



# APPLY FOR A JOB AT THE UNITED NATIONS

## APPLY FOR JOBS AT THE UNITED NATIONS: STEP-BY-STEP GUIDE

- To apply for a job, go to <https://careers.un.org/>.
- Click on **"Apply Now"** (see the red circle in the screenshot below).

The screenshot shows the United Nations Careers homepage. The top navigation bar includes links for Home, The UN Workforce, Pay and Benefits, Career Journeys, Career Options, How to Apply, and Apply Now (circled in red). Below the navigation bar, there are search filters for Job Network, Job Family, Category, Level, Date Posted, Duty Station, and Department/Office. A 'Search Jobs' button and a 'Reset' link are also visible.

- You may choose options from *Job Network*, *Job Family*, *Department/Office* and *Duty Station* menus, if you have specific preferences.
- Next, click **"Search Jobs."** You will see a display of job openings like the sample below:

The screenshot shows the 'Job Openings' page. On the left, there are filters for Job Network (Economic, Social and Development; Information and Telecommunication Technology; Internal Security and Safety; Legal; Logistics, Transportation and Supply) and Job Family (Drug Control and Crime Prevention; Peacekeeping Operations). The main content area shows a list of job openings. The selected job is 'Intern - Media Communications' with Job ID 250074. The details for this job are shown on the right, including Job Network, Job Family, Category and Level, Duty Station, Department/Office, Date Posted, and Deadline. A 'View Job Description' link is circled in red.

- Select the job of your choice and click on **View Job Description**. Read it through carefully.
- When you click **Apply Now**, you will be redirected to a website called Inspira ([inspira.un.org](https://inspira.un.org/)).
- **Note:** You may apply to more than one job.



- If you do not already have an account, **you will need to create one in Inspira**.
- To do so, click on **Create account here**, located below the **Login** button.
- Complete the required fields with your information, then select **Register** to finalize the process.

- Next, click on the **“Login”** button located in the top-right corner of the page, and log in to Inspira using your credentials.

- Go to **Job Search** and type in the Job **Opening ID** number in the first blank space (see red circle).
- In the second blank space (Job openings), select the second option: **Job openings (1 year or longer)**.
- Click **Search** and fill out all the sections listed (like Job Requirements, Education/Languages, Experience/References, etc.).

NOTE: As “inspira” logs out automatically after 2 minutes of inactivity, make sure to click Save frequently. This account becomes your profile/resume, and you can use it every time you apply to any jobs at the United Nations. Keep your inspira profile updated.

**GOOD LUCK!**

**Fraud alert: The United Nations does not charge a fee at any stage of the recruitment process.**