



OFFICE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Inspira Modernization Update

For staff and managers

A decorative graphic of a circuit board pattern with various nodes and lines, rendered in a light blue color, spans the bottom left and center of the slide.

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Agenda

- ✓ New enhancements
 - Recruitment
 - Application

Enhancements

- ✓ New look and feel, same feature
- ✓ Improved alignment of navigation
- ✓ Better search functionality and improved usability



OFFICE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Recruitment

For managers

A decorative background pattern of white circuit board traces and nodes on a light blue background, extending from the top right towards the center.

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Inspira Overview

- ✓ Login Page
- ✓ Home Page
- ✓ Browse Job Opening
- ✓ Create Job Opening
- ✓ Manage Job Opening
 - Job Details
 - Evaluation Criteria
 - Job Postings
 - Hiring Team
 - Approvals
- ✓ Browse Job Opening
- ✓ Manage Applicants

Login Page

New version

UN INSPIRA
Human Resources Gateway

Forgot User ID

User ID

Forgot Password

Password

Login

[Register now](#)
[Contact us](#)
[English | Français](#)

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Current version

inspirira
Human Resources Gateway

[Register now](#)
[Contact us](#)
[Français](#)

User ID: [Forgot User ID](#)

Password: [Forgot Password](#)

Login

Home Page (Internal user)

Favorites ▾
Main Menu ▾

Welcome Un_Upg_Pco3 Un_Upg_Pco3

All ▾

🔍

Advanced Search

[Home](#)
[Manuals](#)
[Contact Us](#)
[Add to Favorites](#)
[Sign out](#)

? Help

My Profile

My Applications

My Roster Memberships

Job Search

Performance Documents

My Learning

My Favorite Jobs

My Notifications

Search Job Opening

Search

My Performance Status

My Learning Status (Mandatory Courses)

My Profile Status

0%

Complete

Useful Links

- Staffing - F.A.Q
- Performance Management Guide
- Inspira Upgrade Quick Guide

Application Guidelines

- Application Tips
- Application Process
- Download Offline Application

Stay Connected

Stay connected with us and get news, events, pictures, videos and more.

OFFICE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Home Page (External user)

The screenshot displays the UN INSPIRA Human Resources Gateway interface. At the top left, the UN logo and 'UN INSPIRA Human Resources Gateway' are visible. The top right shows a user greeting: 'Welcome External1 Nicole'. A navigation bar includes 'Home', 'Manuals', 'Contact Us', and 'Sign out'. A central toolbar contains icons for 'My Profile', 'My Applications', 'My Roster Memberships', 'Job Search', 'My Favorite Jobs', 'My Notifications', 'My Consultant Roster', and 'Consult IAU/UNESCO List'. Below this is a 'Search Job Opening' section with a search input field, a dropdown for 'Staff Positions', and a 'Search' button. To the right is a carousel image of flags. The main content area is split into two columns: 'UN Careers' featuring a video titled '2014 United Nations Interns' and 'My Profile Status' showing a '100% Complete' progress indicator. The bottom section contains three columns: 'Quick Help Links' (YPP - F.A.Q., Staffing - F.A.Q., Contact Us), 'Application Guidelines' (Application Tips, Application Process, Download Offline Application), and 'Stay Connected' with social media icons and a message to stay connected for news and events.



OFFICE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Create Job Opening


A decorative graphic of a circuit board pattern, consisting of white lines and dots, is located in the upper right quadrant of the white background.

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Primary Job Opening Information


Primary Job Opening Information

Job Details 

*Job Opening Type

*Business Unit  UPGRADE|9999

Position Number 

*Job Code  ADMINISTRATIVE ASSISTANT

Job Code Title ADMINISTRATIVE ASSISTANT

Create Job Opening Options

New Job Opening Based on GJP Based on approved Job Opening

Job Details

Job Opening

Job Posting

Posting Title ADMINISTRATIVE ASSISTANT Job Opening ID NEW
 Job Opening Status 005 Draft Job Type Standard Requirement
 Job Code 1088 (ADMINISTRATIVE ASSISTANT) Business Unit B0999 (UPGRADE)9999

[Job Details](#) | [Evaluation Criteria](#) | [Job Postings](#) | [Hiring Team](#)

Opening Information ?

Job Opening Type Standard Requirement
 Created By 193109 UN_UPG_PCO3 UN_UPG_PCO3
 Created 13/09/2015

*Openings to Fill Limited
 Target Openings
 Available Openings

Business Unit
 *Company United Nations Secretariat

*Department/Office
 Organisational Unit
 *Duty Station

Status Code 005 Draft
 Status Reason
 Status Date 13/09/2015

Desired Start Date
 Projected Fill Date

Roster Type E-General
 Source Type
 *Post Nature

Positions

*Position	Position Number	Primary Position	
<input type="text"/> <input type="button" value="Q"/>		<input type="checkbox"/>	<input type="button" value="X"/>

Employees Being Replaced

*Name	Empl ID	
<input type="text"/> <input type="button" value="Q"/>	<input type="text"/>	<input type="button" value="X"/>

Additional Job Specifications

Job Code Primary Job Code

Category and Level Information

Category G
 Level G7

Evaluation Criteria

Job Opening

Posting Title ADMINISTRATIVE ASSISTANT Job Opening ID NEW
 Job Opening Status 005 Draft Job Type Standard Requisition
 Job Code 1068 (ADMINISTRATIVE ASSISTANT) Business Unit B0999 (UPGRADE[9999])

Additional Job Specifications

Work Experience [?](#)

*Years of Work Experience Required

Field of Work

#	*Field of Work	Area of Speciality	
1	<input type="text"/>	<input type="text"/>	<input type="button" value=""/>

Education [?](#)

*Minimum Requirement Required

Not Indicated

YPP Only: Main Course of Study and Field of Study Required:

Main Course of Study	Field of Study	
<input type="text"/>	<input type="text"/>	<input type="button" value=""/>

Competencies [?](#)

*Competencies Required

Degrees [?](#)

*Degrees

Languages [?](#)

*Languages	Level of Knowledge	Required	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="button" value=""/>

Licenses and Certificates [?](#)

*Licenses and Certificates Required

Tests or Examinations [?](#)

*Tests or Examinations Required

Screening Questions [?](#)

Question ID	Question	Eliminating	Action
			<input type="button" value="View Answers"/>

Job Posting

Job Opening

Save Submit Cancel | [Job Posting](#)

Posting Title ADMINISTRATIVE ASSISTANT	Job Opening ID NEW
Job Opening Status 005 Draft	Job Type Standard Requisition
Job Code 1068 (ADMINISTRATIVE ASSISTANT)	Business Unit B0999 (UPGRADE 9999)

Job Details | Evaluation Criteria | **Job Postings** | Hiring Team

Job Postings [?](#)

No job postings exist for this job opening.

