



Innovate, Connect, Grow.

Expression of Interest (for SM)

STEP 1:

Log in with your inspira account.

STEP 2:

Click on Main menu > My Career and Learning > My Mobility > My Mobility and the below page will appear. Here the staff member can express their interest by clicking on 'Express Interest'

My Mobility

UN_MO_SM1_FN UN_MO_SM1_LN

Current Opportunities

The table below shows the currently available opportunities for movement under mobility and the dates of the associated opt-in periods (New York time, EST).
Click on the 'Opt In' link to opt into a mobility exercise. Once you opt in, your eligibility will be reviewed and you will be notified of your participation status.
If you are eligible, you will be included in the mobility exercise and your status will read "Participating".

Staffing Exercise ID	Mobility Exercise	Job Network	Opt-In Period	Express Interest (Opt-In)	Express Interest (Cancel Participation)	Action	Status
SE120	Mobility exercise 2023		06/04/2023-20/04/2023	Opt-In	Cancel Participation		Not Participating
SE121	Mobility 2023		04/04/2023-20/04/2023	Opt-In	Cancel Participation	Express Interest	Participating
SE119	GS Mobility for New York		30/03/2023-31/05/2023	Opt-In	Cancel Participation		Not Participating

STEP 3:

- The staff member profile page will appear
- The staff member can justify that their eligibility for this mobility exercise by filling in all the details like
 - Work experience,
 - Education details,
 - Languages and
 - Additional information
- Click on 'Save' after filling each tab.
- You can fill in the details from scratch or just copy it from the existing mobility exercise ID / recruitment application already created.

Work Experience:

inspira Human Resources Community Mobility Process

Mobility Process My Mobility

Staff Member Profile

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Mobility Exercise SE121 Mobility 2023

Exp. Interest Start Date 04/04/2023 Exp. Interest End Date 28/04/2023

Instructions

Your profile contains information about your education, work experience, skills, language proficiency and some additional details. You may review and edit any of the areas by navigating through the individual tabs and selecting the item description link. You can also copy a pre-existing profile by selecting one of the options in the drop-down box marked 'Actions'.

Actions: [Select Action]

You have successfully saved your changes.

Work Experience | Education Details | Languages | Additional Information

UN Employment Status

I have never worked in the United Nations system or related organizations.

I'm currently working in the United Nations system or related organizations.

"Which entity are you currently working for? E.g. "UNS" for United Nations Secretariat." UNS

"For which office of the United Nations Secretariat are you working?"

UN Index number:

Work Experience

Name of Employer	Job Title	Start Date	End Date	Edit	Delete
UN_EMPLOYER - 212270	Human Rights Officer	19/10/2012			

Add Work Experience

References

Reference Name	Title	Employer	Edit	Delete
HRS_REF_NAME - 212270	Mouse	EMPLOYER - 212270		
HRS_REF_NAME - 212270	Duck	EMPLOYER - 212270		
HRS_REF_NAME - 212270	Talking Dog	EMPLOYER - 212270		

Add Reference

Save

Education Details:

Work Experience | **Education Details** | Languages | Additional Information

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	Degree/Diploma	Level of Degree	From	To	Edit	Delete
Columbia University in the City of New York	Bachelor's Degree	Recognised 1st level degree	19/10/2006	19/10/2010		

High School/Secondary education

You have not added any high school/secondary education information.

Completed Non-UN Certificates/Diplomas (up to 6 most relevant)

You have not added any certificates/diplomas information.

Add Education Details

Save

Languages:

Work Experience | Education Details | **Languages** | Additional Information

Please list all languages that you know including your mother tongue, and indicate your proficiency level from the dropdown list provided in the four specified areas of "Reading", "Speaking", "Understanding" and "Writing". To be considered fluent in a language, your proficiency level in all four specified areas must be "Fluent". To be considered to have knowledge in a language, your proficiency level in at least two out of the four specified areas must be "Confident" or "Fluent".

▼ Languages

Language	Reading Proficiency	Speaking Proficiency	Writing Proficiency	Understanding Proficiency	Edit	Delete
English	Fluent	Fluent	Fluent	Fluent		

+ Add New Languages

Save

Additional Information:

Work Experience | Education Details | Languages | **Additional Information**

▼ Additional Information

Do you need any accommodation to perform the duties of the job? Yes No

Save

Additional way to create application information:

To copy from existing mobility ID:

- Click on 'Actions' > select 'Copy from existing staffing exercise' and click on search arrow '>>' and choose the exercise from where you want to copy the details. (Refer screenshots below)

Actions [Select Action]

Copy Items from Job Profile

Enter Search Criteria

Enter your search criteria in the box below, then select Search

Mobility Exercise

Job Network Code

Year

Search

Select Mobility Exercise ID

Select Mobility Exercise from result list and Click on OK to copy from respective profile application

Results

Mobility Exercise	Description	Job Network
<input type="radio"/> SE102	UAT Matching Tool - Testing	
<input type="radio"/> SE108	UAT TEST 2023	
<input type="radio"/> SE57	UAT1 Mobility 2022	
<input type="radio"/> SE58	Mobility Demo for DOS	
<input type="radio"/> SE60	Mobility-UAT-Test	
<input type="radio"/> SE61	...	

