



## Administrative instruction

### Staff selection and managed mobility system

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The Under-Secretary-General for Management, taking into consideration the provisions of Article 101 of the Charter of the United Nations and pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), for the purpose of implementing General Assembly resolution 68/265 of 9 April 2014, staff regulation 1.2 (c) and Secretary-General's bulletin [ST/SGB/2016/2](#) on the introduction of a new staff selection and managed mobility system, promulgates the following.

## **Section 1**

### **Definitions**

The following definitions apply for the purposes of the present instruction:

*Candidate*: an individual who applies for a job opening to fill a vacant position;

*Compendium*: the list of announcements of encumbered rotational positions circulated in a managed mobility exercise;

*Core values and core and managerial competencies*: the combination of skills, attributes and behaviours which are essential for all staff as defined in Secretary-General's bulletin [ST/SGB/1999/15](#);

*Generic job profile*: a classified job description that encompasses a large group of related jobs across the Secretariat, with similar characteristics in terms of duties and responsibilities, education, work experience, technical skills, core values and core and managerial competencies;

*Generic job opening*: a job opening based on a generic job profile circulated for the purpose of creating and maintaining viable rosters of candidates for the filling of future vacant positions in organizational units with approval to use roster-based recruitment;

*Geographical move*: service in two different positions in the Professional category at two different duty stations for a continuous period of at least one year in each position as recorded in the officially established system (Umoja);

*Internal candidates*: staff members serving in the Secretariat<sup>1</sup> holding an appointment other than a temporary appointment under the Staff Regulations and Rules, who have been recruited after a competitive process under staff rule 4.15 or through a competitive examination under staff rule 4.16 and whose appointment is not limited to service with a specific organizational unit;

*Individually classified job description*: a classified job description for a particular position with a specific nature in terms of duties and responsibilities, work experience, education, technical skills, core values and core and managerial competencies;

*Job families*: occupations and sub-occupations grouped into a common field of work on the basis of the similarities in the functions;

*Job networks*: groupings of job families with common, related and interrelated field of work and functions;

*Job opening*: a vacancy announcement issued for one particular vacant position or for multiple vacant positions at the same or at different duty stations;

<sup>1</sup> [ST/SGB/2015/3](#) on the organization of the Secretariat of the United Nations.

*Lateral move*: service of a staff member in two different positions at the same grade level, performing the functions of the position selected for a continuous period of at least one year:

- (a) Service in a previous position at the same grade level must have been for the duration of at least one year;
- (b) The new position may be in the same or a different department or office, in the same or a different duty station and in the same or a different job family;
- (c) Within the same department or office, a lateral move is recorded only if the responsibilities of the staff member are substantially different. A change in supervisor without a change in functions does not represent a lateral move;
- (d) Inter-agency loans or other movements to and from other organizations of the United Nations system at the same or higher grade level are recognized as “lateral moves”;

*Maximum position occupancy limit*: the maximum period of time a staff member is normally allowed to serve in a rotational position. The maximum position occupancy limit shall be seven years for duty stations classified as H and A, four years for duty stations classified as B and C and three years for duty stations classified as D and E, as established by the International Civil Service Commission;<sup>2</sup>

*Minimum position occupancy limit*: the minimum period of time a staff member is normally required to serve in a rotational position prior to choosing to participate in a managed mobility exercise. The minimum position occupancy limit shall be two years of continuous service in a position in duty stations classified as H, A, B and C, and one year of continuous service in duty stations classified as D and E as established by the International Civil Service Commission;<sup>2</sup>

*Mobility*: service of a staff member in different position for a continuous period of one year or longer in each position, as officially recorded, involving a change of role, a change of functions, a change of department or office, a change of duty station or a move to a different organization of the United Nations system;

*Mobility record*: the documented record of the number and types of positions a staff member has held for a continuous period of one year or longer throughout his or her professional career in organizations of the United Nations system;

*Non-rotational position*: a position that requires an advanced or specialized level of expertise, knowledge and qualifications in a technical field and for which there is no comparable position at the same level in another organizational unit of the Secretariat, as approved by the Assistant Secretary-General of Human Resources Management;

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<sup>2</sup> The International Civil Service Commission has placed all duty stations in one of six categories, H and A to E. H duty stations are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programmes, or locations in countries which are members of the European Union. A to E duty stations are field duty stations. Hardship categorization assesses the overall quality of life at a duty station. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life. Duty stations are categorized on a scale of difficulty from A to E with A being the least difficult.

*Position announcement:* an announcement of one or more encumbered rotational positions subject to managed mobility at the same or at different duty stations included in the compendium;

*Programme manager:* an official within a department or office who is accountable to his or her head of department or office for ensuring the delivery of mandated activities by effectively and efficiently managing staff and resources placed under his or her supervision and for discharging the other functions listed in section 6 of Secretary-General's bulletin ST/SGB/2015/3;

*Roster:* a pool of assessed candidates reviewed and endorsed by a senior or central review body pursuant to staff rule 4.15 or a pool of successful candidates to a competitive examination pursuant to staff rule 4.16;

*Standard job description:* a classified job description developed for multiple positions that are very similar in nature in terms of duties and responsibilities, education, work experience, technical skills, core values and core and managerial competencies;

*Subject matter expert:* a staff member who possesses expertise in a job family and who participates in the process of identifying suitable candidates for a job opening or a position announcement.

## **Section 2**

### **Scope**

2.1 The present administrative instruction prescribes the applicable procedures of the new staff selection and managed mobility system, established by Secretary-General's bulletin [ST/SGB/2016/2](#).

2.2 The new system shall be implemented in a phased manner by job networks, as defined in section 6 of Secretary-General's bulletin [ST/SGB/2016/2](#), starting 1 January 2016, as announced through the issuance of information circulars by the Assistant Secretary-General for Human Resources Management.

2.3 The staff selection system governed by administrative instruction [ST/AI/2010/3](#) (as amended or revised, see ST/AI/2010/3/Amend.1 and 2), entitled "Staff selection", will continue to apply to vacant positions in those job networks that have not yet transitioned to the new system.

2.4 The present instruction shall apply to the filling of vacant positions and the placement of staff members under managed mobility in job networks that have transitioned into the new system, as follows:

(a) The selection and appointment of staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category to vacant positions available for one year or longer;

(b) The placement against encumbered rotational positions under managed mobility of eligible and suitable staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category who have been recruited following a competitive process, including review by a senior or central review body under staff rule 4.15 or through a competitive examination under staff rule 4.16, and who hold a fixed-term, continuing or permanent appointment.

