# How to apply for jobs at the United Nations

# Step 1

# To create your resume, go to : inspira.un.org \*

- Click on "Register Now" and create your profile.
- Next, login and click on the "Home" button.
- Click on "My applications."
- Click on "Create Draft Application" and fill out all the sections.
- After you enter any information, click the "Save" button. Inspira closes automatically after 2 minutes of inactivity and you might lose your data.

This profile becomes your resume and you can use it every time you apply to any job at the UN. Keep your Inspira profile updated.

\*Kindly note that Inspira is not supported by Google Chrome. Please try a different browser.

UN INSPIRA Human Resources Gateway
Forgot User ID
Forgot Password
Login
Register now
Contact us
English   Français
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### Complete Application > Education and Work Experience

You are app	plying for:	INT	ERN - SL	ISTAINABLE D	EVELOPMENT AND ENV	IRONMENTA	L/POLITICAL	AFFAIRS	
Screening Questions	Preferences	Education & Work Experience	Skills	References	Cover Letter & Additional Information	Preview & Submit			
							Save	Clos	e
<sup>t</sup> UN Employi	ment Status								
I'm curre	ntly working for	r a United Nations C r a United Nations C ed for a United Natio	ommon §	System entity.	tity.				
Work Experience									
Employer		Job	Title		Start Date			End Date	
								D	elete elete

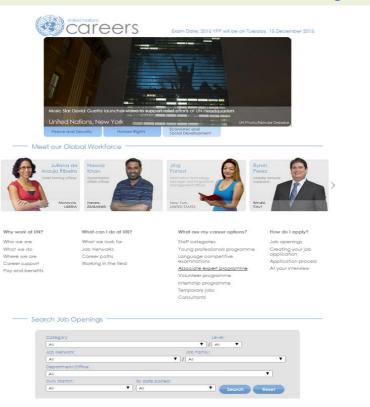
#### Add Work Experience

#### Education Details

List schools, universities or other formal training or education from age 14 (e.g., high schools, technical schools or apprenticeships universities etc.).

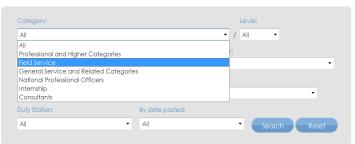
Higher Education/Unive	ersity degrees					
School	University Degree/Diploma	Level of Degree	From	To		
				2016		
				2012		
High School/Secondary	education					
You have not added any high school/secondary education information to your application.						
Non-UN Certificates/Di	plomas					

# Step 2: To apply for a job, go to <u>careers.un.org</u>



- Scroll all the way down to "Search Job Openings"
- Choose between the categories and duty stations. Click "Search"

### — Search Job Openings



# • Choose the job you want to apply to:

### Job Openings

For information on how to apply for a job, go to <u>Application Process</u>.

Applications from women candidates are strongly encouraged.

The United Nations does not charge a fee at any stage of the recruitment process (application, interview meeting, processing, training or any other fees). The United Nations does not concernitself with information on bank accounts.

Professional and higher categories	F	Field services General services and related categories		National Professional Officers	Internship				
Job Title	Level	Job ID	Job Netwo	rk	Job Family	Depo	artment/Office	Duty station	Deadline
Senior Finance and Budget Assistant	G-7	46244	Managemer Operations S		Finance	Econo	omic Commission for Africa	NIAMEY	10/09/2015
Staff Assistant	G-5	45095	Managemen Operations S		Administration	Depa	rtment of Economic and Social Affai	INS NEW YORK	10/09/2015
<u>Senior Meetings Services</u> <u>Assistant</u>	G-7	39924	Conference Managemer	d	Conference Services	United	I Nations Joint Staff Pension Fund	NEW YORK	09/09/2015



### Job Opening

Posting Title:	Staff Assistant, G5
Job Code Title:	STAFF ASSISTANT
Department/ Office:	Department of Economic and Social Affairs
Duty Station:	NEW YORK
Posting Period:	11 August 2015-10 September 2015
Job Opening number:	15-ADM-DESA-45095-R-NEW YORK (R)

#### United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Email	to	Friend	

Apply Now

#### Special Notice

Recruitment for this position is done on a local basis, whether or not the candidate is a resident of the duty station.

Passing the Administrative Assessment Support Test (ASAT) in English at Headquarters, ECA, ESCWA, UNOG, UNOV, ICTR, or ICTY or the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Service category in the United Nations Secretariat.

Staff Members are subject to the authority of the Secretary-General and to assignment by the Secretary-General. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

- Read carefully the Job Description. Match the "Competencies" with your cover letter on Inspira.
- Good luck!