Similarly, to copy from existing recruitment Application:

- Click on 'Actions' > Select 'Copy from recruitment profile' and click on search arrow '>>' and choose the profile from where you want to copy the details.

STEP 4:

Fill in the second step i.e., 'Personal Information' tab which has below subpages:

- Personal Details
- Family Details
- Nationality and Residence

Personal Details:

Personal Information Summary
UN_MO_SM1_FN UN_MO_SM1_LN

Home/Mailing Addresses

Address Type	Status	As Of	Country	Address
Home	Current	09/01/2000	USA	ADDRESS1 ADDRESS2 878787

Change Home/Mailing Addresses

Phone Numbers

Phone Type	Phone Number	Preferred
Home phone	878787	<input checked="" type="checkbox"/>

Change Phone Numbers

Email Addresses

Email Type	Email Address	Preferred
Home	davem@un.org	<input checked="" type="checkbox"/>

Change Email Addresses

Employee Information

Gender: Male
Date of Birth: 09/01/1975
Birth Country: United States of America
Birth State:

Family Details:

Family Details
UN_MO_SM1_FN UN_MO_SM1_LN

Index No: UN_MO_SM1

*Marital Status:

*Do you have dependent children? Yes No

*Are any of your relatives employed by the United Nations Secretariat? Yes No

Emergency contact:

Please enter an emergency contact

Name	Phone Number	Relation
NAME_DISPLAY5212716	9999999999	Brother

* Required Information

Save Next >

Nationality & Residence:

My Mobility

Nationality & Residence

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*Country of Nationality:

Nationality at birth

*Country of nationality at birth Delete

*Have you taken any legal steps toward changing your present nationality? Yes No

Do you have multiple nationalities? Yes No

*Have you taken legal permanent resident status in any country other than your current nationality? Yes No

Please attach a scanned copy of the first page of your passport and/or ID card and/or birth certificate, if possible.

Attachments list

File Name	Description	View	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Other Information:

Do you need any assistance to perform the work related to the position for which you are applying? Yes No

Working for the United Nations might require an assignment to any area of the world in which the United Nations might have responsibilities. Do you need any assistance to travel? Yes No

* Required Information

STEP 5:

Go to the third step (i.e., Expression of interest), and click on 'Add Position Announcement' button.

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Human Resources Gateway

My Mobility

My Expression of Interest

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Mobility Exercise SE121 Mobility 2023

Exp. Interest Start Date 04/04/2023 Exp. Interest End Date 28/04/2023

Instructions

Subject to availability, you are requested to express interest in a minimum of three (3) positions and a maximum of ten (10) positions. Please rank the positions, with 1 being the most preferred.

STEP 6:

- Click on 'Search' button
- Select the checkbox against the Position Announcement you want to apply for and click 'Select' button.

Add Interests

Search Position Announcement

Job Title

Job Family

Position Announcement

Duty Station

Level

Search Results

Position Announcement	Posting Title	Job code Title	Job Family	Level	Duty Station	Classification
<input type="checkbox"/> 212414	MOVEMENT CONTROL OFFICER	MOVEMENT CONTROL OFFICER	Transportation	P3	ADDIS ABABA	B
<input type="checkbox"/> 212415	PROCUREMENT OFFICER	PROCUREMENT OFFICER	Procurement	P3	MEKELLE	C

- Enter the 'Preference Rank' against each position announcement.
- Note: You can select maximum of ten positions and minimum of 3 (if available).
- Click 'Save' button.

Position Announcement	Job Title	Job Family	Duty Station	Classification	Preference Rank	
212414	MOVEMENT CONTROL OFFICER	Transportation	ADDIS ABABA	B	1	
212415	PROCUREMENT OFFICER	Procurement	MEKELLE	C	2	

Add Position Announcement

Save

STEP 7:

Go to the fourth step (i.e., Screening questions)

- All the Position Announcement that you had expressed interest will be listed here.
- Click on 'Answer Questions' link against each Position Announcement and fill in the JFQ and JSQ
- Click on 'Save' button.
- Similarly answer the JFQ and JSQ of all the Position Announcement.