2.5 The present instruction shall not apply to the following:

(a) The selection and appointment of staff members at the Assistant Secretaries-General and Under-Secretaries-General levels;

(b) The selection and appointment of staff members in the General Service and other related categories, including but not limited to National Professional Officers and staff in the Trades and Crafts, Security Service and Language Teacher categories;

(c) The selection and appointment of staff members selected by the Secretary-General in line with the procedures for selection to the Executive Office of the Secretary-General,<sup>3</sup> including:

(i) Positions in the Office of the Secretary-General;

(ii) Positions of the Spokesperson, Deputy Spokesperson, Chief and Deputy Chief of the Protocol and Liaison Service.

However, staff members encumbering positions in section 2.5 (c) (i) and (ii) above may participate in a semi-annual staffing exercise for the filling of vacant positions and placement under managed mobility;

(d) The selection, appointment and managed mobility of active-duty Military/Police Officers seconded from Member States;

(e) The selection, appointment and managed mobility of associate experts;

(f) The managed mobility of staff members holding appointments with service limited to a department or office;

(g) The filling of vacant positions available for less than one year;

(h) The selection and appointment under the young professionals programme governed by administrative instruction [ST/AI/2012/2/Rev.1](#) and the lateral reassignment under the managed reassignment programme governed by administrative instruction [ST/AI/2001/7/Rev.1](#) of staff recruited following a competitive examination pursuant to staff rule 4.16;

(i) The appointment and reassignment during the first five years of service of staff serving against a P-2 or P-3 language position, following a competitive examination under staff rule 4.16, who are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills;<sup>4</sup>

(j) The filling of positions in non-Secretariat organizational units which are administered by the United Nations Secretariat, including but not limited to the International Civil Service Commission, the United Nations Joint Staff Pension Fund, the Joint Inspection Unit, the International Tribunals and the International Residual Mechanism for Criminal Tribunals, and the managed mobility of staff members serving in such organizational units.

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<sup>3</sup> Paragraph 5 of part II of General Assembly resolution 51/226.

<sup>4</sup> [ST/AI/2000/1](#) (amended by [ST/AI/2003/1](#)).

### Section 3 General provisions

3.1 The new system shall be implemented through semi-annual staffing exercises composed of two parts as follows:

(a) A staffing exercise for the filling of vacant positions in the Professional and higher categories up to and including the D-2 level and in the Field Service category, available for one year or longer: the process will begin with the advertisement of a job opening and will conclude with the selection of a candidate for the positions;

(b) A managed mobility exercise for staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category, who are subject to managed mobility: the process will begin with the circulation of a compendium and will conclude with the placement of eligible and suitable staff members to another position at the same grade level.

3.2 To ensure effective mandate implementation under the peace and security, development and human rights pillars of the United Nations, the filling of vacant positions through job openings under section 4.2 below and recruitment from a roster under section 4.5 below may be undertaken at any time outside the semi-annual staffing exercises in order to meet staffing requirements arising from surge,<sup>5</sup> start-up and humanitarian emergency situations, as determined by the Office of Human Resources Management in consultation with the programme managers in the organizational units concerned.

3.3 The participation of staff members in a managed mobility exercise shall be on a voluntary (opt-in) basis during the first year of a job network transition into the new system.

3.4 Staff members who participate in a managed mobility exercise may also apply and be considered for vacant positions advertised under the provisions of the present instruction. They may also apply to vacant positions governed by the provisions of administrative instruction [ST/AI/2010/3](#), as amended or revised.

3.5 In the event that a staff member is notified of his or her selection to fill a vacant position as a result of a semi-annual staffing exercise and also of a placement decision under managed mobility to move to another position, he or she shall have full discretion as to which of the two positions to accept.

3.6 Pursuant to staff regulation 4.2, the paramount consideration in the selection of a candidate to fill a vacant position or in the placement of a staff member under managed mobility shall be the necessity of securing the highest standards of efficiency, competence and integrity.

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<sup>5</sup> In accordance with the definition of “exigency needs” as endorsed by the General Assembly in its decision 54/468.

## **Part I**

### **Staff selection**

#### **Section 4**

##### **Advertisement of vacant positions**

##### **Job openings**

4.1 Vacant positions available for one year or longer shall be advertised through job openings in the established online talent management system (hereinafter “Inspira”).

4.2 Job openings shall be advertised in semi-annual staffing exercises when a new post is established, when it is anticipated that an existing post is to become vacant or when a post becomes vacant or is reclassified. The Office of Human Resources Management shall prepare these job openings in consultation with programme managers in the departments and offices of the Secretariat.

4.3 Job openings for positions whose incumbents are reaching the mandatory age of separation pursuant to staff regulation 9.2 shall be advertised no later than 12 months prior to the expected date of mandatory separation of the incumbent.

4.4 A job opening shall be based on a generic job profile, a standard job description, an individually classified job description or a previously published job opening approved by the Office of Human Resources Management.

4.5 A job opening shall state the title, the grade level, the source of funding and the duty station of the position, as well as its hardship classification and non-family designation status. A job opening shall also describe the functions of the position and indicate the assessment methodology.

4.6 A job opening shall set out the evaluation criteria according to which candidates shall be evaluated, which are:

- (a) The length of required and, if any, desirable work experience;
- (b) The relevant fields of work in which the required and, if any, desirable work experience shall have been obtained;
- (c) The required and, if any, desirable academic and other qualifications;
- (d) The required and, if any, desirable proficiency level in a working language or languages;
- (e) The core values of professionalism, integrity and respect for diversity, and at least two core competencies, as well as at least two managerial competencies for job openings with managerial responsibilities;
- (f) The screening questions reflecting the evaluation criteria in section 4.6 (a) through (e) above.

4.7 The evaluation criteria for job openings created on the basis of individually classified job descriptions require the approval of the Global Central Review Board or the Senior Review Board.

4.8 Each job opening shall indicate the date of posting and specify a deadline by which all applications must be received. Except as provided in section 4.11 below, the deadline for applying to job openings shall normally be 60 calendar days from

the date of posting. However, the Office of Human Resources Management, in consultation with programme managers concerned, may, exceptionally, approve a 30 calendar-day deadline to meet operational needs.

