

This guide provides step-by-step instructions for applicants interested in consultancy opportunities in creating a profile, registering for the generic Consultant Roster for roster selection, and applying to specific consultancy openings

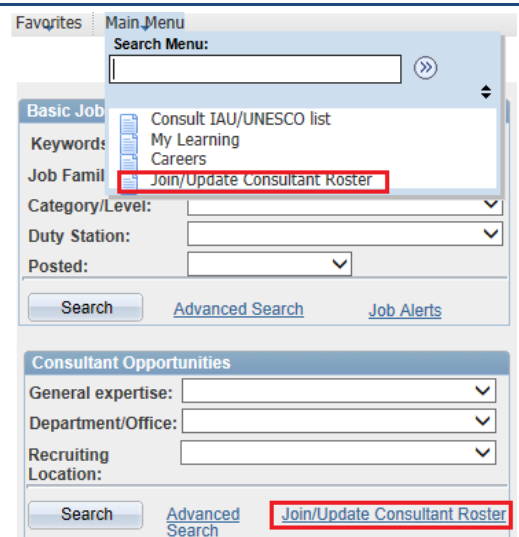
Once registered in the roster, candidates can be reviewed by respective Programme Managers for existing consultancy opportunities and contacted as needed.

Registered candidates can update their information or withdraw from the roster anytime as needed.

Applications once submitted to specific consultancy opening cannot be changed after submission is made. Such application will be considered for that particular opening only.

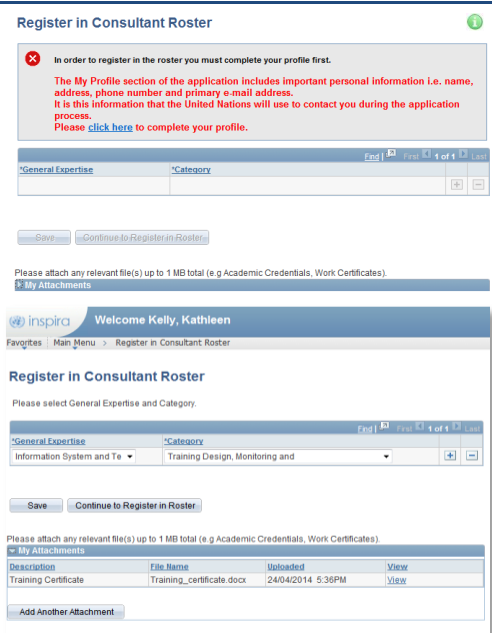
## Getting started

1. Login to Inspira
2. Go to Main Menu>Join/Update Consultant Roster or look at the box "Consultant Opportunities" and click on Join/Update Consultant Roster



## Register in Consultant Roster

1. In case you have not created a profile in Inspira you will be prompted to do so
2. Follow the steps to create a profile
3. In case you already have a profile you need to enter details for the Consultant Roster registration
  - Select General Expertise and Category from the drop down list. Add as many as necessary. You can have more than one entry for expertise and category, as necessary and qualified
  - Add attachments to support application such as licenses, training certificates, etc.
  - Click Continue to Register in Roster



- Proceed to submit application
- You can create a new application to reflect information specific to the consultancy or

**Apply Now**

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 consultant 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 "Continue" below you accept that you are aware of the available information and guidelines on how to complete an application.

Confirm

**Select how to start your application:**

Choose Existing Application     Build New Application     Load from File

Please note that the average time to complete a new application is two hours. You will be able to save your application as a draft at any time and continue later.

- You can use one of the existing applications
- After selecting the desired application click "Continue"

**Apply Now**

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

Confirm

**Select how to start your application:**

Choose Existing Application     Build New Application     Load from File

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
Customer Support Consultant		35021	06/05/2014 12:27:13AM	06/05/2014 12:30:21AM

- Modify any information, if necessary
- Save
- Click on Preview & Submit
- Click "Submit" on the next screen to finalize registration in the Roster

**Complete Application > Screening Questions**

You are applying for: Consultant Roster

Screening Questions    Preferences    Education & Work Experience    Skills    References    Cover Letter & Additional Information    **Preview & Submit**

## Update Consultant Roster information

1. Login to Inspira
2. Go to Main Menu>Join/Update Consultant Roster or look at the box "Consultant Opportunities" and click on Join/Update Consultant Roster
3. Update information as desired
4. Click on Update Application button and follow the process

**Register in Consultant Roster**

Please select General Expertise and Category.