Add Job Posting

Save Submit Cancel | [Job Posting](#)
[Top of Page](#)

Hiring Team

Job Opening

| [Job Posting](#)

Posting Title ADMINISTRATIVE ASSISTANT	Job Opening ID NEW
Job Opening Status 005 Draft	Job Type Standard Requisition
Job Code 1068 (ADMINISTRATIVE ASSISTANT)	Business Unit B0999 (UPGRADE 9999)

[Job Details](#) |
 [Evaluation Criteria](#) |
 [Job Postings](#) |
 [Hiring Team](#)

Assignments [?](#)

Recruiters [?](#)

No Recruiters have been added to this Job Opening

Hiring Manager [?](#)

No Hiring Managers have been added to this Job Opening

Interviewers [?](#)


No Interviewers have been added to this Job Opening

Interested Parties [?](#)

No Interested Parties have been added to this Job Opening

CRB / SRG [?](#)

No CRB / SRG Members have been added to this Job Opening



| [Job Posting](#)

Approval Workflow

Manage Job Opening

[Save](#) | [Return](#) | [Search Job Openings](#) | [Add Note](#) | [No Category](#) | [Print Job Opening](#) | [Job Posting](#)

Posting Title FIRE SAFETY OFFICER, S4	Job Opening ID 45315
Job Opening Status 006 Pending Approval	Job Type Standard Requisition
Job Code 3443 (FIRE SAFETY OFFICER)	Business Unit B0999 (UPGRADE[9999])
Job Opening Number 15-SAF-Upgrade-45315-R-BANGKOK (R)	

Activity & Attachments

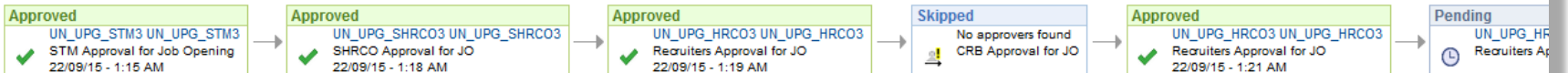
Details

[Job Details](#) | [Evaluation Criteria](#) | [Job Postings](#) | [Hiring Team](#) | **[Approvals](#)**

Job Opening's Approval Process

Job Opening: Pending

Job Opening's Approval Process



[Approve](#) | [Pushback](#) | [Deny](#)

Comments
Text



OFFICE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

Browse Job Openings and Manage Applicants

A decorative graphic of a circuit board pattern, consisting of white lines and dots on a light blue background, is located in the upper right quadrant of the page.

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Browse Job Openings

Browse Job Openings

[Return](#) | [Search Job Openings](#) | [Create Job Opening](#)

Search job openings

Filter by

- My Association**
 - Created by Me (7)
 - Hiring Manager (7)
 - Primary Hiring Manager (7)
- From Grade**
 - FS4 (2)
 - FS6 (2)
 - F5 (2)
 - D1 (1)
 - D2 (1)
 - More...
- Recruiting Location**
 - BANGKOK (7)
 - AHMEDABAD (2)
 - NEW YORK (2)
- Department**
 - Upgrade (4)
 - DM (2)
 - DPKO (2)
 - DESA (1)
 - UNU (1)
- Hiring Manager**
 - UN_UPG_PC03 UN_UPG_PC03 (7)
 - Rajendra Shende (2)
 - No Value (1)
- Recruiter**
 - UN_UPG_HRC03 UN_UPG_HRC03 (6)
 - No Value (2)
 - UN_UPG_HRC01 UN_UPG_HRC01 (1)
 - UN_UPG_HRC04 UN_UPG_HRC04 (1)
- Job Family**
 - Security (5)
 - Administration (3)
 - Information System and Te... (1)
 - Science and Technology (1)
- Status**
 - 006 Pending Approval (6)
 - 010 Open (4)
- Created in**
 - 2015 (10)

10 matches found.

Job Openings

JO Number	Job ID	Posting Title	Category	Recruiting Location	Department	Business Unit	Days Open	Days to Fill Date	Status	Open	Days Remaining	Level
15-SEC-DPKO-45246-R-AHMEDABAD()	45246	CHIEF OF UNIT, SECURITY TRAINI...	<input type="checkbox"/>	AHMEDABAD	DPKO	UPGRADE 9999	0	0	010 Open	07/09/2015		P5
15-ADM-DM-45244-R-BANGKOK()	45244	ADMINISTRATIVE ASSISTANT	<input type="checkbox"/>	BANGKOK	DM	UPGRADE 9999	4	0	010 Open	07/09/2015	14	FS4
15-ADM-DESA-45242-R-BANGKOK()	45242	ADMINISTRATIVE ASSISTANT	<input type="checkbox"/>	BANGKOK	DESA	UPGRADE 9999			006 Pending Approval	07/09/2015		FS4
15-SEC-DPKO-45241-R-AHMEDABAD()	45241	DEPUTY DIRECTOR, DIVISION OF R...	<input type="checkbox"/>	AHMEDABAD	DPKO	UPGRADE 9999			006 Pending Approval	07/09/2015		D1
15-SCI-UNU-45238-R-BANGKOK()	45238	DIRECTOR, SCIENCE AND TECHNOLO...	<input type="checkbox"/>	BANGKOK	UNU	UPGRADE 9999			006 Pending Approval	07/09/2015		D2
15-ADM-Upgrade-45236-R-BANGKOK()	45236	ADMINISTRATIVE ASSISTANT	<input type="checkbox"/>	BANGKOK	Upgrade	DM OHRM 0174			006 Pending Approval	07/09/2015		G7
15-IST-Upgrade-45226-R-MULTIPLE D/S()	45226	CHIEF OF UNIT, Information Sys...	<input type="checkbox"/>	BANGKOK	Upgrade	UPGRADE 9999	9	0	010 Open	03/09/2015	67	P4
15-SEC-DM-45219-R-BANGKOK()	45219	SECURITY OFFICER	<input type="checkbox"/>	BANGKOK	DM	DM OHRM 0174			006 Pending Approval	31/08/2015		FS6
15-SEC-Upgrade-45156-P-BANGKOK()	45156	Security Officer	<input type="checkbox"/>	BANGKOK	Upgrade	UPGRADE 9999			006 Pending Approval	20/08/2015	113	FS6
15-SEC-Upgrade-45152-R-NEW YORK()	45152	CHIEF OF UNIT, SECURITY TRAINI...	<input type="checkbox"/>	NEW YORK	Upgrade	UPGRADE 9999	23	475	010 Open	19/08/2015	115	P5

