draft Application

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

- 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.
- You can apply to a specific job opening only once. Therefore, please ensure that the information contained in your application is complete and correct.
- Modification to a submitted application is not possible.
- Applicants should apply from only one account.

Navigation – ‘Create Draft Application’

In Inspira 9.2, ‘Create Draft Application’ is not available on Careers Page. Click ‘My Applications’ icon on the Home page and press ‘Create Draft Application’ button.

My Profile | **My Applications** | My Roster Memberships | My Notifications ¹ | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts Help

My Applications

Display applications from: Within Last Six Months Refresh Create Draft Application

My Applications (26 of 29)

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print PHP	Withdraw
INFORMATION SYSTEMS OFFICER	P3	43044	Recruitment Completed	14/08/2015 4:00AM	14/08/2015 4:08AM			
No Job Selected			Draft	14/08/2015 3:01AM	14/08/2015 3:00AM			
Senior Programme Officer, Partnerships	P5	43022	Applied	14/08/2015 12:31AM	14/08/2015 12:54AM			
No Job Selected			Draft	13/08/2015 10:54PM	13/08/2015 10:54PM			
INFORMATION SYSTEMS OFFICER	P3	42870	Draft	13/08/2015 10:31PM				
No Job Selected			Draft	13/08/2015 5:04AM	13/08/2015 5:04AM			
No Job Selected			Draft	13/08/2015 5:03AM	13/08/2015 5:02AM			

The Application Process – At a Glance

Process – ‘Create Draft Application’

This page in Inspira 9.2 has a much softer color scheme; more pleasing to the eye. The pictorial representation of the Application progress is more user-friendly. The ‘Next’ & ‘Previous’ buttons provide easy navigation.

UN INSPIRA
Human Resources Gateway

Home Manuals Contact Us Sign out

Start Application Source Screening Questions Preferences Education & Work Experience Skills

Start - Step 1 of 8

Applying for: You have not selected a job

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 "Next" below you accept that you are aware of the available information and guidelines on how to complete an application.

Confirm

Exit Previous Next

Sections of the Application

- The Application section has been divided into **Steps** in Inspira 9.2 as compared to the **Tabs** in Inspira 9.0.
- The tab format in Inspira 9.0 is replaced by the pictorial presentation of the application progress.

Following are the different sections of the Application in Inspira 9.2 -

Start - The confirmation message is shown. The user checks the ‘Confirm’ button and clicks ‘Next’ to move to the next step.

Application Source - The user can select a source to start the application process. It can be from

- Choose Existing Application
- Build New Application
- Load from File

Start Application Source Screening Questions Preferences Education & Work Experience Skills

Application Source - Step 2 of 8

Applying for: You have not selected a job

Select how to start your application:

Choose Existing Application

Build New Application

Please note that the average time to complete a new application is two hours. You will be able to save your application as a draft at any time and continue later.

Load from File

Exit Previous Next

The Application Process – At a Glance

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

The screenshot shows a progress bar at the top with six steps: Start, Application Source, Screening Questions, Preferences, Education & Work Experience, and Skills. The 'Screening Questions' step is highlighted with a yellow square. Below the progress bar, the text reads 'Screening Questions - Step 3 of 8' and 'Applying for: You have not selected a job'. Navigation buttons include 'Exit', 'Save', 'Previous', and 'Next'.

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

The screenshot shows the progress bar with 'Preferences' highlighted. The text below reads 'Preferences - Step 4 of 8' and 'Applying for: You have not selected a job'. Navigation buttons include 'Exit', 'Save', 'Previous', and 'Next'.

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

The screenshot shows the progress bar with 'Education & Work Experience' highlighted. Below it, two sub-sections are visible: 'Work Experience' and 'Education'. The text below reads 'Education & Work Experience: Work Experience - Step 5 of 8'. Navigation buttons include 'Exit', 'Save', 'Previous', and 'Next'.