4.9 The deadlines for applying to job openings for vacant positions in field missions or for project-funded positions at all duty stations, including positions with functions related to the carrying out of activities directly linked to humanitarian, human rights and technical cooperation implementation at field duty stations and for general temporary assistance funded positions, shall be 30 calendar days. The Office of Human Resources Management, in consultation with programme managers concerned, may exceptionally approve a 15 calendar-day deadline to meet immediate operational needs.

4.10 In addition to advertising vacant positions in Inspira, the Office of Human Resources Management may bring particular job openings to the attention of permanent missions, professional associations or other institutions in order to attract the widest possible range of qualified candidates.

#### **Generic job openings**

4.11 Generic job openings will be advertised for the purpose of creating and maintaining viable rosters of candidates in organizational units with approval to use roster-based recruitment, such as peacekeeping operations, special political missions and other field operations. Generic job openings shall contain a clause making reference to the generic nature and roster purpose of the job opening. Such organizational units may choose to advertise job openings to fill a vacant position exclusively with a candidate from the roster (i.e. recruitment from roster) or job openings open to both rostered and non-rostered candidates.

4.12 Generic job openings shall be advertised for a minimum of 15 calendar days or for a longer period as deemed necessary by the Office of Human Resources Management in consultation with the Department of Field Support and other field-based organizational units in order to attract a sufficient number of candidates to satisfy the number of vacant posts.

#### **Recruitment from roster job openings**

4.13 Recruitment from roster job openings shall be advertised for a minimum of 15 calendar days or longer as deemed necessary by the Office of Human Resources Management in consultation with those organizational units with approval to use roster-based recruitment.

### **Section 5**

#### **Submission of application**

5.1 Applications must be submitted through Inspira in accordance with the instructions set out in the job opening. Applying for a job opening carries an expectation that the staff member will accept the position, if selected.

5.2 Candidates are required to submit their last two performance evaluation reports as part of their applications. If the applications received do not contain the latest two performance evaluation reports, candidates must provide a short explanation as to why they are not available. Where there is a gap of six months or longer in the record of performance, or if no evaluation was completed within six

months of the end of the preceding performance cycle, the candidates shall be deemed to have fully met the performance expectations during the period for which there is no performance evaluation report.

5.3 Candidates on a roster shall be required to apply for job openings in accordance with sections 5.1 and 5.2 above in order to be considered for a vacant position.

5.4 The Office of Human Resources Management may append the names of rostered candidates within the deadline of the job opening, upon their written request, in the event that the rostered candidates do not have access to Inspira.

## **Section 6**

### **Eligibility screening of candidates**

6.1 At the time of application, candidates are pre-screened by Inspira and the Office of Human Resources Management on the basis of the information provided by the candidates in their applications in order to determine whether they meet the eligibility requirements, including the minimum educational, work experience and language proficiencies required, as stipulated in the job opening. Eligibility shall be confirmed prior to the submission of the lists of candidates to the Senior Review Board, the Global Central Review Board and the Job Network Boards. Furthermore, the eligibility of candidates may be reassessed by the Office of Human Resources Management at any time prior to selection or appointment.

6.2 Staff members holding appointments other than temporary appointments shall not be eligible to be considered for positions more than one level higher than their personal grade level. This provision shall also apply to staff members of organizations of the United Nations system applying to positions in the Secretariat.

6.3 The minimum educational requirements are a first-level university degree (bachelor's or equivalent) for positions in the Professional and higher categories, and a high school diploma for positions in the Field Service category, as detailed in annex VII to the present instruction. The counting of the years of professional experience shall start from the date the required minimum educational degree was obtained.

6.4 The Assistant Secretary-General for Human Resources Management shall determine whether an academic qualification or equivalency will be recognized by the Organization. Academic qualifications and the equivalency of degrees presented by candidates are recognized by the Organization only where the qualification is obtained from, and the equivalency confirmed by, an educational institution that is recognized, accredited or otherwise sanctioned by competent national authorities of the country in which the institution is based or the qualification was awarded.

6.5 Former staff members of the organizations of the United Nations system shall not be eligible to be considered for positions in the Secretariat following their separation from service on any of the following grounds:

- (a) Abandonment of post;
- (b) Misconduct;
- (c) Termination or non-renewal of appointment for unsatisfactory service;

(d) Resignation during an investigation of misconduct or the initiation of a disciplinary process, unless the former staff member agrees to cooperate with an ongoing investigation or disciplinary process until its conclusion.

6.6 The minimum age to be eligible for consideration for vacant positions is 18 at the time of submission of the application.

6.7 Interns, consultants, individual contractors and gratis personnel of the Secretariat may not apply for or be appointed to any positions in the Professional or higher categories or to any positions at the FS-6 and FS-7 levels in the Field Service category while in service or within six months of the end of their most recent service. This restriction does not apply to associate experts appointed under the Staff Regulations and Rules.

6.8 United Nations Volunteers may not be appointed to positions in the Professional and higher categories or in the Field Service category at the same peacekeeping mission, special political mission or other field operation at which they last served within six months following the completion of their service with the United Nations Volunteers programme. United Nations Volunteers who have served less than 12 months are not eligible for appointment in the Secretariat unless a period of six months has elapsed following the completion of their service. A United Nations Volunteer who resigned may not be appointed to a position in the Secretariat within six months following the effective date of resignation.

6.9 Candidates shall be required to have at least one geographical move, which may have taken place at any level in the Professional and higher categories within the United Nations system, to be eligible to be considered for a position at the P-5, D-1 and D-2 levels, except as provided for in section 25.2 below.

6.10 The requirement for a geographical move is waived for staff serving against language positions that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills when applying for another such language position,<sup>6</sup>

6.11 Staff members serving against language posts that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills<sup>6</sup> are eligible to be considered for non-language positions after a minimum of five years of continuous service in a language position.

6.12 The minimum education requirements for positions in the Professional and higher categories shall be waived for staff members<sup>7</sup> who were recruited upon successfully passing the competitive examination for recruitment to the Professional category of staff members from other categories under staff rule 4.16.

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<sup>6</sup> [ST/AI/2000/1](#) (as amended by [ST/AI/2003/1](#)).

<sup>7</sup> Staff members who, by 31 December 1989, had served in the Secretariat for a minimum of five years are exempt from the minimum educational requirements for the young professionals programme, provided that they hold post-secondary academic qualifications recognized by the United Nations and meet the other criteria set out in section 2.4 (a) through (d) of administrative instruction [ST/AI/2012/2/Rev.1](#) on the young professionals programme.