‘Filter by’ section provides categorization of different JO search criteria associated to staff’s recruitment role

Manage Applicants

Current version

Job Opening

Posting Title:	ADMINISTRATIVE ASSISTANT, G7	Job Opening ID:	25415 Job Posting
Job Opening Status:	010 Open	Job Type:	Standard
Job Code Title:	ADMINISTRATIVE ASSISTANT	Job Code:	1068
Position Number:		Job Opening number:	15-ADM-Inspira Upgrade SIT-25415-R-BANGKOK (R)
Business Unit:	UGSIT Upgrade SIT 9669	Source Type:	Approved JO
Posting Period:	30 June 2015 - 31 December 2015	Source Job Opening:	25006

[Save](#)
[Create New](#)
[Previous Job Opening](#)
[Next Job Opening](#)
[Job Opening List](#)

[Manage Applicants](#) | [Find Applicants](#) | [Activity & Attachments](#) | [Job Opening Details](#) | [Comparative Analysis Report](#)
[View Applicants](#) | [Screen Applicants](#) | [Assessments](#) | [Status Matrix](#) | [Selection Certificate](#) | [Roster Search](#)

Manage Applicants

Display: All
Display Scores
Display Test Results
Batch Action:

A - D (0)
E - K (2)
L - Q (2)
R - Z (1)
Others (0)
| All Applicants (5)

Applicants Customize Find View All <input type="text"/> <input type="text"/> First 1-5 of 5 Last															
	Name	ID	Appl. Type	PHP	Application	RM	Acad	Lang	Exp	Total	Tests	Comments	Disposition	Q Resp.	*Take Action
<input type="checkbox"/>	Intapp_q6_Stan	636498	Emp	PHP	Application								Selected		Select Action... <input type="button" value="v"/>
<input type="checkbox"/>	L171824_F171824	171824	Emp	PHP	Application								Rostered		Select Action... <input type="button" value="v"/>
<input type="checkbox"/>	Intapp_q5_Hermione	636278	Emp	PHP	Application								Not Recom		Select Action... <input type="button" value="v"/>
<input type="checkbox"/>	Loria_App1	635972	Ext	PHP	Application								Not Suitab		Select Action... <input type="button" value="v"/>
<input type="checkbox"/>	Test1_Test1 Test1	586959	Ext	PHP	Application								Long List		Select Action... <input type="button" value="v"/>

[Select All](#)
[Deselect All](#)
*Group Action:

Manage Applicants

NEW version

Manage Job Opening

[Return](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Refresh](#) | [Add Note](#) | [Red Category](#) | [Print Job Opening](#) | [Roster Search](#) | [Job Posting](#)

Posting Title CHIEF OF UNIT, INFORMATION SYSTEMS, P4 **Job Opening ID** 45226
Job Opening Status 010 Open **Job Type** Standard Requisition
Job Code 2284 (CHIEF OF UNIT, INFORMATION SYSTEMS AND TELECOM) **Business Unit** B0999 (UPGRADE)9999
Job Opening Number 15-IST-Upgrade-45226-R-MULTIPLE D/S (R) **Posting Period** 4 September 2015 - 3 December 2015

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#) | [Activity & Attachments](#) | [Details](#) | [Reports](#)

[Manage Applicants](#) | [Status Matrix](#) | [Assessments](#) | [Selection Certificate](#)

All (6)	Applied (1)	Linked (0)	HR Assessment Required (0)	Screen (0)	Long List (1)	Short List (0)	Not Suitable (1)	Interview (0)	Recommended (0)	Not Recommended (1)	Endorsed (0)	Rostered (0)	Proposed for Selection (0)	Selection & Above (2)	Reject (0)	Withdrawn Application (0)	Disqualified (0)
----------------	-------------	------------	----------------------------	------------	---------------	----------------	------------------	---------------	-----------------	---------------------	--------------	--------------	----------------------------	-----------------------	------------	---------------------------	------------------

A - D (0) E - K (1) L - Q (1) R - Z (4) Others (0) | All Applicants (6) [Display Score and Test Results](#)

Select	Applicant Name	Applicant ID	Appl. Type	Application	View/Print PHP	RM	Acad	Lang	Exp	Total	Tests	Comments	Disposition	Q Resp.	Other Actions
<input type="checkbox"/>	Un_Upg_Appl4,Un_Upg_Appl4	2642274	Employee										Declined		Other Actions
<input type="checkbox"/>	Lopez, Maria Eillen Loria	126219	External										Offer Comp		Other Actions
<input type="checkbox"/>	Un_Upg_Appl1,Un_Upg_Appl1	2642259	Employee										Not Recom		Other Actions
<input type="checkbox"/>	Un_Upg_Appl2,Un_Upg_Appl2	2642264	Employee										Not Suitab		Other Actions
<input type="checkbox"/>	Un_Upg_Appl3,Un_Upg_Appl3	2642282	Employee										Long List		Other Actions
<input type="checkbox"/>	External1,External1	2642522	External										Applied		Other Actions

Select All Deselect All [Group Actions](#) [Batch Action](#)

[Return](#) | [Search Job Openings](#) | [Previous](#) | [Next](#) | [Refresh](#) | [Add Note](#) | [Red Category](#) | [Print Job Opening](#) | [Roster Search](#) | [Job Posting](#)

Top of Page

Manage Applicants

NEW version

Manage Job Opening

Return | Search Job Openings | Previous | Next | Refresh | Add Note | Red Category | Print Job Opening | Roster Search | Job Posting

Posting Title CHIEF OF UNIT, INFORMATION SYSTEMS, P4 **Job Opening ID** 45226
Job Opening Status 010 Open **Job Type** Standard Requisition
Job Code 2284 (CHIEF OF UNIT, INFORMATION SYSTEMS AND TELECOM) **Business Unit** B0999 (UPGRADE)9999
Job Opening Number 15-IST-Upgrade-45226-R-MULTIPLE D/S (R) **Posting Period** 4 September 2015 - 3 December 2015

Applicants | Applicant Search | Applicant Screening | Activity & Attachments | Details | Reports

