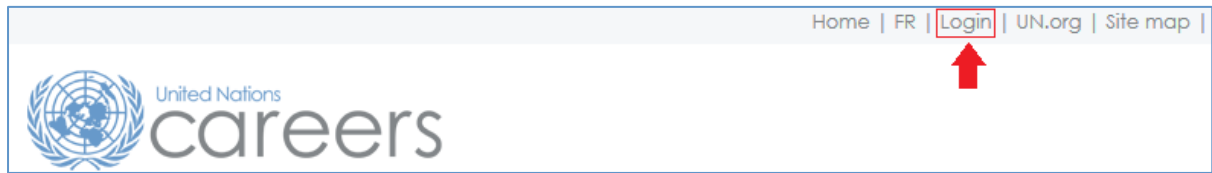
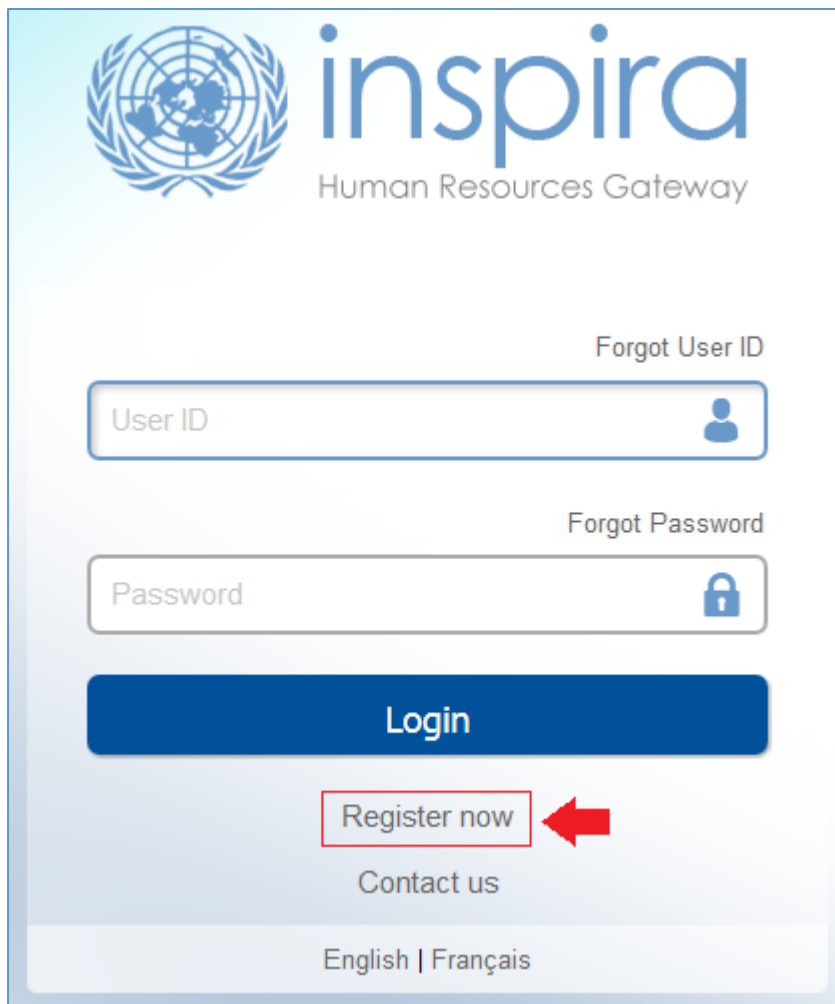