*General Expertise	*Category
Human Settlements	Housing Finance
Human Settlements	Housing Project Management

Please attach any relevant file(s) up to 1 MB total (e.g Academic Credentials, Work Certificates).

**My Attachments**

#### Withdraw from Consultant Roster

1. Login to Inspira
2. Go to Main Menu>Join/Update Consultant Roster or look at the box “Consultant Opportunities” and click on Join/Update Consultant Roster
3. Click on Withdraw from Roster

**Note:** You will be able to register in Consultant Roster again, if needed

#### Register in Consultant Roster

Please select General Expertise and Category.

General Expertise	Category	End	First	1-2 of 2	Last
Human Settlements	Housing Finance				
Human Settlements	Housing Project Management				

#### Apply for specific consultancy Job Opening

1. Login to Inspira
2. Select search criteria in the Consultant Opportunity search box or you can navigate to Advanced Search

#### Basic Job Search

Keywords:   
 Job Family:   
 Category/Level:   
 Duty Station:   
 Posted:

[Advanced Search](#)
[Job Alerts](#)

#### Consultant Opportunities

General expertise:   
 Department/Office:   
 Recruiting Location:

[Advanced Search](#)
[Join/Update Consultant Roster](#)

3. You can click on Posting Title to see a detailed description of JO.
4. You can apply to a consultancy Job Opening by checking a box in Select column and clicking “Apply Now”

**Note:** If your profile is not 100% complete you will be required to complete your profile first

Your Profile Status: 100% Complete

Careers Home | Job Search | My Profile | My Saved Searches & Job Alerts

#### Job Search

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

[Click icon to view Quick Search criteria](#)

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 open for applications. If you wish to see a list with these Job Openings click [View Jobs Cancelled/Filled from Roster](#)

1 Results Found

Select	Posting Title	Job ID	General Expertise	Department/Office	Duty Station	Deadline
<input type="checkbox"/>	<a href="#">Customer Support Consultant</a>	35021	Information System and Technol	OICT	BANGKOK	31/10/2014

5. Confirm your acceptance of the Terms
6. Select existing application or create a new one
7. Click "Continue"

**Apply Now**

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

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

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

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

Confirm

**Select how to start your application:**

Choose Existing Application     Build New Application     Load from File

If you have already completed an application in inspira, you can bring in the information from that existing :

Source Application Information			
Application	Level	Job Opening ID	Created Date
Customer Support Consultant		35021	08/09/2014 2:27:55AM

Continue     Cancel

8. Answer screening questions
9. Finalize your profile if required
10. Save
11. Click on Preview & Submit
12. Verify your data
13. Submit

**Complete Application > Screening Questions**

You are applying for: [Customer Support Consultant](#)

Screening Questions    Preferences    Education & Work Experience    Skills    References    Cover Letter & Additional Information    Preview & Submit

Save     Close

**Screening Questions**

Please complete all questions listed below before submitting your application.

Are you proficient in written and spoken English?

Yes  
 No

Do you have a minimum of one year of work experience in client servicing function or IT Helpdesk?

Yes  
 No

Do you have a university degree in Arts, Liberal Arts, Communications, Humanities, Social Sciences, IT or related field?

Yes  
 No

Are you proficient in written and spoken French?

Yes  
 No

Do you have experience in writing documentation and/or correspondence in English?

Yes  
 No

Save     Close

14. You can see the status of your application on your Inspira Home page

**My Latest Applications**

Job ID	Status	Posting Title
35021	Applied	<a href="#">Customer Support Consultant</a>
15644	Withdrawn	<a href="#">INFORMATION SYSTEMS ASSISTANT (INSPIRA SUPPORT CENTRE)</a>

[Show All](#)