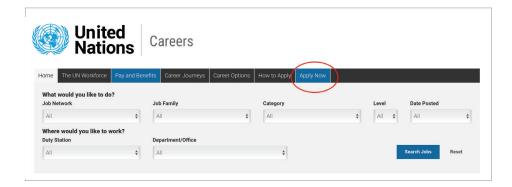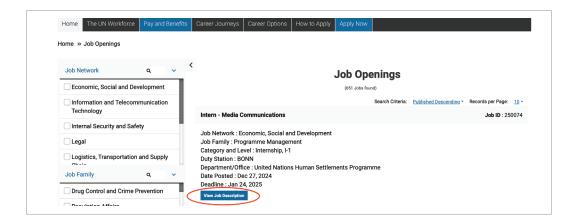# APPLY FOR A JOB AT THE UNITED NATIONS

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

- To apply for a job, go to **https://careers.un.org/**.

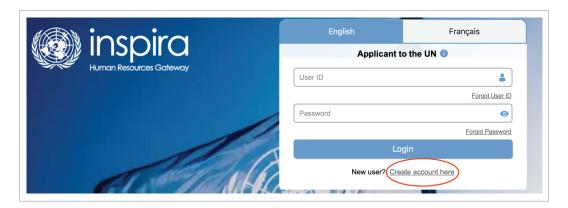- Click on "**Apply Now**" (see the red circle in the screenshot below).

- You may choose options from *Job Network*, *Job Family*, *Department/Office and Duty Station* menus, if you have specific preferences.

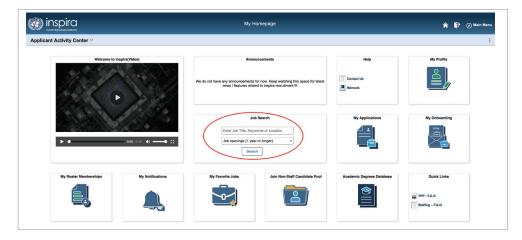- Next, click "**Search Jobs.**" You will see a display of job openings like the sample below:

- 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**).
- **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.