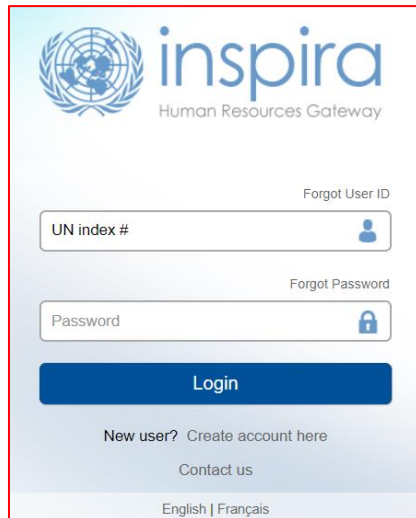


1) Log into Inspira.un.org

<https://inspira.un.org>

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

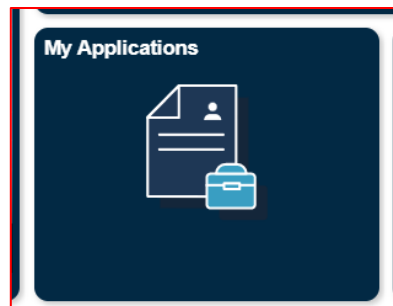


The image shows the login page for Inspira, the Human Resources Gateway. It features the United Nations logo and the text "inspira Human Resources Gateway". There are two input fields: "UN index #" with a user icon and "Password" with a lock icon. Above the first field is a link for "Forgot User ID" and above the second is "Forgot Password". A blue "Login" button is centered below the fields. At the bottom, there are links for "New user? Create account here", "Contact us", and language options "English | Français".

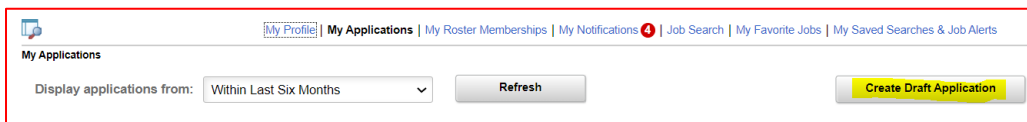
3) You should land on staff member activity center page

▼ Staff Member Activity Center

4) On the same page > go to My Applications

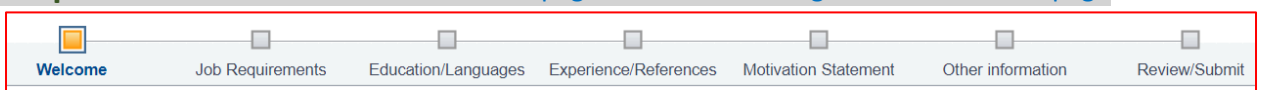


5) Click on Create Draft Application



The image shows the header of the "My Applications" page. It includes a navigation bar with links: "My Profile", "My Applications", "My Roster Memberships", "My Notifications" (with a red notification icon), "Job Search", "My Favorite Jobs", and "My Saved Searches & Job Alerts". Below the navigation bar, there is a section titled "My Applications" with a dropdown menu set to "Within Last Six Months", a "Refresh" button, and a yellow "Create Draft Application" button.

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.

United Nations Careers Website

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

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

Build a new application

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

Exit | Previous | Next

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

Job Requirements - Step 2 of 7

Exit Save | Previous Next

You are applying for You have not selected a job

Questions will appear here only when you apply to a Job Opening. These questions are specific to the Job Opening and must be answered before submitting your application.

Exit Save | Previous Next

11) Step 3 – Education/language - Add ALL Education Qualifications

Education Details

Higher Education/University degrees

You have not added any higher education/university degrees information to your application.

High School/Secondary education

You have not added any high school/secondary education information to your application.

Completed Non-UN Certificates/Diplomas (up to 6 most relevant)

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

Add Education Details

12) Same page – Add language

Languages

You have not added any Languages to your application.

Add Languages

13) Click NEXT

Exit Save | < Previous **Next** >

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

Work Experience

You have not added any work experience to your application.

Add Work Experience

15) Select the applicable

Employment status and history in the UN system and related organizations:

Please tell us about your employment status and history with organizations of the UN system or related organizations.

- I have never worked in the United Nations system or related organizations.
- I'm currently working in the United Nations system or related organizations.
- I have previously worked in the United Nations system or related organizations.

16) Add References – DO NOT add family and friends

Please list at least three professional references apart from supervisors below. You may include professors, thesis advisors, mentors, colleagues, peers, team members, former supervisees, collaborators, clients, stakeholders in your work, or other persons with whom you have had professional relationships. Applicants are encouraged to list a variety of different types of references. Applicants with managerial experience are encouraged to list past direct supervisees who could provide a perspective on their role as a manager. **Please do not list personal references such as family and friends.**

References other than supervisors

You have not added any references to your application.

Add Reference

17) Click NEXT

Exit **Save** | **Previous** **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

Please explain what motivates you to apply for this position. You may also use this space to tell us about anything else that is not already in your application that makes you a good fit for this position.
[text limit 2,000 characters incl. spaces]

2000 characters remaining

19) Click NEXT

Exit **Save** | **Previous** **Next**

20) **Step 6 – Other information**

See the drop down for the documents which may be attached

Attachments

Please upload relevant file(s) (e.g., two latest e-PASes for UN staff, Academic Credentials) – up to 2 MB for each attachment, with file name length having maximum 30 characters and choosing relevant attachment type. For YPP JOs attach at least one scanned copy of passport or government issued photo identification card and at least one academic certificate reflecting your selection(s) in the Education section of the application.

Attachments

| Attachment Type | File Name | Description | View | Delete |
|-----------------|-----------|-------------|------|--------|
| Other | | | View | |

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

If the answer to the above question is "yes," please specify the conduct(s) and provide the resolution below.

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

Do you have multiple nationalities? Yes No

23) IMPORTANT – fill in relationships within the UN Secretariate

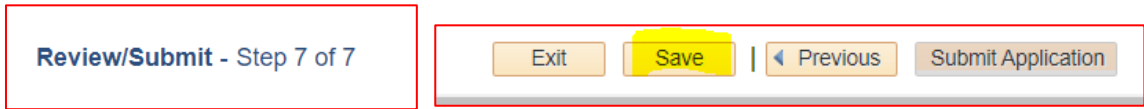
*Are any of your relatives employed by the United Nations Secretariat? Yes No

Relatives employed by United Nations

| Family Name | Given Name | Relationship | Index Number (if known) | Organisation |
|----------------------|----------------------|----------------------|-------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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.