6.13 Staff members in the Professional and higher categories who are on secondment to a separately administered United Nations fund or programme, specialized agency or organization of the United Nations common system are eligible, while on secondment, to be considered for positions in the Secretariat one level higher than the grade level they hold while on secondment, provided that they meet the eligibility requirements of the present instruction.

6.14 Staff members who are on temporary assignment, special leave with or without pay or on secondment or loan shall keep a lien on the position they encumbered in the Secretariat. The counting of the minimum and maximum position occupancy limits shall be suspended and shall resume upon the return of the staff members to the positions they encumbered.

6.15 Staff members holding temporary appointments who are recruited in the Professional and higher categories and encumber positions authorized for one year or longer may not apply for or be reappointed to those positions within six months of the end of their current service on the temporary appointments. This provision does not apply to staff members holding temporary appointments and encumbering positions authorized for one year or longer in peacekeeping missions, special political missions or other field operations.

**Eligibility requirements for staff members in the Field Service category and in the General Service and related categories who apply to positions in the Professional and higher category**

6.16 Staff members in the Field Service category at the FS-6 level are eligible to be considered for positions at the P-3 and P-4 levels, provided that they meet the education and work experience requirements as stipulated in the job opening.

6.17 Staff members in the Field Service category at the FS-7 level are eligible to be considered for positions at the P-3, P-4 and P-5 levels, provided that they meet the geographical move requirement in accordance with section 6.9 above and that they meet the education and work experience requirements as stipulated in the job opening.

6.18 Staff members in the General Services and related categories and staff members at the FS-5 level and below in the Field Service category employed in the organizations of the United Nations system who have not passed the General Service to Professional category examination or the young professionals programme examination shall not be eligible to be considered for positions in the Professional category, regardless of their type of appointment.

6.19 Staff members in the General Service and related categories<sup>8</sup> who are recruited locally in accordance with staff rule 4.4 may apply as external candidates to positions in the Field Service category provided that they meet all the requirements for the position. Should such staff members be selected following a competitive process for a Field Service position, they may be appointed or assigned to the Field Service category. Assignments shall be for a maximum period not exceeding two years, during which the staff members will maintain a lien on their prior positions at their personal grade level. At the end of the two-year period, the staff members must return to their former positions in the General Service and

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<sup>8</sup> Paragraph 7 of part VIII of General Assembly resolution 59/296 applies to locally recruited field mission staff.

related categories at the same General Service level or must resign and separate from the Organization. The individuals may be re-employed on a Field Service appointment no earlier than seven days following their separation.

## **Section 7**

### **Assessment of eligible candidates**

7.1 Following the completion of the eligibility screening under section 6, eligible candidates shall be invited by the Office of Human Resources Management for an assessment to evaluate their knowledge, skills, abilities and competencies in order to determine their suitability for the vacant position.

7.2 Previously rostered candidates who applied for a job opening shall not be subject to any further assessment and, accordingly, will not be invited for such an assessment. The Office of Human Resources Management shall determine the suitability of rostered candidates for the vacant position against the evaluation criteria stipulated in the job opening on the basis of the information provided in their applications, and shall submit to programme managers the list of previously rostered suitable candidates for their review.

7.3 Assessments will be conducted by assessment panels, which will be set up by the Office of Human Resources Management. Each assessment panel shall have a minimum of three staff members at the same or at a higher level than the vacant position and shall hold appointments under the Staff Regulations and Rules other than temporary appointments. The programme manager of the vacant position may participate in the assessment panel. There shall be at least one female staff member, one male staff member and one staff member from outside the organizational unit where the vacant position is located. An assessment panel shall also include an ex officio member. The ex officio members of the assessment panels shall prepare a reasoned and documented record of the assessment process in Inspira.

7.4 The assessment panels will contribute to the development and marking of the written assessments. The assessment panels shall establish passing thresholds for the written assessments in order to determine which candidates may be invited for interviews, and shall conduct those interviews. All members of an assessment panel who participate in the interviews shall have completed the required training on competency-based interviewing.

7.5 The assessment may include:

(a) A written test, which may consist of a multiple-choice portion, a constructed-response portion and other test formats. Eligible candidates shall be requested to take the written test in the dedicated system for this purpose. Where both multiple-choice and constructed-response portion are administered, the multiple-choice portion of the test will be marked first and may be eliminatory. Candidates who are successful in the multiple-choice portion of the test shall have their constructed-response portion and any other written formats of the written test marked;

(b) Candidates who pass the written test shall be invited to participate in an interview, which will consist of a competency-based interview to ascertain whether the candidates possess the core values and core and managerial competencies stipulated in the job opening and may also include other oral test formats to further assess other evaluation criteria stipulated in the job opening.

7.6 Upon completion of the assessment process, the Office of Human Resources Management shall transmit the list of suitable candidates who have successfully passed the assessment process to the programme managers for their review, pursuant to section 10 below, prior to submitting them to the Global Central Review Board or the Senior Review Board. Pursuant to section 7.2 above, the names of previously rostered candidates will not be submitted to the Global Central Review Board or the Senior Review Board.

## **Section 8**

### **Review of suitable candidates by the programme managers**

8.1 The Office of Human Resources Management shall prepare and submit to programme managers for their review a list containing the names of previously rostered candidates found suitable for the vacant position in accordance with section 7.2 above and the names of suitable candidates who have successfully passed the assessment process in accordance with section 7.6 above. Such lists shall normally include at least three candidates, including at least one female candidate and at least one male candidate.

8.2 Along with such lists, the Office of Human Resources Management shall submit to programme managers the following information:

- (a) A copy of the job opening associated with the vacant position;
- (b) The personal history profiles of the candidates on the lists;
- (c) The performance evaluation reports of the candidates on the lists;
- (d) Reasoned and objectively justifiable records on the application of the evaluation criteria stipulated in the job opening for the candidates on the lists.

8.3 In consultation with their respective heads of departments and offices, programme managers shall review the list of suitable candidates submitted by the Office of Human Resources Management and indicate their input and preferences, in ranking order, of candidates deemed suitable for the vacant positions. In providing their written input and preferences, programme managers shall be guided by the provisions of staff regulation 4.2 and shall consider the extent to which the suitable candidates will complement the skillsets of the organizational unit where the vacant positions are located and whether the candidates will be most likely to facilitate the implementation of the mandate of the departments or offices. Programme managers shall record their input and preferences in Inspira within the deadline established by the Office of Human Resources Management. In the event that programme managers do not provide their written input and preferences within the established deadline, the Office of Human Resources Management shall deem all suitable candidates to be equally ranked by the programme managers.