Manage Applicants | Status Matrix | Assessments | Selection Certificate

All (6)	Applied (1)	Linked (0)	HR Assessment Required (0)	Screen (0)	Long List (1)	Short List (0)	Not Suitable (1)	Interview (0)	Recommended (0)	Not Recommended (1)	Endorsed (0)	Rostered (0)	Proposed for Selection (0)	Selection & Above (2)	Reject (0)	Withdrawn Application (0)	Disqualified (0)
----------------	-------------	------------	----------------------------	------------	---------------	----------------	------------------	---------------	-----------------	---------------------	--------------	--------------	----------------------------	-----------------------	------------	---------------------------	------------------

A - D (0) E - K (1) L - Q (1) R - Z (4) Others (0) | All Applicants (6) Display Score and Test Results

Applicants Personalize | Find | View All | First 1-6 of 6 Last

Select	Applicant Name	Applicant ID	Appl. Type	Application	View/Print PHP	RM	Acad	Lang	Exp	Total	Tests	Comments	Disposition	Q Resp.	
<input type="checkbox"/>	Un_Upg_App4,Un_Upg_App4	2642274	Employee										Declined		Other Actions
<input type="checkbox"/>	Lopez,Maria Eillen Loria	126219	External										Offer Comp		Other Actions
<input type="checkbox"/>	Un_Upg_App1,Un_Upg_App1	2642259	Employee										Not Recom		Other Actions
<input type="checkbox"/>	Un_Upg_App2,Un_Upg_App2	2642264	Employee										Not Suitab		Other Actions
<input type="checkbox"/>	Un_Upg_App3,Un_Upg_App3	2642282	Employee										Long List		Other Actions
<input type="checkbox"/>	External1,External1	2642522	External										Applied		Other Actions

Select All Deselect All Group Actions Batch Action

Return | Search Job Openings | Previous | Next | Refresh | Add Note | Red Category | Print Job Opening | Roster Search | Job Posting Top of Page

My Job Categories

My Job Categories

Select an icon below to assign a category to the job opening.

Select a Category

Current	Category	Description
✓		Red Category
		Green Category
		Yellow Category
		Blue Category
		Orange Category
		Purple Category
		No Category

Close
Personalize Job Categories

Manage Job Opening

Return
Search Job Openings
Refresh
Add Note
Red Category
Print Job Opening
Roster Search
Job Posting

Posting Title CHIEF OF UNIT, Information Systems, I...

Job Opening Status 010 Open Job Opening ID 45226

Job Code 2284 / CHIEF OF UNIT, INFORMATION SYSTEMS AND TELEC... Job Type Standard

Job Opening Number 15-IST-Upgrade-45226-R-MULTIPLE D/S (R) Business Unit B0999 (U)

Posting Period 4 Semester

Applicants
Applicant Search
Applicant Screening
Activity & Attachments
Details
Reports

Manage Applicants
Status Matrix
Assessments
Selection Certificate

Search Job Openings

Browse Job Openings
Create Job Opening

Search Criteria

10 Results Found

Search Results

Job Details	Other Details	Posting Title	Quick View	Level	Job ID	Status	Type	Category	Recruiting Location
<input type="checkbox"/>	15-DGACM-45314-R-NEW YORK (L)	T1 JO	Quick View	T1	45314	Open	Standard Requirement	<input type="checkbox"/>	NEW YORK
<input type="checkbox"/>	15-ADM-Upgrade-45297-R-ENTEBBE (M)	STAFF ASSISTANT (Upgrade)	Quick View	G5	45297	Open	Standard Requirement	<input type="checkbox"/>	ENTEBBE
<input type="checkbox"/>	15-ADM-Upgrade-45277-R-NEW YORK (R)	TEAM ASSISTANT	Quick View	G4	45277	Open	Standard Requirement	<input type="checkbox"/>	NEW YORK
<input type="checkbox"/>	15-SEC-Upgrade-45256-P-MULTIPLE D/S (E)	Security Officer (Continuous JO)	Quick View	FS6	45256	Open	Continuous Job Opening	<input type="checkbox"/>	BANGKOK
<input type="checkbox"/>	15-ADM-Upgrade-45268-F-KABUL (M)	ADMINISTRATIVE ASSISTANT (RIR Upgrade)	Quick View	G5	45268	Open	Recruit from Roster	<input type="checkbox"/>	KABUL
<input type="checkbox"/>	15-ADM-Upgrade-45260-D-BANGKOK (X)	DIRECTOR (Upgrade)	Quick View	D2	45260	Open	D2 Level Job	<input type="checkbox"/>	BANGKOK
<input type="checkbox"/>	15-IST-Upgrade-45250-R-BANGKOK (R)	INFORMATION SYSTEMS ASSISTANT	Quick View	G6	45250	Open	Standard Requirement	<input type="checkbox"/>	BANGKOK
<input type="checkbox"/>	15-IST-Upgrade-45226-R-MULTIPLE D/S (R)	CHIEF OF UNIT, Information Systems	Quick View	P4	45226	Open	Standard Requirement	<input checked="" type="checkbox"/>	BANGKOK
<input type="checkbox"/>	15-SEC-DPKO-45246-R-AHMEDABAD (L)	CHIEF OF UNIT, SECURITY TRAINING	Quick View	P5	45246	Open	Standard Requirement	<input type="checkbox"/>	AHMEDABAD
<input type="checkbox"/>	15-ADM-DM-45244-R-BANGKOK (L)	ADMINISTRATIVE ASSISTANT	Quick View	FS4	45244	Open	Standard Requirement	<input type="checkbox"/>	BANGKOK

Return to Manage Applicants

Print Job Opening

Select Job Opening Sections

Job Opening 45226 CHIEF OF UNIT, Information Systems


[Create Report](#)

Job Opening Print Selection

Select	Section to Print [PAGE.Section]
<input checked="" type="checkbox"/>	JOB DETAILS Job Information
<input checked="" type="checkbox"/>	EVALUATION CRITERIA Competencies
<input checked="" type="checkbox"/>	EVALUATION CRITERIA Degrees
<input checked="" type="checkbox"/>	EVALUATION CRITERIA Education and Experience
<input checked="" type="checkbox"/>	EVALUATION CRITERIA Languages
<input checked="" type="checkbox"/>	EVALUATION CRITERIA Licenses and Certificates
<input checked="" type="checkbox"/>	EVALUATION CRITERIA Screening Question
<input checked="" type="checkbox"/>	EVALUATION CRITERIA Tests or Examinations
<input checked="" type="checkbox"/>	JOB POSTINGS Job Postings
<input checked="" type="checkbox"/>	HIRING TEAM CRB Member
<input checked="" type="checkbox"/>	HIRING TEAM Hiring Manager Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Interested Party Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Interviewer Assignments
<input checked="" type="checkbox"/>	HIRING TEAM Recruiter Assignments
<input checked="" type="checkbox"/>	OTHER Notes
<input checked="" type="checkbox"/>	OTHER Applicants
<input checked="" type="checkbox"/>	OTHER.Job History