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

Cover Letter – 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. 'References' & 'Personal Information' in Inspira 9.0 can be found under 'Cover letter' section in 9.2

The screenshot shows the progress bar with 'Cover Letter' highlighted. Below it, three sub-sections are visible: 'Cover Letter', 'Personal Information', and 'References'. The text below reads 'Cover Letter: Cover Letter - Step 7 of 8' and 'Applying for: You have not selected a job'. Navigation buttons include 'Exit', 'Save', 'Previous', and 'Next'.

Review/Submit - You can review your application and when you have identified a position. Proceed to complete your responses to the prescreening questions and you can submit your application.

The screenshot shows the progress bar with 'Review/Submit' highlighted. The text below reads 'Review/Submit - Step 8 of 8' and 'Applying for: You have not selected a job'. Navigation buttons include 'Exit', 'Save', 'Previous', and a 'Submit Application' button.

Adding Academic Degrees - IAU/UNESCO List

Scenario 1 - Institutions listed in IAU/UNESCO

Step 1 - Adding Education Details

Click 'Education' in step 5 - 'Education & Work experience'. Click on the "Add Education Details" button. The Add Education Details page will be opened.

The screenshot shows a web application interface for adding education details. The top navigation bar includes 'Start', 'Application Source', 'Screening Questions', 'Preferences', 'Education & Work Experience', and 'Skills'. The 'Education & Work Experience' section is active, with a sub-tab 'Education' highlighted in red. Below the navigation, there are buttons for 'Exit', 'Save', 'Previous', and 'Next'. The main content area is titled 'Education & Work Experience: Education - Step 5 of 8' and 'Applying for: ACCOUNTANT'. It contains three sections: 'Higher Education/University degrees', 'High School/Secondary education', and 'Non-UN Certificates/Diplomas'. The 'Higher Education' section has a table with one entry: Alberoni University, Bachelor's Degree, Recognised 1st level degree, from 01/09/1999 to 01/09/2015. The 'High School' section has a table with one entry: sdsads, HS Diploma, from 01/09/2010 to 01/09/2015. The 'Non-UN Certificates/Diplomas' section is empty. At the bottom, there is a red-bordered button labeled 'Add Education Details'.

School	University Degree/Diploma	Level of Degree	From	To	Edit	Delete
Alberoni University	Bachelor's Degree	Recognised 1st level degree	01/09/1999	01/09/2015		

School	Level of Degree	From	To	Edit	Delete
sdsads	HS Diploma	01/09/2010	01/09/2015		

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 "City 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.

The Application Process – At a Glance

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.

Primary/Secondary

*Type of Institution:

*Country:

*Attended in the same country? Yes No

*City where attended:

*Name of Institution:

Institution Web Site:

*Degree/Diploma:

*Main Course of Study:

*Field of Study:

Specialization:

*Title in English or French:

*Exact Title in original Language:

*Degree/Diploma obtained: Yes No

*Attended: From: To:

*Enrollment Status: Full-Time Part-Time

*Teaching Method:

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".

* Required Field

Look Up

Search by: begins with

Search Results

View 100 First 1-7 of 7 Last

Long Description
Alberoni University
Badakhshan Institute of Higher Education
Balkh University
Kabul Medical University
Kabul Polytechnic University
Other Institution
Pohantoon Kabul

Adding Academic Degrees - IAU/UNESCO List

Scenario 1 - Institutions listed in IAU/UNESCO Advanced Look Up

Advanced LookUp

When searching for the Name of Institution, the Advanced Look Up option is recommended.

1. From the "Name of Institution" look up, click on the "Advanced Look Up" link.
2. From the "Long Description" drop-down menu, select the option "contains"
3. In the "Long Description" field, enter any word contained in the name of the institution.
4. Click the "Look Up" button.

The search result will include all institutions containing the indicated word.

Look Up

Search by: begins with

Look Up

Organization Hierarchy Code begins with

Long Description:

Look Up

Organization Hierarchy Code begins with

Long Description:

Search Results

View 100 First 1-4 of 4 Last

Long Description
Alberoni University
Balkh University
Kabul Medical University
Kabul Polytechnic 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.

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.

Primary/Secondary

*Type of Institution: University/Tertiary

*Country: India

*Attended in the same country? Yes No

*City where attended: AGRA

*Name of Institution: Other Institution

*Please enter name of institution:

Institution Web Site:

*Degree/Diploma

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

When clicking the “Submit Application” button for your application, a message indicating incomplete information will appear.