## **Section 9**

### **Endorsement of suitable candidates by the Global Central Review Board**

9.1 Pursuant to staff rule 4.15, the Global Central Review Board shall review and endorse suitable candidates who have successfully passed the assessment process in accordance with section 7.6 above for the filling of vacant positions in the Professional category up to and including the P-5 level and in the Field Service

category, in accordance with Secretary-General's bulletin [ST/SGB/2016/4](#) entitled "Global Central Review Board".

9.2 The Office of Human Resources Management shall prepare and submit to the Board for its review a list of suitable candidates who have successfully passed the assessment process in accordance with section 7.6 above.

9.3 Along with such lists, the Office of Human Resources Management shall submit to the Board the following information:

- (a) A copy of the job opening associated with the vacant position;
- (b) The personal history profiles of all candidates who applied;
- (c) In accordance with section 5.2 above, the performance evaluation reports of all candidates who applied;
- (d) A reasoned and objectively justifiable record with regard to the application of the evaluation criteria stipulated in the job opening for the candidates on the list of suitable candidates who have successfully passed the assessment process in accordance with section 7.6 above.

9.4 When the Global Central Review Board finds that the evaluation criteria have not been properly applied, or that the applicable procedures were not followed, it shall transmit its findings and recommendations to the Assistant Secretary-General for Human Resources Management for decision.

## **Section 10**

### **Selection recommendations by the Job Network Boards**

10.1 For positions in the Professional category up to and including the P-5 level and in the Field Service category, the Job Network Boards shall review the lists of previously rostered suitable candidates and suitable candidates endorsed by the Global Central Review Board submitted by the Office of Human Resources Management and develop selection recommendations to fill vacant positions in accordance with annex I to the present instruction.

10.2 Pursuant to section 10.1 above, the Office of Human Resources Management shall prepare and submit to the Job Network Boards the following information:

- (a) A copy of the job opening associated with the vacant position;
- (b) The personal history profiles of the suitable candidates;
- (c) The performance evaluations reports from the suitable candidates;
- (d) A reasoned and documented record of the outcome of the suitability evaluation;
- (e) The written input and preferences, in ranking order, of programme managers submitted under section 8.3 above;
- (f) The human resources organizational priorities and the human resources targets set out in the departmental human resources scorecard;

10.3 The Office of Human Resources Management shall further indicate for due consideration by the Job Network Boards those suitable candidates who are:

(a) Internal candidates;<sup>9</sup>

(b) Staff members who, while in service with the United Nations Secretariat, were victims of malicious acts or natural disasters;<sup>10</sup>

(c) Staff members affected by the abolishment of the posts they encumber or who are serving in a Secretariat entity that is undergoing downsizing, resulting in the abolition of posts and the reduction of staff, as recognized by the Assistant Secretary-General for Human Resources Management, when applying one year before and one year after the expected abolition of the staff member's post;

(d) Candidates from troop- and police-contributing countries applying for positions in a peacekeeping operation or for Headquarters support account-funded positions in the Department of Peacekeeping Operations and the Department of Field Support, taking into account the contribution of those countries to United Nations peacekeeping.<sup>11</sup>

10.4 When undertaking their review of the suitable candidates, the Job Network Boards shall take into account the provisions of staff regulation 4.2 and the information provided in sections 10.2 and 10.3 above. The Job Network Boards shall complete a reasoned and documented record of the outcome of their review explaining their selection recommendations.

10.5 Pursuant to section 10.4 above, the Job Network Boards shall present to the Assistant Secretary-General for Human Resources Management, selection recommendations, in ranking order, of at least three candidates, including at least one female and at least one male.

## **Section 11**

### **Endorsement of suitable candidates and selection recommendations by the Senior Review Board**

#### **Endorsement of suitable candidates**

11.1 Pursuant to staff rule 4.15, the Senior Review Board shall review, validate and endorse lists of suitable candidates who have successfully passed the assessment process in accordance with section 7.6 above for the filling of vacant positions of staff members at the D-1 and D-2 levels in the Secretariat, in accordance with Secretary-General's bulletin [ST/SGB/2016/3](#) entitled "Senior Review Board".

11.2 In accordance with section 4.3 of Secretary-General's bulletin [ST/SGB/2016/3](#), the Office of Human Resources Management shall prepare and submit to the Senior Review Board secretariat for their review lists of suitable candidates who have successfully passed the assessment process, in accordance with section 7.6 above.

11.3 Along with such lists, the Office of Human Resources Management shall prepare and submit to the Senior Review Board secretariat the following information:

(a) A copy of the job opening associated with the vacant position;

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<sup>9</sup> Pursuant to staff regulation 4.4.

<sup>10</sup> See General Assembly resolution 64/260.

<sup>11</sup> Pursuant to General Assembly resolution 66/265.

(b) The personal history profile of all candidates who applied;

(c) In accordance with section 5.2 above, the performance evaluations reports of all candidates who applied;

(d) A reasoned and objectively justifiable record on the application of the evaluation criteria stipulated in the job opening for the candidates on the list of suitable candidates who have successfully passed the assessment process, in accordance with section 7.6 above.

11.4 Further to section 3.7 of Secretary-General's bulletin [ST/SGB/2016/3](#), a secretariat will be gradually established in the Office of Human Resources Management to support the work of the Senior Review Board.

11.5 When the Senior Review Board finds that the evaluation criteria have not been properly applied or that the applicable procedures were not followed, it shall transmit its findings and recommendations to the Assistant Secretary-General for Human Resources Management for decision.

### **Selection recommendations**

11.6 Further to section 11.1 above, for positions at the D-1 and D-2 levels, the Senior Review Board shall review the lists containing previously rostered suitable candidates and suitable candidates and develop selection recommendations to fill vacant positions in accordance with sections 4.7 and 4.8 of Secretary-General's bulletin [ST/SGB/2016/3](#).

11.7 Pursuant to section 11.2 above, the Office of Human Resources Management shall prepare and submit to the Senior Review Board secretariat the following information:

(a) A copy of the job opening associated with the vacant position;

(b) The personal history profiles of the suitable candidates;

(c) The performance evaluations reports from the suitable candidates;

(d) A reasoned and documented record of the outcome of the suitability evaluation;

(e) The written input and preferences, in ranking order, of programme managers submitted under section 8.3 above;

(f) The human resources organizational priorities and the human resources targets set out in the departmental human resources scorecard.