Select All Deselect All [Return to Previous Page](#)

[Create Report](#)



Report can be generated based on the JO page section



Adobe Acrobat
Document

[Return to Manage Applicants](#)

Roster Search

Manage Job Opening

Return | Search

Postings
Job Opening
Job Opening
Job Opening

Applicants | Applicants

Reports on Job

Run Report

Return | Search

Roster Search Help

Search Inspira Rosters

Keyword Search

Keyword: [Search Tips](#)

Applicant Search

Search Roster For Job Opening CHIEF OF UNIT, Information Systems , P4

ID:

Job Network:

*Roster Status:

Job Family:

*Roster Type(s): [+](#) [-](#)

Rosters per Jobcode:

Include Jobcode Association:

Search the following Rosters:

[Previous searches used](#)

[Edit Search Criteria](#)

Qualification

Additional Criteria

[Return to Previous Page](#)

[Return to Manage Applicants](#)

Job Posting

Manage Job Opening

[Save](#) | [Return](#) | [Search Job Openings](#) | [+](#)

Posting Title: CHIEF OF UNIT, Information Systems
 Job Opening Status: 010 Open
 Job Code: 2284 (CHIEF OF UNIT, INFORMATION SYSTEMS AND TELECOMMUNICATIONS)
 Job Opening Number: 15-IST-Upgrade-45226-R-MULTIPLE D/S (R)

[Applicants](#) | [Applicant Search](#) | [Applicant Screening](#)

[Job Details](#) | [Evaluation Criteria](#) | [Job Postings](#) | [Help](#)

Job Postings [?](#)
 Postings
 CHIEF OF UNIT, Information Systems

[Add Job Posting](#)

[Save](#) | [Return](#) | [Search Job Openings](#) | [+](#)

Posting Details

[Return to previous page](#) | [Print](#)

Posting Title: CHIEF OF UNIT, Information Systems, P4
Job Code Title: CHIEF OF UNIT, INFORMATION SYSTEMS AND TELECOMMUNICATIONS
Department/ Office: Upgrade
Location: BANGKOK;NEW YORK
Posting Period: 4 September 2015-3 December 2015
Job Opening number: 15-IST-Upgrade-45226-R-MULTIPLE D/S (R)

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice
 Staff members of the United Nations Secretariat must fulfill the lateral move(s) requirements, or geographical to be eligible to apply for this vacancy. Staff members are requested to indicate all qualifying lateral or geographical move(s) in their Personal History Profile (PHP) and cover note.

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Responsibilities
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Competencies

Manage Applicants

NEW version

Manage Job Opening

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Posting Title CHIEF OF UNIT, Information Systems, P4
Job Opening Status 010 Open
Job Code 2284 (CHIEF OF UNIT, INFORMATION SYSTEMS AND TELECOM...)
Job Opening Number 15-IST-Upgrade-45226-R-MULTIPLE D/S (R)

Job Opening ID 45226
Job Type Standard Requisition
Business Unit B0999 (UPGRADE)9999
Posting Period 4 September 2015 - 3 December 2015

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[Manage Applicants](#) | [Status Matrix](#) | [Assessments](#) | [Selection Certificate](#)

All (6)	Applied (1)	Linked (0)	HR Assessment Required (0)	Screen (0)	Long List (1)	Short List (0)	Not Suitable (1)	Interview (0)	Recommended (0)	Not Recommended (1)	Endorsed (0)	Rostered (0)	Proposed for Selection (0)	Selection & Above (2)	Reject (0)	Withdrawn Application (0)	Disqualified (0)
----------------	-------------	------------	----------------------------	------------	---------------	----------------	------------------	---------------	-----------------	---------------------	--------------	--------------	----------------------------	-----------------------	------------	---------------------------	------------------

A - D (0) | E - K (1) | L - Q (1) | R - Z (4) | Others (0) | All Applicants (6) | [Display Score and Test Results](#)

Applicants ? [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-6 of 6 | [Last](#)

Select	Applicant Name	Applicant ID	Appl. Type	Application	View/Print PHP	RM	Acad	Lang	Exp	Total	Tests	Comments	Disposition	Q Resp.
<input type="checkbox"/>	Un_Upg_App4,Un_Upg_App4	2642274	Employee											
<input type="checkbox"/>	Lopez, Maria Eillen Loria	126219	External											
<input type="checkbox"/>	Un_Upg_App1,Un_Upg_App1	2642259	Employee											
<input type="checkbox"/>	Un_Upg_App2,Un_Upg_App2	2642264	Employee											
<input type="checkbox"/>	Un_Upg_App3,Un_Upg_App3	2642282	Employee											
<input type="checkbox"/>	External1,External1	2642522	External											

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- Add Applicant Note
- Add Applicant to List
- Forward Applicant
- Link Applicant to Job
- Send Correspondence
- Manual Notifications

- Recruiting Actions
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*Note: Tabs or options listed in the dropdown button depends on the recruitment role provided to managers

Applicant Screening

Manage Job Opening

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Posting Title	CHIEF OF UNIT, Information Systems, P4	Job Opening ID	45226
Job Opening Status	010 Open	Job Type	Standard Requisition
Job Code	2284 (CHIEF OF UNIT, INFORMATION SYSTEMS AND TELEC...	Business Unit	B0999 (UPGRADE)9999
Job Opening Number	15-IST-Upgrade-45226-R-MULTIPLE D/S (R)	Posting Period	4 September 2015 - 3 December 2015

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Manage Applicants

Display 025 HR Assessment Requi

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Name	Appl. Type	PHP	Application	RM	Age	Level	Acad	Lang	Exp	Q Resp	Skills	Former UN S/M	Position as NO	Consultants, ICs, Interns & Gratis Personnel	GS applying to P and above	Fam. Rel.	UNV	Lateral Moves	Lang staff to Non-lang JO	Criminal Record	FS applying to P positions	Temp Applying to Current Job	Rosteree	YPP-Nationality	YPP-5 Yrs of Cont. Service	YPP Current Contract Expiration	Take Action	Comments
Nicole, External1	Ext				Y	HR	N	Y	Y	Y		N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A		

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[HR Assessment Required](#)
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*Note: Applicant Screening tab is accessible only to S/HRCO

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Posting Title CHIEF OF UNIT, Information Systems, P4	Job Opening ID 45226
Job Opening Status 010 Open	Job Type Standard Requisition
Job Code 2284 (CHIEF OF UNIT, INFORMATION SYSTEMS AND TELEC...	Business Unit B0999 (UPGRADE 9999)
Job Opening Number 15-IST-Upgrade-45226-R-MULTIPLE D/S (R)	Posting Period 4 September 2015 - 3 December 2015

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Reports on Job openings and Applicants

Run Report For [Click here to select the report](#)

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- [Detailed Applicant Information](#)
- [Full Status Matrix](#)
- [Comparative Analysis Final Report](#)

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*Note: Tabs or options listed in the dropdown button depends on the recruitment role provided to managers

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Application

For staff as applicant

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- Staffing – F.A.Q
- Performance Management Guide
- Inspira Upgrade Quick Guide

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My Profile
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 Your Profile Status:

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Family Details

Nationality & Residence

The profile pages contain your contact details including name, address, phone number and other relevant information. Changes made to your contact details on these pages will be updated on all of the jobs you have applied to.

