

How to apply for jobs in INSPIRA for National Staff

1. Creating Applications in Inspira:

Please follow the link to learn how to create your application in Inspira (English)

<https://careers.un.org/lbw/home.aspx?viewtype=CYJA>

French Link

<https://careers.un.org/lbw/home.aspx?viewtype=CYJA&lang=fr-FR>

2. Applications process:

English Link

[RECRUITMENT IN THE UN | HR Portal](#)

French Link

[RECRUTEMENT A l'ONU | Portail RH \(un.org\)](#)

The above links will show you how the process is going with all application, searching for jobs, then submission of an application to apply for a job with the United Nations

3. Download offline applications:

The offline application template is intended to assist applicants in the event they are unable to complete their application online. For example, if you are facing an interruption of internet connectivity during the application process, you may prefer to use the offline application template to complete application offline and then upload it into inspira later.

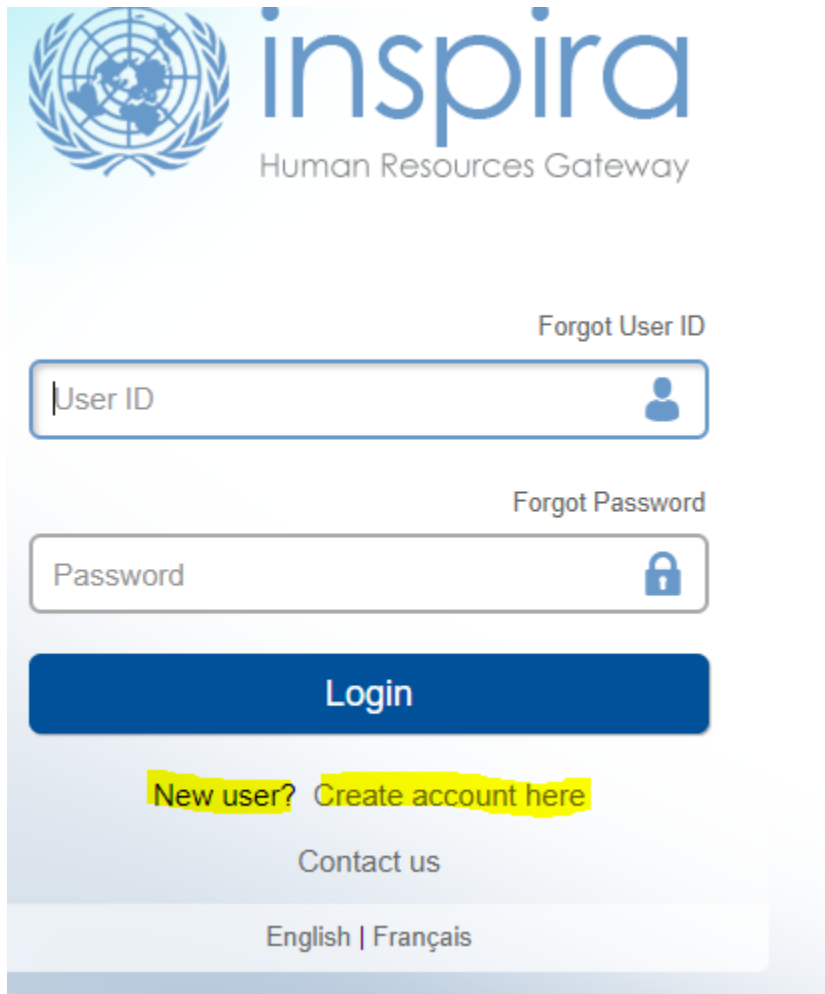
However, please note that the offline application template does not replace the on-line application process. To apply to a job opening, you will need to log in into inspira and, when prompted in the application process, choose the option “Load from File” to upload the completed offline application template. The United Nations only accepts applications uploaded through the inspira online recruitment system. Email applications are not accepted. You should ensure to upload this offline application template promptly after completing it as the content of the template is updated periodically. Only the latest version of the template is accepted by inspira.

After successfully uploading the offline application template for a specific job opening in inspira, you will need to answer screening and fitness questions online which are specific to the job opening to be able to submit the application. Once you upload your offline application template successfully for the first time, it will be stored in the inspira system. You may then apply faster online by choosing the option “Replicate from an existing or previous application” when applying to future subsequent job openings.

Please note that the offline application template does not include accessibility features such as the ability to function with a wide range of standard assistive technologies (e.g., screen readers and

alternative keyboards). To have full access to these accessibility features, please apply through the inspira online page and turn on the “Accessibility” button.

https://inspira.un.org/psc/PUNA1J_29/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_LANDING_OFFLINE.GBL?Page=UN_HM_OFFL_FORM&Action=U



The image shows the login page for the Inspira Human Resources Gateway. At the top left is the United Nations logo, followed by the word "inspira" in a large blue font and "Human Resources Gateway" in a smaller grey font below it. The page features two input fields: "User ID" with a person icon and "Password" with a lock icon. Above the User ID field is a link for "Forgot User ID", and above the Password field is a link for "Forgot Password". A prominent blue "Login" button is centered below the fields. Below the button, the text "New user? Create account here" is highlighted in yellow. At the bottom, there are links for "Contact us" and language options "English | Français".

4. Searching for Jobs Opening in Inspira:

[RECRUITMENT IN THE UN | HR Portal](#)

When you are the applicant, Click on Application Process link

- All applications are submitted using the [inspira](#) web-based tool
- UN Secretariat staff members are advised to apply using their employee account in inspira.
- All other applicants are advised to create an account in inspira.
- Hiring managers may start reviewing the applications during the posting period
- Job openings on the UN Careers Portal are removed at midnight New York time on the deadline date.

> Find out more about the [Application Process](#) (ctrl+click)  Click on the link

5. Searching for jobs in UNSMIL, follow the website:

[About | UNSMIL \(unmissions.org\)](#)

