To apply for Job Openings, you will be required to initiate an account in Inspira and create an offline application. Please send us a copy of the admin profile as PDF to UNMHA recruitment via following email: unmha-recruitment@un.org. Any other application will not be accepted and will disqualify you from the recruitment process.

These are the steps you need to follow:

Create Inspira profile by logging in to Inspira https://inspira.un.org/ and follow the steps below

4.2. Creating an Inspira account

1. Go to inspira and click Create account.

2. Enter the given and family name, password, primary e-mail and date of birth. Once the account is created, the date of birth cannot be changed.

3. Click Register. The system will automatically create a User ID. It will be e-mailed to the applicant, but it is advisable to write it down for ease of reference.

Then you need to crate application, Click on "my applications" then "create draft application" then go through each page until "Review/Submit" then "Save" and "Exit".

Go back to "my applications" page and you'll see your PHP in draft status. Click on printer icon under View/Print Admin. Profile and the pdf version will pop up.

You can send us that pdf version as your document ID will be at the bottom of the page.

▼ Staff Member Activity Center

Announcements

We in the United Nations are committed to a diverse and

My Applications

My Onboarding

Offer

My Applications

Display applications from: [Within Last Six Months ▾] [Refresh]   [Create Draft Application]

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print Candidate Profile*	View/Print Admin. Profile*	Withdraw
No Job Selected			Draft	19/12/2022 5:07AM			🖨	🖨	🗑