Biographical Information			
Name Prefix:	Mr	Given Name:	UN_UPG_APPL4
Middle Name:		Family Name:	UN_UPG_APPL4
Other Name:			
Date of Birth:	01/01/1955	Gender:	Male

Email Address	
Email Type	Email Address
*Primary	UNMIGRATION@UN.ORG

Address Details		
Address Type	Country	Address
*Permanent	United States	760 United Nations Plaza New York, NY 10017
*Current	United States	760 United Nations Plaza New York, NY 10017
Mailing		

* Required Information

Save

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Display applications from: Within Last Month Refresh

[Create Draft Application](#)

My Applications (7 of 44)

Application	Level	Job ID	Status	Creation Date	Application Date	Date Withdrawn	View/Print PHP*	Withdraw
CARPENTER	G6	45304	Applied	26/09/2015 1:16AM	26/09/2015 1:52AM			
ACCOUNTANT	P3	45317		26/09/2015 1:16AM				
DIRECTOR, HUMAN RESOURCES	D2	45344	Selected	26/09/2015 1:16AM				
SECURITY TRAINING ASSISTANT	G6	45298	Draft	25/09/2015 9:12AM				
SECURITY TRAINING ASSISTANT	G6	45303	Under Consideration	22/09/2015 3:33AM	22/09/2015 3:56AM			
No Job Selected			Draft	16/09/2015 9:27PM				
ADMINISTRATIVE ASSISTANT	FS4	45244	Under Consideration	15/09/2015 4:01AM	15/09/2015 11:38PM			

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You have not added any attachments.

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My Roster Memberships

My Roster Memberships

Application	Level	Status	Membership Start Date	Date Withdrawn	Associated Titles	View/Print PHP*	Withdraw	Put on Hold
CHIEF OF UNIT, INFORMATION SYSTEMS AND TELECOMMUNICATIONS	P4	Rostered	07/09/2015					

*This link requires the following option to be enabled in your browser: In Internet Explorer, go to 'Tools' > 'Internet Options'. In the 'Security' tab, click on 'Custom Level'. Select <Enable> for the option 'Downloads' > 'Automatic prompting for file downloads'.

Current Job Openings based on My Roster Memberships

Select Posting Title	Level	Job ID	Job Network	Job Family	Department/Office	Duty Station	Deadline
<input type="checkbox"/> CHIEF OF UNIT, Information Systems	P4	45226	Information Systems & Communication Technology	Information System and Technol	Upgrade	Multiple	03/12/2015
<input type="checkbox"/> SIT - Chief of Unit	P4	45342	Information Systems & Communication Technology	Information System and Technol	Upgrade	Multiple	31/12/2015

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My Notifications

Notifications	Subject	Status	Received	Delete
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	
Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	Your application for the position of DIRECTOR, HUMAN RESOURCES, D2, Upgrade, BANGKOK (Job Opening 45)	New	01/10/2015 12:00AM	

Job Search

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Filter by

Level

- D2 (2)
- FS4 (1)
- FS6 (1)
- G6 (1)
- P2 (1)

Job Network

- Management & Operations S...(3)
- Safety and Security (2)
- Information Systems & Com...(1)

Job Family

- Administration (3)
- Security (2)
- Information System and Te...(1)

Department/Office

- Upgrade (5)
- Department of Management (1)

Duty Station

- BANGKOK (6)

Job Posted In

- 2015 (6)

Keywords:

Job Opening ID:

Posting Title:

Find Jobs Posted Within:

Category:

Level:

Department/Office:

Job Network:

Job Families

Duty Station

Please note that cancelled Job Openings and those that have been filled with roster candidates do not appear in the search results as they are no longer for applications. If you wish to see a list with these Job Openings click [View Jobs Cancelled/Filled from Roster](#)

[Create Draft Application](#)

6 matches found. Only the first 6 results can be displayed.

Sort By:

Posted Date
 Department
 Hot Jobs
 Job Family
 Job Opening ID
 Job Title
 Location
 Posted Date

	Search Results		
<input type="checkbox"/>	DIRECTOR (Upgrade) - 45259 Department/Office: Upgrade Job Family: Administration Duty Station: BANGKOK Posted Date: 11/09/2015	☆	Last
<input type="checkbox"/>	DIRECTOR (Upgrade) - 45260 Department/Office: Upgrade Job Family: Administration Duty Station: BANGKOK Posted Date: 11/09/2015	☆	Last
<input type="checkbox"/>	ASSOCIATE FIELD SECURITY COORDINATION OFFICER - 45253 Department/Office: Upgrade Job Family: Security Duty Station: BANGKOK Posted Date: 10/09/2015	☆	Last
<input type="checkbox"/>	Security Officer (Continuous JO) - 45256 Department/Office: Upgrade Job Family: Security Duty Station: Multiple Posted Date: 10/09/2015	☆	Last
<input type="checkbox"/>	ADMINISTRATIVE ASSISTANT - 45244 Department/Office: Department of Management Job Family: Administration Duty Station: BANGKOK Posted Date: 09/09/2015	★	Last
<input type="checkbox"/>	INFORMATION SYSTEMS ASSISTANT - 45250 Department/Office: Upgrade Job Family: Information System and Technol Duty Station: BANGKOK Posted Date: 09/09/2015	☆	Last

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My Favorite Jobs

Select Job Title to review the job details. You can apply for multiple jobs by checking each job and selecting the Apply for Selected Jobs button.

