How to Register on Inspira.un.org

1. Please open following link:

   https://inspira.un.org/

2. If you are new user of INSPIRA, please create an account by clicking on “Create account here” (if you have previously created an account on INSPIRA, please jump to point #5):

3. Please complete details and click on “Register” button. (Note: All field with asterisk sign “*” are mandatory). After filling all the details, please carefully note “User ID” and your password. You will be logging into INSPIRA.UN.ORG through this user ID and password in the future.
   (Note: This procedure is for external candidates. If you are already working in United Nations, you should have Inspira account registered against your index number)
4. After clicking “Register” button, if all the information are correct, a pop-up window will appear confirming if verification code needs to be sent to given email address. Please click “send email” button. Please open your email, copy the verification code sent from Inspira and paste it in the next pop-up window:
5. When creation of account is confirmed, please go back to login page and login using User ID and password, as created in action above (point # 4).
How to create an Application

1. After logging in, please click on “My Applications” link and on the next page, click on “Create Draft Applications:

2. Fill up all the details in “Draft Application” one by one by using “Next” button to move to next field after completing one:
3. By clicking small arrow head (as in below picture), next fields will appear. Upon completing the second last field i.e. “Cover Letter”, please save the application.

Note: This is one-time creation of the application and you can use it to apply for any future jobs in United Nations.

4. Your draft application will be saved under “My Application” link. In order to print, please go to “My Applications” and click on printer icon to print the application (PHP). You can also save this application as PDF in your local drive and use electronic copy for applying online.

Please send the saved PHP to email address given in the newspaper ad (unmogip2@un.org).