11.8 The Office of Human Resources Management shall further indicate for due consideration by the Senior Review Board those suitable candidates who are:

(a) Internal candidates;<sup>9</sup>

(b) Staff members who, while in service with the United Nations Secretariat, were victims of malicious acts or natural disasters;<sup>10</sup>

(c) Staff members affected by abolishment of the posts they encumber or who are serving in a Secretariat entity that is undergoing downsizing, resulting in abolition of posts and reduction of staff, as recognized by the Assistant Secretary-

General for Human Resources Management, when applying one year before and one year after the expected abolition of the staff member's post;

(d) Candidates from troop- and police-contributing countries for positions in a peacekeeping operation or for Headquarters support account-funded positions in the Department of Peacekeeping Operations, the Department of Field Support, taking into account the contribution of those countries to United Nations peacekeeping.<sup>11</sup>

11.9 Further to sections 11.7 and 11.8 above, the Office of Human Resources Management shall also indicate for due consideration by the Senior Review Board those suitable candidates who have had prior service or employment in the field for D-1 and D-2 positions for which relevant field experience is highly desirable.<sup>12</sup>

11.10 The Senior Review Board shall present to the Secretary-General, in no ranking order, selection recommendations of three candidates, including at least one female and at least one male candidate, taking into account the provisions of staff regulation 4.2 and Secretary-General's bulletin [ST/SGB/2016/3](#) and the information provided pursuant to sections 11.7, 11.8 and 11.9 above.

## **Section 12**

### **Selection decision**

12.1 The Assistant Secretary-General for Human Resources Management shall make the selection decision with due regard to the selection recommendations submitted by the Job Network Boards for the filling of vacant positions in the Professional category up to and including the P-5 level and in the Field Service category.

12.2 The Secretary-General shall make the selection decision based on the selection recommendations submitted by the Senior Review Board for the filling of vacant positions at the D-1 and D-2 levels.

12.3 Selection decisions made by Secretary-General and the Assistant Secretary-General for Human Resources Management pursuant to sections 12.1 and 12.2 above shall be published at the end of each semi-annual staffing exercise.

## **Section 13**

### **Notification and implementation of the selection decision**

13.1 All candidates applying for a job opening shall be informed, by automated notification or by the Office of Human Resources Management, of the outcome of their application, that is, selection, placement on a roster under section 14.1 or non-selection and non-placement on a roster, within 14 calendar days after the selection decision is made.

13.2 Subject to satisfactory completion of the relevant on-boarding procedures, the earliest date of assumption of duties by the selected candidate may be the date of notification of the selection decision.

13.3 The decision to select a candidate shall be implemented upon its official communication to the individual concerned.

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<sup>12</sup> As stipulated in section 3, paragraph 10, of General Assembly resolution 63/250.

13.4 In the event that an encumbered position has been advertised after reclassification and a candidate other than the incumbent is selected, the decision shall be implemented only when the incumbent has been laterally reassigned or transferred to a suitable position at his or her personal grade level in accordance with section 23 below.

13.5 Selected staff members shall be released as soon as possible and normally no later than one month after the date on which the releasing office is notified of the selection decision if the move is within the same duty station. For staff members selected for a position at another duty station, the release shall be normally no later than two months after the releasing office is notified of the selection decision.

13.6 If the selected candidate:

- (a) Declines the selection or offer;
- (b) Fails to report to duty within the time frames specified in section 13.5;
- (c) Resigns from the Organization or vacates the position within one calendar year from the date of assumption of duties;

the head of department or office shall inform the Assistant Secretary-General for Human Resources Management or the Secretary-General, as appropriate, who shall make a new selection decision based on the selection recommendations previously submitted by the Job Network Boards or the Senior Review Board, as applicable. In the event that no candidate is available from the list of recommended candidates under sections 10.5 and 11.7 above, the vacant position shall be advertised in the next semi-annual staffing exercise.

#### **Section 14**

##### **Roster management**

14.1 All candidates for positions in the Professional and higher categories, up to and including the D-2 level and in the Field Service category who have been endorsed by the Global Central Review Board or the Senior Review Board, including the selected candidates, shall be placed on the appropriate roster by the Office of Human Resources Management following the selection decision under section 12 above.

14.2 A candidate who is endorsed by the Global Central Review Board or the Senior Review Board for a job opening shall be placed on the roster for a period of up to seven years from the first day following the selection decision or, in the case of generic job openings, from the date of endorsement by the Global Central Review Board or the Senior Review Board.

14.3 The Assistant Secretary-General for Human Resources Management has the authority to remove a candidate from the roster on the following grounds:

- (a) Upon reaching the mandatory age of separation in accordance with staff regulation 9.2;
- (b) Upon termination of appointment for unsatisfactory service pursuant to staff rule 9.6 (c) (ii);

(c) For disciplinary reasons, in accordance with staff rule 10.2 (a) (viii) and (ix); or if the candidate is, for reasons of health, incapacitated for further service, in accordance with staff rule 9.6 (c) (iii);

(d) If facts anterior to the review bodies' endorsement of a candidate and relevant to his or her suitability come to light that, if they had been known at the time of the consideration of suitable candidates by the review bodies, should have precluded his or her endorsement, in accordance with staff rule 1.5;

(e) Unsatisfactory completion of the relevant on-boarding procedures, for example, reference checks;

(f) If such action would be in the interest of the good administration of the Organization.

## **Part II**

### **Managed mobility**

#### **Section 15**

##### **Additional general provisions applicable to the placement of staff members under managed mobility**

15.1 The placement of staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category under managed mobility will be initiated through the circulation of a compendium.

15.2 The placement of staff members under managed mobility will be undertaken on the basis of the continuing needs of the Organization<sup>13</sup> against rotational positions that are expected to continue to be funded for two years or longer through the regular budget, the support account and peacekeeping operations budget and other extrabudgetary sources, including voluntary contributions.

15.3 Notwithstanding the provisions of section 15.2 above, positions directly financed by project funds for the sole purpose of executing a project for a finite period of time may be excluded from the managed mobility exercise following a review by the Office of Human Resources Management in consultation with the departments and offices concerned.