Favorite Jobs

Job Title	Job ID	Duty Station	Status	Job Family	Posted Date	Saved Date
<input type="checkbox"/> ADMINISTRATIVE ASSISTANT (RFR Upgrade)	45268	KABUL	Open	Administration	14/09/2015	15/09/2015
<input type="checkbox"/> SECURITY TRAINING ASSISTANT	45303	NEW YORK	Open	Security	21/09/2015	25/09/2015

Apply for Selected Job

Remove Selected Jobs

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My Saved Searches & Job Alerts

In order to create a new Job Alert, please click on the Job Search tab, enter the desired search criteria and click "Save Search Criteria".

The Search button performs the search and shows your results on the Job Search page.

Saved Searches

Search Name	Created On	Used as Job Alert	Notifications Email	Edit	Delete	Search
P2 JOBS	16/09/2015	<input checked="" type="checkbox"/>	UNMIGRATION@UN.ORG			<input type="button" value="Search"/>

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Job Opening

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Posting Title:	ADMINISTRATIVE/GENERAL SERVICES OFFICER, P3	Job Code Title:	GENERAL SERVICES OFFICER
Department/ Office:	Department of Management	Duty Station:	VIENNA
Posting Period:	8 October 2015-31 October 2015	Favorite Job	☆
Job Opening number:	15-Administration-DM-45402-R-VIENNA		

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Org. Setting and Reporting

International Criminal Tribunal for Rwanda, Division of Administrative Support Services, General Services and Support Section.


Under the general supervision of the Chief of Administrative Support Services, Arusha, the incumbent will be responsible for all the administrative services in Kigali Office and under the direct supervision of the Chief of General Support and Services Section, Arusha, the incumbent will be responsible for the overall planning, operations, management and day to day administration of the following GSSS unit's in Kigali:

Responsibilities

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Step 1: Start

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Start | Application Source | Screening Questions | Preferences | Education & Work Experience | Skills

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Start - Step 1 of 8
 Applying for: [GENERAL SERVICES OFFICER](#)

Before applying you are encouraged to carefully read the Instructional [Manual for the Applicant](#) and the general application information (How do I apply) on the [United Nations Careers](#) portal.

Please provide all required information. Incomplete applications will not be considered. If your exact choice is not listed in the drop-down menus, select the closest relevant option.

All application information is treated as confidential and will neither be used for commercial purposes nor be shared with other organisations without your written permission.

Information entered in this application is unique to this job opening and will not be applied to previous or future applications. This information can be edited for submission of future applications.

By selecting "Confirm" and then clicking "Next" below you accept that you are aware of the available information and guidelines on how to complete an application.

Confirm

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Step 2: Application Source

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Start

Application Source

Screening Questions

Preferences

Education & Work Experience

Skills

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Application Source - Step 2 of 8

Applying for: GENERAL SERVICES OFFICER

Select how to start your application:

Choose Existing Application
 If you have already completed an application in inspira, you can bring in the information from that existing application.

Source Application Information

Application	Level	Job Opening ID	Created Date	Application Date
ACCOUNTANT <input style="width: 80%;" type="text"/>	P3	45317	26/09/2015 1:16:51AM	

Build New Application
 If you have already completed an application in inspira, you can bring in the information from that existing application.

Load from File

Exit |
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Step 3: Screening Questions

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Start | Application Source | **Screening Questions** | Preferences | Education & Work Experience | Skills

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Screening Questions - Step 3 of 8
 Applying for: GENERAL SERVICES OFFICER

Screening Questions
 Please complete all questions listed below before submitting your application.

- Do you have a minimum of two years of progressively responsible experience in administration, finance, accounting, human resources management or related area?
 - Yes
 - No
- Do you have experience supervising a large office, unit or section within the United Nations system or another comparable large Organization?
 - Yes
 - No
- Do you have experience with change management principles including stakeholder analysis, workforce transition planning and organizational change management?
 - Yes
 - No
- Do you have technical and administrative experience in overseeing general maintenance activities of organizational facilities?
 - Yes
 - No

Step 4: Preferences

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Start Application Source Screening Questions **Preferences** Education & Work Experience Skills

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Preferences - Step 4 of 8

Applying for: GENERAL SERVICES OFFICER

Preferences

*How did you first come to know about the job opening that you are applying for? Recommendation ▾

Please provide details

*Would you accept short-term assignments of less than 12 months? Yes No

Are you interested in working as a consultant? Yes No

Are you interested in working on a part-time basis? Yes No

Preferred Main Offices

All Main Offices Addis Ababa Bangkok Beirut Geneva
 Nairobi New York Santiago Vienna

Other Preferred Offices

Other Preferred Offices

Preferred Field Missions

Field Missions

Preferred field of work/ Job Family

Job Family



Step 5: Education and Work Experience

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Start Application Source Screening Questions Preferences **Education & Work Experience** Skills

Work Experience Education

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Education & Work Experience: Work Experience - Step 5 of 8

Applying for: GENERAL SERVICES OFFICER

***UN Employment Status**

I have never worked for a United Nations Common System entity.

I'm currently working for a United Nations Common System entity.

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

*For which office of the United Nations Secretariat are you working? Economic and Social Commission for A

*UN Index number: 123456

*Type of appointment or relationship with the organization: Fixed term

*When did you first commence employment with the United Nations? 01/01/2003

*Expiration date of current contract: 01/01/2017

I have previously worked for a United Nations Common System entity.

Work Experience


Employer	Job Title	From	To	Edit	Delete
UNESCAP	Administrative Assistant	01/01/2003			

Add Work Experience

Exit Save | Previous Next

Step 5: Education and Work Experience

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Start Application Source Screening Questions Preferences **Education & Work Experience** Skills

Work Experience | **Education**

Exit Save | Previous Next

Education & Work Experience: Education - Step 5 of 8
Applying for: GENERAL SERVICES OFFICER

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	University Degree/Diploma	Level of Degree	From	To	Edit	Delete
New York University	Bachelor's Degree	Recognised 1st level degree	07/06/1999	30/05/2003		

High School/Secondary education
You have not added any high school/secondary education information to your application.

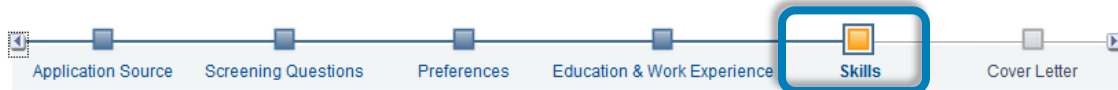
Non-UN Certificates/Diplomas
You have not added any certificates/diplomas information to your application.

Add Education Details

Exit Save | Previous Next



Step 6: Skills



Exit Save | Previous Next



Skills - Step 6 of 8

Applying for: GENERAL SERVICES OFFICER

List training and learning activities you completed as part of the United Nations development initiatives.

