

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.



The image shows the UN INSPIRA Human Resources Gateway login page. It features the United Nations logo and the text "UN INSPIRA Human Resources Gateway". There are two input fields: "Forgot User ID" and "Forgot Password". Below these is a "Login" button. At the bottom, there are links for "Register now", "Contact us", and "English | Français". A copyright notice "Copyright United Nations. All rights reserved" is at the very bottom.

Complete Application > Education and Work Experience

You are applying for:

[INTERN - SUSTAINABLE DEVELOPMENT AND ENVIRONMENTAL/POLITICAL AFFAIRS](#)

Screening Questions Preferences Education & Work Experience Skills References Cover Letter & Additional Information Preview & Submit

Save

Close

UN Employment Status

- I have never worked for a United Nations Common System entity.
- I'm currently working for a United Nations Common System entity.
- I have previously worked for a United Nations Common System entity.

Work Experience

Employer	Job Title	Start Date	End Date	
				Delete
				Delete
				Delete

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/University 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/Diplomas

School	Level of Degree	From	To	Delete
				Delete

Step 2: To apply for a job, go to careers.un.org



Meet our Global Workforce



Why work at UN?

Who we are
What we do
Where we are
Career support
Pay and benefits

What can I do at UN?

What we look for
Job Networks
Career paths
Working in the field

What are my career options?

Staff categories
Young professionals programme
Language competitive examinations
Associate expert programme
Volunteer programme
Internship programme
Temporary jobs
Consultants

How do I apply?

Job openings
Creating your job application
Application process
At your interview

Search Job Openings

Category: Level:
 Job Network: Job Family:
 Department/office:
 Duty Station: By date posted:

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

Search Job Openings

Category: Level:

 Duty Station: By date posted:

- Choose the job you want to apply to:

Job Openings

For information on how to apply for a job, go to [Application Process](#).

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 concern itself with information on bank accounts.

Professional and higher categories	Field services		General services and related categories		National Professional Officers	Internship	
Job Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty station	Deadline
Senior Finance and Budget Assistant	G-7	46244	Management and Operations Support	Finance	Economic Commission for Africa	NIAMEY	10/09/2015
Staff Assistant	G-5	45095	Management and Operations Support	Administration	Department of Economic and Social Affairs	NEW YORK	10/09/2015
Senior Meetings Services Assistant	G-7	39924	Conference Management	Conference Services	United 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

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!