15.4 Positions that are subject to abolition and reduction of staff shall not be included in the compendium.

15.5 Only encumbered positions will be included in the compendium. In the event that staff members who participate in a managed mobility exercise vacate their positions during the conduct of the exercise, they will no longer be considered for placement under managed mobility. However, their positions shall remain available in the compendium for the placement of other staff members participating in the managed mobility exercise.

15.6 Further to section 15.5 above, an encumbered position included in the compendium that will become vacant as a result of placement decisions under managed mobility made by the Secretary-General or the Assistant Secretary-General for Human Resources Management shall be advertised through a job opening in the

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<sup>13</sup> General Assembly resolution 65/247.

next semi-annual staffing exercise, in accordance with part I of the present instruction.

15.7 Staff members shall not retain a lien on the position they vacate following their placement under managed mobility to a new position.

## **Section 16**

### **Establishment of the compendium of position announcements**

#### **Calculation of position occupancy limits**

16.1 The calculation of the position occupancy limits, for the purpose of placement under managed mobility, shall include time served in the position the staff member encumbers on an appointment other than a temporary appointment.

16.2 Maximum position occupancy limits shall apply to staff members subject to managed mobility. Upon reaching the maximum position occupancy limit against the position they encumber, staff members shall be required to participate in a managed mobility exercise.

16.3 Continuous periods of service of one year or longer in the following instances shall not count towards the calculation of the position occupancy limit of the staff member. The counting of the position occupancy limit in such instances shall be suspended, and shall only resume upon the staff members' return to their prior positions in their releasing departments or offices or upon conclusion of the full-time release:

- (a) Special leave with or without pay;
- (b) Temporary assignment to another position;
- (c) Secondment or loan to a United Nations fund or programme, specialized agency or organization of the United Nations system;

(d) Service for a continuous period of one year or longer for service as staff representatives granted full-time release in the staff representative bodies of the Economic Commission for Africa, the Staff Association of the Economic Commission for Latin America and the Caribbean, the Staff Council of the Economic and Social Commission for Asia and the Pacific, the Staff Council of the Economic and Social Commission for Western Asia, the United Nations Field Staff Union, the United Nations Office in Geneva Staff Coordinating Council, the United Nations Staff Union (New York), the Staff Union of the United Nations Office at Nairobi and the Staff Council of the United Nations Office at Vienna.

16.4 Further to section 16.3 above, continuous periods of less than one year, or cumulative periods totalling one year or longer that are not continuous, shall not interrupt the counting of the position occupancy and shall therefore be counted toward the maximum position occupancy limit of the staff member.

16.5 Staff members who fall under subsections 16.3 (a) to (c) above shall not be eligible to participate in a managed mobility exercise until they have returned to their former position in their releasing department or office.

16.6 In the event of a change in the classification of a duty station, the calculation of the minimum and maximum position occupancy limits will be based on the lower or the higher of the classification categories at any time the staff member

encumbered his or her position at that duty station, subject to the staff members' needs, in order to allow the staff member either to participate earlier in a managed mobility exercise or to delay his or her participation.<sup>14</sup>

#### **Choosing to take part in a managed mobility exercise**

16.7 Staff members who have served the minimum position occupancy limit may choose, through Inspira, to participate in a managed mobility exercise prior to reaching the maximum position occupancy limit.

16.8 Staff members who choose to participate in a managed mobility exercise may only opt out prior to the circulation of the compendium, in accordance with section 16.15 below.

#### **Confirmation of participation in a managed mobility exercise**

16.9 In cooperation with the departments and offices, the Office of Human Resources Management shall identify staff members who have reached the maximum position occupancy limit.

16.10 In order for a staff member to participate in a managed mobility exercise, the Office of Human Resources Management shall confirm that the following two criteria have been met prior to the circulation of the compendium:

(a) The staff member has served the maximum position occupancy limit, or, for those staff members who choose to participate, they have served the minimum position occupancy limit;

(b) The position encumbered by the staff member is rotational, pursuant to the requirement of section 15.2 above.

16.11 Pursuant to sections 16.9 and 16.10 above, staff members will be informed by the Office of Human Resources Management of the inclusion of the position they encumber in the compendium and of their participation in a managed mobility exercise.

#### **Creation of position announcements**

16.12 In consultation with programme managers, the Office of Human Resources Management will prepare and create the position announcements. A position announcement shall be based on a generic job profile, a standard job description, an individually classified job description or a previously published job opening approved by the Office of Human Resources Management.

16.13 A position announcement shall state the title, the grade level, the source of funding and the duty station of the position, as well as its hardship classification and non-family designation status. A position announcement shall also describe the functions of the position.

16.14 A position announcement shall set out the suitability criteria according to which candidates shall be reviewed, which are:

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<sup>14</sup> For example, if the classification changed from C to D during the course of a staff member's service at a particular duty station, the minimum and maximum position occupancy limits could be either one or two years or three or four years, respectively, in line with the requirements for service at duty stations classified in the C and D categories.

- (a) The length of required and, if any, desirable work experience;
- (b) The relevant fields of work in which the required and, if any, desirable work experience have been obtained;
- (c) The required and, if any, desirable academic and other qualifications;
- (d) The required and, if any, desirable proficiency level in a working language or languages;
- (e) The core values of professionalism, integrity and respect for diversity and at least two core competencies most relevant for the job opening, as well as at least two managerial competencies for job openings with managerial responsibilities;
- (f) The screening questions reflecting the suitability criteria in subsections 16.14 (a) to (e), chosen in consultation with programme managers in the relevant departments and offices.

16.15 The compendium shall be circulated with a specified deadline by which time all expressions of interest for positions listed in the compendium must be received from participating staff members. The deadline to express interest in all position announcements shall be 30 calendar days from the date of circulation of the compendium.

## **Section 17**

### **Submission of expressions of interest**

17.1 Expressions of interest for position announcements circulated in the compendium must be submitted through Inspira in accordance with the instructions set out in the compendium. Expressing interest in a position announcement carries an expectation that the staff member will accept the position.

17.2 An expression of interest in a position announcement shall include the personal history profile, the two most recent performance evaluation reports, the mobility record and the preferences of the staff member for the positions in the compendium, as well as any relevant information on the staff member's mobility and career development goals.

17.3 Participating staff members shall express interest in a minimum of three positions in their job network at their grade level. Staff members are encouraged to express interest in at least one position located in a different duty station and with a different classification from their current official duty station. Staff members are encouraged to carefully consider all position announcements and to take their professional and personal circumstances into account when expressing interest in a position.

