1) Log into Inspira.un.org

https://inspira.un.org

2) Insert your UN index # and Inspira password (used for creating e-Performance)

3) You should land on staff member activity center page

4) On the same page > go to My Applications

5) Click on Create Draft Application

6) Step 1 – Welcome You will come to the page with 7 tabs. Being with the welcome page
7) **Select from the drop down**

Thank You for your interest in this Job Opening.

The United Nations seeks to attract qualified candidates from around the world, and would like to know how you learned about this job opening.

Please select one of the options.

8) **Next click on Build a new application**

**Select how to start your application:**

- How would you like to initiate your application?
  - Replicate from an existing or previous application
  - Build a new application

All information from your other application will be replicated. If you use this option, please update and customize your application to the job opening.

Create an application from scratch. If you have a resume or curriculum vitae ready, you may copy your work experience details into the relevant fields of this application.

- Load from file

You can use the template here to create your application offline. When you are finished, upload the template using this option.

9) **Click NEXT**

10) **Skip Step 2** as it is only applicable when you are applying for Jobs directly from INSPIRA – click NEXT

11) **Step 3 – Education/language** - Add ALL Education Qualifications
12) **Same page – Add language**

13) **Click NEXT**

14) **Step 4 – Experience/Reference – Add All work experience**

15) **Select the applicable**
16) Add References – DO NOT add family and friends

![Reference Section]

17) Click NEXT

18) Step 5 – Motivational statement – WHY are you applying for the position? Keep it blank for draft application – However, if you are applying offline – please fill it

![Motivation Statement]

19) Click NEXT

20) Step 6 – Other information

See the drop down for the documents which may be attached

![Attachments]

- Add Attachment
21) Final questions – You must select all applicable

**Final Questions**

- “Have you ever committed, been convicted of, or prosecuted for, any criminal offence? Have you ever been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law?”
  - Yes
  - No

- “Have you ever committed, been investigated for, been prosecuted for, had a finding against you for, or been convicted of an offence for, engaging in sexual exploitation and/or abuse?”
  - Yes
  - No

The General Assembly through Resolution A/RES/70/114 requires that the UN Secretariat ensures that all UN officials are properly vetted for any prior misconduct.

For serving United Nations Secretariat staff members:

- “Have you received a disciplinary measure or administrative measure following a disciplinary process? If the answer is “yes,” please provide details.”
  - Yes
  - No
  - N/A

For all candidates other than serving Secretariat staff members:

- “Have you been the subject of a workplace disciplinary process or other similar process or a workplace investigation or similar process of which you are aware? If the answer is “yes,” please provide the details and provide information about any sanction or measure taken.”
  - Yes
  - No
  - N/A

- “Are you a successful candidate of the National Competitive Recruitment Examination (NCRE) or the competitive examination for recruitment to the Professional category of staff members from other categories (G-to-P), or the United Nations Young Professionals Programme examination (YPP)?”
  - Yes
  - No

22) Fill in Personal information

**Personal Information**

Before submitting your application, please ensure that information below is accurate and updated.

- *Country of nationality:

**Nationality at birth**

- Country of Nationality at birth
  - Afghanistan

- Add Another Nationality at Birth

Do you have multiple nationalities?
  - Yes
  - No

23) IMPORTANT – fill in relationships within the UN Secretariat

**Relatives employed by United Nations**

- Are any of your relatives employed by the United Nations Secretariat?
  - Yes
  - No

**Relatives employed by United Nations**

<table>
<thead>
<tr>
<th>Family Name</th>
<th>Given Name</th>
<th>Relationship</th>
<th>Index Number (If known)</th>
<th>Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Add Another Relative

24) Click NEXT
25) **Step 7** – Review all information to ensure accuracy and save

This completes the process of preparing a draft application.

As INSPIRA has not been launched for National Staff recruitment, the draft application cannot be linked to a JO (step 2 to be skipped)

Please tailor the draft application to the requirements of the post, SAVE (on your desk top) and SUBMIT through the normal procedure.

You can prepare several draft applications if you are applying for different positions, print and submit through normal procedure.