- Go to the “Education & Work Experience”. 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”.

Screening Questions Preferences Education & Work Experience Skills Cover Letter Review/Submit

Exit Save Previous **Submit Application**

Review/Submit - Step 8 of 8
Applying for: ACCOUNTANT

There is incomplete information in the following tab(s):
Screening Questions
Work Experience
Education

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

Review your application and make any changes before submitting.

The Application Process – At a Glance

Screening Questions | Preferences | **Education & Work Experience** | Skills | Cover Letter | Review/Submit

Work Experience | Education

Exit | Save | Previous | Next

Education & Work Experience: Education - Step 5 of 8
Applying for: ACCOUNTANT

Please review the following incomplete item(s):
Education details is required.

Consult the IAU/UNESCO List

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:

- On the inspira Home page, click **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.

UN INSPIRA
Human Resources Gateway

Home | Manuals | Contact Us | Sign out

Welcome Ext_App1 Ext_App1

My Profile | My Applications | My Roster Memberships | Job Search | My Favorite Jobs | My Notifications | My Consultant Roster | **Consult IAU/UNESCO List** | Help

Consult IAU/UNESCO list

The following interface provides you with an opportunity to verify that your academic credential or degree was obtained from an educational institution that is recognised or sanctioned by a competent national authority, included in the IAU/UNESCO list.

Institutions previously in the former countries or territories are listed in the respective country or territory wherein they are situated.

Education Details

*Type of Institution: University/Tertiary

*Country: Afghanistan

*Name of Institution: Alberoni University

*Degree/Diploma: Bachelor's Degree

Level of Degree: Recognised 1st level degree

Look Up

Search by: Long Description begins with

Look Up | Cancel | Advanced Lookup

Search Results

View 100 | First | 1-6 of 6 | Last

Long Description

- Alberoni University
- Badakhshan Institute of Higher Education
- Balkh University
- Kabul Medical University
- Kabul Polytechnic University
- Pohantoon Kabul

2. Choose an existing Application

When applying to a job opening, you can use a previously created or submitted application.

Inspira: Log in to 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

Application Source - Step 2 of 8
Applying for: INTERN - ECONOMIC AFFAIRS

Select how to start your application:

Choose Existing Application
If you have already completed an application in inspira, you can bring in the information from that existing application.

Build New Application
If you have already completed an application in inspira, you can bring in the information from that existing application.

Load from File

Application	Level	Job Opening ID	Created Date	Application Date
PUBLIC INFORMATION OFF	P4	43142	11/09/2015 2:19:44AM	

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.

Apply to a Job Opening

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 **Next**.

Step 3 - Answer Screening Questions

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

Step 4 - Application

Complete or modify the various sections of your application.

Step 5 - Cover Letter

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 required by the job opening, for example: staff members are required to attach their last two (2) ePASes.

Step 6 - Review/Submit

Click on the **Review/Submit**, review your application and then click on the **Submit Application** button. The certification page appears.

ORACLE

Screening Questions | Preferences | Education & Work Experience | Skills | Cover Letter | **Review/Submit**

Exit | Previous | Submit Application

Review/Submit - Step 8 of 8
Applying for: DEPUTY DIRECTOR, DIVISION OF REGIONAL OPERATIONS

Review your application and make any changes before submitting.

My Contact Information

Email: saluja@un.org
Work Phone: 121212
Address: kjikjik, ,

Screening Questions

Please complete all questions listed below before submitting your application.

1. Do you have experience supervising a large office, unit or section within the United Nations system or another comparable large Organization?
 Yes
 No
2. Do you have supervisory experience in an international organization?
 Yes
 No
3. Do you have a minimum of fifteen years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area?
 Yes
 No
4. Do you have experience in the management of an Office, which is geographically decentralized?
 Yes
 No
5. Do you have experience providing leadership in sensitive situations?
 Yes
 No

Step 7 - Submit

Read the information, indicate whether you agree with the terms and click on the **Submit Application** 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 Applications” section.