Searching for UNIC Temporary Job Openings

1. Go to <https://careers.un.org/>
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

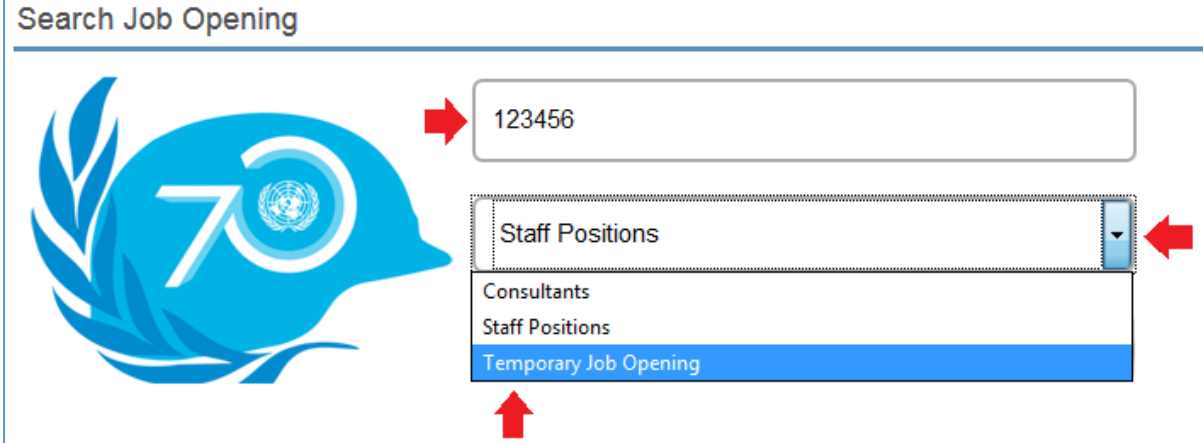


United Nations Secretariat staff members with regular appointments, including field staff members, are not required to register. Please click on “Return to Previous Page” and log in with the User ID (most often your UN index number) and password provided to you.

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

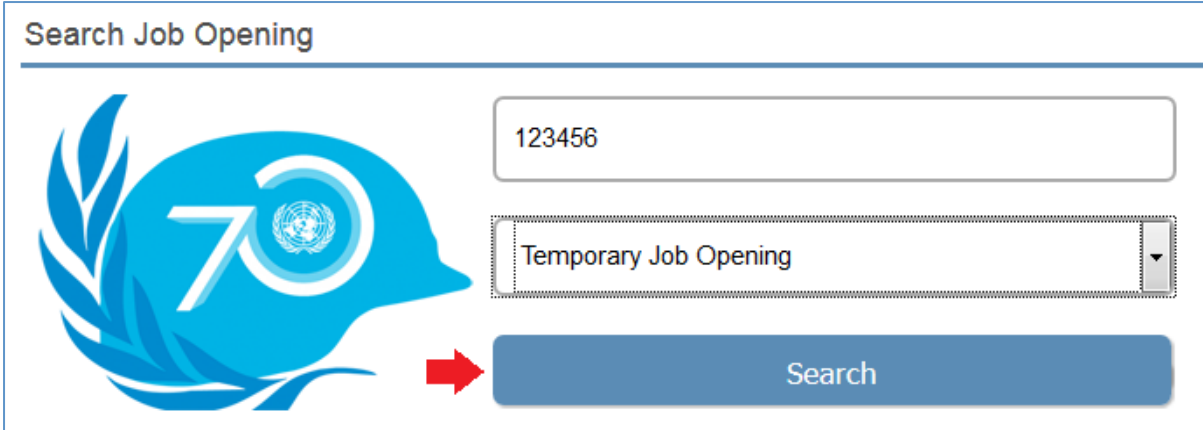
Searching for UNIC Temporary Job Openings

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.”



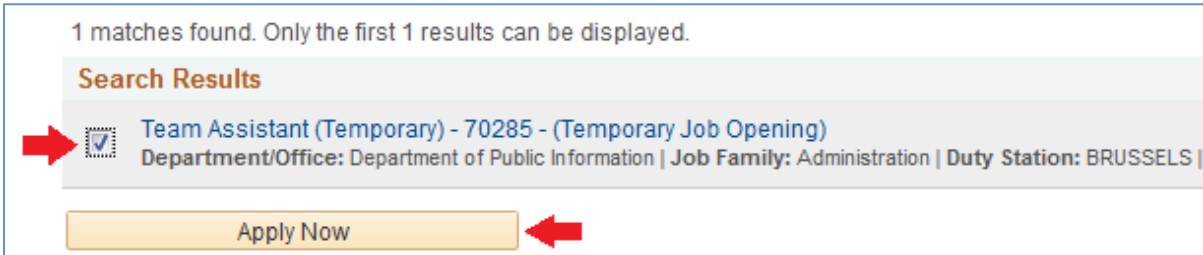
The screenshot shows the 'Search Job Opening' form. On the left is the UN 70th anniversary logo. To its right is a text input field containing '123456'. Below this is a dropdown menu currently showing 'Staff Positions', with an expanded list below it containing 'Consultants', 'Staff Positions', and 'Temporary Job Opening'. A red arrow points to the text input field, another red arrow points to the dropdown arrow, and a third red arrow points to the 'Temporary Job Opening' option in the list.

8. Click the “Search” button



The screenshot shows the 'Search Job Opening' form. The text input field now contains '123456' and the dropdown menu is set to 'Temporary Job Opening'. A large blue 'Search' button is located below the dropdown. A red arrow points to 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.



The screenshot shows the search results section. At the top, it says '1 matches found. Only the first 1 results can be displayed.' Below this is a section titled 'Search Results' containing one result: 'Team Assistant (Temporary) - 70285 - (Temporary Job Opening)'. Below the title, it lists 'Department/Office: Department of Public Information | Job Family: Administration | Duty Station: BRUSSELS |'. A red arrow points to the checkbox on the left of the result, and another red arrow points to the 'Apply Now' button below the result.

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