United Nations Training and Learning

You have not added any training information to your application.

Add United Nations Training and Learning

List licenses, professional certificates or United Nations exams.

Licenses and Certificates

You have not added any licenses and certificates to your application.

Add Licenses and Certificates

Be sure to include your mother tongue in the list of languages.

You must be fluent in all four areas (speak, read, write, understand) in the language(s) required, as "fluent", for the position as indicated in the Job Opening. Indicating anything less than "Fluent" in any of the four areas will render you unqualified. If the Job Opening requires knowledge of a language, this is defined as being confident or fluent in at least two of the four areas.

Languages

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

Add Languages

Please list all significant and relevant published books, articles, journals and reports that you have written.

Publications

You have not added any publications to your application.

Add Publications

Exit Save | Previous Next

Step 7: Cover Letter

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Screening Questions Preferences Education & Work Experience Skills **Cover Letter** Review/Submit

Cover Letter | Personal Information | References

Exit Save Previous Next

Cover Letter: Cover Letter - Step 7 of 8
Applying for: GENERAL SERVICES OFFICER

Cover Letter

*Cover Letter:
Describe how your experience, qualifications and competencies match the position for which you are applying.

Dear Sir/Madam,

Please attach any relevant file(s) up to 1 MB total (e.g two latest e-PASes for UN staff, Academic Credentials, Work Certificates) with file name length having maximum 30 characters. CVs and resumes are not accepted in this application process.

Attachments			
File Name	Description	View	Delete
		View	Delete

Add Attachment

*Have you ever committed, been convicted of, or prosecuted for, any criminal offence? Have you ever been involved, by act or omission, in the commission of any violation of international human rights law or international humanitarian law? Yes No


*Are you a successful candidate of the National Competitive Recruitment Examination? Yes No

Exit Save Previous Next



Step 7: Cover Letter

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Screening Questions
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Education & Work Experience
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Cover Letter
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Cover Letter | **Personal Information** | References

Cover Letter: Personal Information - Step 7 of 8

Applying for: GENERAL SERVICES OFFICER

Personal Information

Notice to applicants with multiple nationalities:
 United Nations staff members must enter their official nationality in "Country of Nationality". Applicants to the Young Professionals Programme (YPP) must enter the nationality for which they wish to be considered as a national of a participating country.

*Country of nationality:

Nationality at birth

*Country of Nationality at birth

Do you have multiple nationalities? Yes No

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



Step 7: Cover Letter

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Cover Letter: References - Step 7 of 8

Applying for: GENERAL SERVICES OFFICER

Please list 3 references that we may contact and that can attest to your work history and qualifications. You could include present or past supervisors, peers, mentors or thesis advisors, but please do not list any family members.

References				
Reference	Title	Employer	Edit	Delete
John Doe	Manager	XYZ Co.	✎	🗑️

Add Reference

Exit
Save
◀ Previous
Next ▶



Step 8: Review and Submit

The screenshot shows the 'Review/Submit' step of an application process. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and 'Careers'. Below this is the UN INSPIRA logo and 'Human Resources Gateway' text, along with links for 'Home', 'Manuals', 'Contact Us', 'Add to Favorites', and 'Sign out'. A progress bar indicates the current step is 'Review/Submit', which is highlighted with a blue box and a blue arrow. Below the progress bar are buttons for 'Exit', 'Save', 'Previous', and 'Submit Application'. The main content area is titled 'Review/Submit - Step 8 of 8' and shows the user is applying for 'GENERAL SERVICES OFFICER'. It includes a message to review the application and make changes before submitting, with download icons. A list of sections is shown, with 'My Contact Information' expanded to show details like email (UNMIGRATION@UN.ORG), phone, and address (760 United Nations Plaza, New York, NY 10017). Other sections include 'Screening Questions', 'Preferences', 'Work Experience & Education', 'Skills', 'References', and 'Cover Letter & Additional Info'. At the bottom, there are buttons for 'Exit', 'Save', 'Previous', and 'Submit Application'.

All sections are expanded by default

Terms and Agreements

The screenshot displays a web application interface for a job application. At the top, a navigation bar includes steps: Screening Questions, Preferences, Education & Work Experience, Skills, Cover Letter, and Review/Submit (which is highlighted). Below the navigation bar are buttons for Exit, Save, Previous, and Submit Application. The main content area is titled 'Review/Submit - Step 8 of 8' and indicates the user is applying for 'GENERAL SERVICES OFFICER'. A sidebar on the left lists sections: My Contact Information, Screening Questions, Preferences, Work Experience & Education, Skills, References, and Cover Letter & Additional Info. A modal dialog box titled 'Terms and Agreements' is centered on the screen. The dialog contains the following text: 'Please read carefully and click the box to certify', 'I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.', 'No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.', and 'Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.' At the bottom of the dialog are two buttons: 'Certify and Submit Application' and 'Cancel'. A large blue arrow points to the 'Certify and Submit Application' button. The dialog also features a 'Help' link in the top right corner and standard window controls (close, maximize, minimize) in the top right.

Screening Questions Preferences Education & Work Experience Skills Cover Letter **Review/Submit**

Exit Save Previous Submit Application

Review/Submit - Step 8 of 8
Applying for: GENERAL SERVICES OFFICER

Review your application and make a

My Contact Information
Email UN
Phone
Address 76

▶ Screening Questions
▶ Preferences
▶ Work Experience & Education
▶ Skills
▶ References
▶ Cover Letter & Additional Info

Terms and Agreements

Please read carefully and click the box to certify

I certify that all of the statements made in this application are true, complete and are made in good faith. I understand that falsifying or intentionally withholding information will be grounds for rejection of my application or the withdrawal of any offer of appointment or, if an appointment has been accepted, for its immediate cancellation or termination.

No changes can be made after this application has been submitted. Please review your application before you hit the "Certify and Submit Application" button below.


Kindly note that you may, as part of the evaluation of your application for this position, be requested to undergo written knowledge-based assessment exercises, which may be followed by a competency-based interview depending on the result of the test.

Certify and Submit Application Cancel

Exit Save Previous Submit Application

Application Confirmation


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Application Confirmation

 **Your job application has been successfully submitted.**

You have applied for the following job(s):

Jobs Applied For				
Job Title	Job ID	Duty Station	Job Posting Date	Application Date
GENERAL SERVICES OFFICER	45402	VIENNA	08/10/2015	15/10/2015

Your application has been successfully submitted. If you wish to view the status of this job application, select the link to return to the Job Search page and review the My Application section.

[Return to Job Search](#) [View Submitted Application](#)