Mobility Process

Mobility Steps & Tasks

Task Progress

- Staff Member Profile
- Personal Information
 - Personal Details
 - Family Detail
 - Nationality & Residence
 - Expression of Interest
 - Screening Question**
 - Motivational Statement
 - Document Upload
 - Summary

My Mobility

Position Announcement	Job Title	Screening Questions	Completed
212414	MOVEMENT CONTROL OFFICER	Answer Questions	
212415	PROCUREMENT OFFICER	Answer Questions	

For each question, please explain how your experience or your qualification meets the stated criterion, using examples.

Please provide complete answers to each question, highlighting all relevant experience or qualifications in your response, specifying the year(s) during which that experience or qualification was obtained. Answers that just refer to the fact that relevant information is contained in other portions of your application are not acceptable. Please note that these questions and your responses are mandatory and may be eliminatory.

If your experience does not meet the stated criterion, please check the box "I do not meet this criterion" or "None/Not Applicable" below the question.

1. A minimum of ten (10) years of progressively responsible experience in movement control, multi-modal transportation, airline operations, logistics management or a related field with at least three (3) years of supervisory experience on a position directly related to the coordination of complex transport operations in the international environment is required. Please explain how you meet this criterion using examples.

I do not meet this criterion

I have a minimum of ten (10) years of progressively responsible experience in movement control, multi-modal transportation, airline operations, logistics management or a related field with at least three (3) years of supervisory experience on a position directly related to the coordination of complex transport operations in the international environment.

645 characters remaining

(Max 1000 Characters)

STEP 8:

Go to the fifth step (i.e., Motivational Statement)

- All the Position Announcement that you had expressed interest will be listed here.
- Click on view/edit against each Position Announcement and fill in the motivational statement
- Click on 'Save' button.

Motivational Statement

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Mobility Exercise SE121 Mobility 2023

Exp. Interest Start Date 04/04/2023 Exp. Interest End Date 28/04/2023

Instructions
Click on the "View/Edit" link to enter or edit a motivational statement for each of the position announcements you have selected. Motivational statements are not required, but they provide an opportunity for you to describe how your skills, abilities and experience match the position(s) for which you are expressing interest.

Position Announcement	Job Title	Motivational Statement Change	Completed
212414	MOVEMENT CONTROL OFFICER	View/Edit	✔
212415	PROCUREMENT OFFICER	View/Edit	✔

Motivational Statement for Position Announcement 212414

Motivational Statement

996 characters remaining
(Max 1000 Characters)

[Save](#)

STEP 9:

Go to sixth step (i.e., Upload Document).

- Your latest 2 Performance document will be automatically added (if available).
- To add any additional documents or notes, click 'Add Attachment' and 'Add Note' button respectively

Mobility-Document Upload

Instructions
Please attach any relevant file(s) up to 1 MB total (e.g last two performance evaluations, Academic Credentials, Work Certificates). CVs and resumes are not accepted in this expression of interest process. If you do not have your last two performance evaluation documents, please Add a Note providing a short explanation as to why the performance evaluation reports are not available.

[Add Attachment](#) [Add Note](#)

No performance evaluation document created for SM.

STEP 10:

Go to last step (i.e., Summary)

- Click on the 'Review' link against each Position Announcement to review the details like education, work experience, etc.
- Once reviewed, click 'Submit and Complete Expression of Interest Process' button to submit.

Mobility Process

My Mobility

Summary

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Mobility Exercise SE121 Mobility 2023

Exp. Interest Start Date 04/04/2023 Exp. Interest End Date 30/04/2023

▼ **Instructions**

Click on the "Review" link to see a summary of your expression of interest for each position announcement you have selected. Click on "Submit and Complete Expression of Interest Process" to submit your completed expression of interest package.

Position Announcement	Job Title	Job Family	Duty Station	Classification	Preference	
212414	MOVEMENT CONTROL OFFICER	Transportation	ADDIS ABABA	B	1	Review
212415	PROCUREMENT OFFICER	Procurement	MEKELLE	C	2	Review

[Education](#)
[Work Experience](#)
[Languages](#)
[Additional Information](#)
[Screening Question](#)
[Motivational Statement](#)
[Attachment & Notes](#)

Submit and Complete Expression of Interest Process

STEP 11:
Click 'OK' to submit your expression of interest.

Submit Confirmation

You are about to submit your expressions of interest for positions under Mobility. The expression of interest includes your: personal profile, motivational statement, mobility survey and indication of preferred positions and ranking. Please note:

- You must list ALL positions for which you would like to express interest.
- You will NOT be able to change an expression of interest after submission.

Listed below are the position announcements for which you have expressed interest.

Click OK to confirm the submission or Cancel to return back.

Position Announcement	Job Title	Job Family	Duty Station	Classification	Preference
212414	MOVEMENT CONTROL OFFICER	Transportation	ADDIS ABABA	B	1
212415	PROCUREMENT OFFICER	Procurement	MEKELLE	C	2

OK