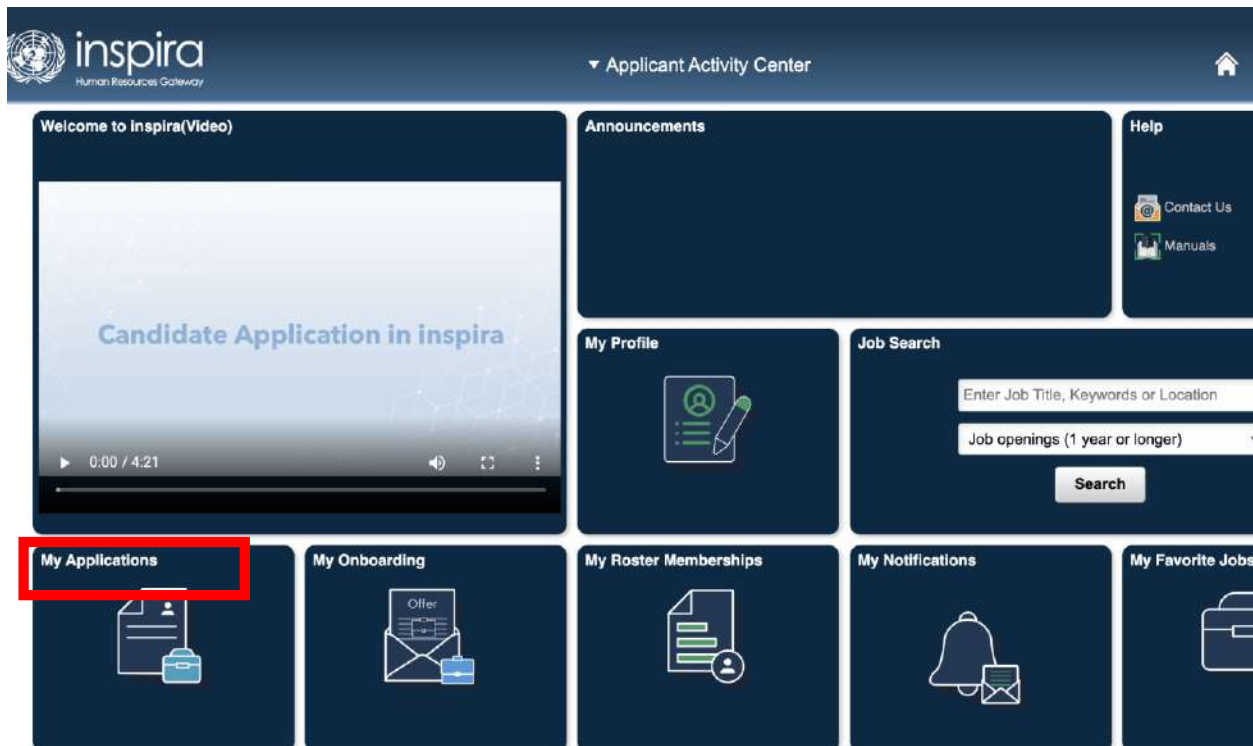


How to Create an Administrative Profile

1. After creating an Inspira profile at <https://inspira.un.org/> and logging in, please click on the MY APPLICATIONS icon in the Applicant Activity Center.



2. Click on the CREATE DRAFT APPLICATION icon.

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My Applications

My Profile | My Applications | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

My Applications

Display applications from: Within Last Six Months Refresh

Create Draft Application

My Applications

You have not submitted any applications.

My Attachments

You have not added any attachments.

Add Another Attachment

My Profile | My Applications | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

3. Select the option to BUILD A NEW APPLICATION and select NEXT.

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Welcome

Welcome Job Requirements Education/Languages Experience/References Motivation Statement Other Information Review/Submit

Welcome - Step 1 of 7

You are applying for: You have not selected a job

Thank You for your interest in this Job Opening.

The United Nations seeks to attract qualified candidates from around the world, and would like to know how you learned about this job opening.

Please select one of the options.

We are ready to initiate your application.

Please note you can save your application at any time and retrieve it later. Fields marked with an asterisk (*) are mandatory to complete.

Select how to start your application:

How would you like to initiate your application?

Replicate from an existing or previous application

All information from your other application will be replicated. If you use this option, please update and customize your application to the job opening.

Build a new application

Create an application from scratch. If you have a resume or curriculum vitae ready, you may copy your work experience details into the relevant fields of this application.

Load from file

You can use the template [here](#) to create your application offline. When you are finished, upload the template using this option.

Exit Previous Next

- Note that on the next screen (JOB REQUIREMENTS), it will indicate no job is selected and there will be no job-specific screening questions. This is because, as indicated, the fellowship is not associated with any published job opening in Inspira. Select NEXT.

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Job Requirements

Welcome Job Requirements Education/Languages Experience/References Motivation Statement Other information Review/Submit

Job Requirements - Step 2 of 7

You are applying for You have not selected a job

Questions will appear here only when you apply to a Job Opening. These questions are specific to the Job Opening and must be answered before submitting your application.

Exit Save < Previous Next >

- Fill in the requested information in EDUCATION/LANGUAGES, EXPERIENNCE/REFERENCES, MOTIVATION STATEMENT, and OTHER INFORMATION, clicking NEXT to advance to each subsequent screen.
- On the final REVIEW/SUBMIT screen, the SUBMIT APPLICATION button will be greyed out. SAVE your application and then select EXIT after saving.

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Review/Submit

Welcome Job Requirements Education/Languages Experience/References Motivation Statement Other information Review/Submit

Review/Submit - Step 7 of 7

You are applying for You have not selected a job

Please review the information you have entered. Feel free to make any changes before submitting.

It is very important that your contact information including your e-mail address and phone number is current and correct. If we cannot reach at the e-mail or phone number provided, you may not be considered further for this job opening. If you need to update your contact information, please save this application, go to "My Profile," update your information and then, retrieve this application.

When you are ready, click on "Submit Application" at the top or bottom of this page.

My Contact Information

Exit Save < Previous Submit Application

7. On the MY APPLICATIONS page, the draft application will now be present, with an indication of NO JOB SELECTED (this is normal for the fellowship application)

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Human Resources Gateway

My Applications

My Profile | **My Applications** | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

My Applications

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

My Applications (1 of 2)

Your Candidate Profile and Administrative Profile both draw on information submitted with your application but will be used differently. Your Candidate Profile will be used for recruitment purposes, including determining how well you fit the position and whether you will be invited to further assessment. Your Administrative Profile will be used for administrative purposes, including background checks and other administrative processes. In case you applied to a job opening created and posted before September 2021, you may see the Personal History Profile (PHP) instead of your Candidate or Administrative Profiles.

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print Candidate Profile*	View/Print Admin. Profile*
No Job Selected			Draft	06/08/2022 5:46PM				

My Attachments

You have not added any attachments.

Add Another Attachment

My Profile | **My Applications** | My Roster Memberships | My Notifications | Job Search | My Favorite Jobs | My Saved Searches & Job Alerts | My Upcoming Test Schedules

8. Click on the Printer Icon under the View/Print Admin. Profile* heading. This will generate a PDF of the Administrative Profile (AP) that was just created.
9. Save the AP document as a PDF.
10. Please send the saved Administrative Profile (AP) along with other required documents to: escwa-fellowship@un.org