Searching for UNIC Temporary Job Openings

2. Click the “Login” link to access the Inspira talent management system.

3. **If you are a new user**, click “Register now” to create a User ID and a Password. Otherwise, skip to step #6

4. Complete all the fields marked with an asterisk (*) on the “External Applicant Registration” form and click the “Register” button. If the submission is not successful, check and correct entries marked by the error message.

5. If you are not automatically logged in after completing the registration, go to https://careers.un.org/ and click the “Login” link as described in step #2

United Nations Secretariat staff members with regular appointments, including field staff members, are not required to register. Please click on “Return to Previous Page” and log in with the User ID (most often your UN index number) and password provided to you.
6. Enter your User ID and Password and click the “Login” button.
7. On the main screen under “Search Job Opening” enter the temporary job opening number in the textbox provided; click the drop down menu to expand the available choices; click the option to select “Temporary Job Opening.”

8. Click the “Search” button.

9. On the “Search Results” section at the bottom (below the search fields), click the checkbox to select it; then click the “Apply Now” button.

10. Follow the on-screen instructions to complete and submit your application.