17.4 Participating staff members who are within five years of the mandatory age of separation or who have undergone at least seven geographical moves are not required to move geographically under the managed mobility exercise, although they will be required to participate in the managed mobility exercise pursuant to sections 16.9 and 16.10 above and may express interest only in positions located at their current official duty station if they do not wish to be placed at another duty station.

17.5 In the event that staff members do not express an interest in any position, as required pursuant to section 17.3 above, the Job Network Board may recommend

the placement of the staff members to positions for which they are deemed suitable and offer them a placement proposal pursuant to section 19.3 below.

17.6 Staff members are required to submit their last two performance evaluation reports as part of their expressions of interest. Where such expressions of interest do not contain the latest two performance evaluation reports, the staff members must provide a short explanation as to why they are not available. Where there is a gap of six months or longer in the records of performance, or if no evaluation was completed within six months of the end of the preceding performance cycles, the staff members shall be deemed to have fully met the performance expectations during the period for which there are no performance evaluation reports.

## **Section 18**

### **Suitability determination of staff members**

18.1 In collaboration with subject matter experts from the departments and offices that make up a job network, the Office of Human Resources Management will review the qualifications of participating staff members against the suitability criteria stipulated in the position announcement on the basis of the information provided in their expressions of interest to determine their suitability to carry out the functions of the position.

18.2 The subject matter experts and human resources officers in the Office of Human Resources Management shall complete a reasoned and documented record of the outcome of the suitability review and prepare and submit a list of suitable staff members for the position to the programme managers. Such lists shall normally include at least three candidates, including at least one female and at least one male.

18.3 Along with such list, the Office of Human Resources Management shall submit to programme managers the following information:

- (a) A copy of the position announcement circulated in the compendium;
- (b) The personal history profile of the suitable staff members;
- (c) The performance evaluations reports of the suitable staff members; and
- (d) A reasoned and objectively justifiable record on the application of the suitability criteria stipulated in the position announcement.

### **Review by programme managers**

18.4 In consultation with their respective heads of departments and offices, programme managers shall review the list of suitable staff members submitted by the Office of Human Resources Management and indicate their input and preferences, in ranking order, of the staff members deemed suitable for the position. In providing their written input and preferences, programme managers shall consider the extent to which the suitable staff members will complement the skillsets of the organizational unit where the position is located and whether they will be most likely to facilitate the implementation of the mandate of the department or office. Programme managers shall record their input and preferences in Inspira within the deadline established by the Office of Human Resources Management. In the event that programme managers do not provide their written input and preferences within the established deadline, the Office of Human Resources

Management shall deem all suitable staff members to be equally ranked by the programme managers.

18.5 Upon receipt of the input and preferences from the programme managers, the Office of Human Resources Management shall prepare and submit: a ranked list of suitable staff members for positions in the Professional category up to and including the P-5 level and in the Field Service category to the Job Network Boards; and a ranked list of suitable staff members for positions at the D-1 and D-2 level to the secretariat of the Senior Review Board.

18.6 Further to section 18.5 above, the Office of Human Resources Management shall submit the following information to the secretariat of the Senior Review Board and the Job Network Boards:

- (a) A copy of the position announcements circulated in the compendium;
- (b) The personal history profiles of the suitable staff members;
- (c) The performance evaluations reports of the suitable staff members;
- (d) The staff members' mobility records;
- (e) Reasoned and objectively justifiable records on the application of the suitability criteria set out in the position announcements;
- (f) The preferences, in ranking order, submitted by programme managers and the expressions of interest submitted by the staff members;
- (g) The human resources organizational priorities and the human resources targets set out in the departmental human resources scorecard;
- (h) The statistics on the nationality and gender of staff in the department or office;
- (i) For relevant entities, the statistics on the representation of staff members from troop- and police-contributing countries.

## **Section 19**

### **Placement recommendations under managed mobility by the Senior Review Board and the Job Network Boards**

19.1 The Job Network Boards shall review the lists of suitable staff members in the Professional category and in the Field Service category submitted by the Office of Human Resources Management under section 18, in accordance with annex I to the present instruction.

19.2 In accordance with sections 4.14 and 4.15 of Secretary-General's bulletin [ST/SGB/2016/3](#), entitled "Senior Review Board", for positions at the D-1 and D-2 levels, the Senior Review Board shall review the lists of suitable staff members prepared and submitted by the Office of Human Resources Management under section 18 above and reviewed by the secretariat of the Board and develop and submit its placement recommendations under managed mobility to the Secretary-General for his or her placement decision.

19.3 In the event that the Job Network Boards or the Senior Review Board, as applicable, are unable to recommend the placement under managed mobility of a staff member to a position that he or she has expressed interest in, the staff member

may receive a placement proposal to another position in the compendium in which he or she had not expressed interest but for which he or she is deemed suitable. This shall also apply to staff members who did not express interest in any position subject to section 17.5 above.

## **Section 20**

### **Review of requests from staff members and programme managers by the Special Constraints Panel**

20.1 In accordance with annex II to the present instruction, the Special Constraints Panel shall consider requests for review from staff members who have received a proposed placement.

20.2 Staff members seeking review of a proposed placement based on one or more of the reasons set forth in paragraph 1 of annex II to the present instruction shall submit their requests for review to the Special Constraints Panel within 14 calendar days from the receipt of the placement proposal, together with supporting documentation.

20.3 In accordance with annex II, for matters in the interest of the Organization, a request for a staff member to remain in his or her position must be submitted jointly by the programme manager and the staff member and be endorsed by the head of the relevant department or office. The request should include a reasoned and documented record of how the placement of the staff member to another position would negatively affect the successful implementation of a project.

20.4 All requests and supporting documentation submitted by staff members shall be confidential and will only be used for the purposes of determining their ability to move to the position proposed by the Job Network Boards or the Senior Review Board.

20.5 The Special Constraints Panel shall inform the Job Network Boards and the Senior Review Board of the outcome of their reviews of the requests received from staff members and programme managers. The Senior Review Board and the Job Network Boards shall consider the recommendations of the Special Constraints Panel when developing their recommendations on the placement of staff members.

20.6 Staff members shall be notified of the outcome of their requests for review to the Special Constraints Panel at the time of the notification of the placement decision under managed mobility in accordance with section 22.

## **Section 21**

### **Placement decision under managed mobility**

21.1 Considering the placement recommendations under managed mobility received from the Senior Review Board or the Job Network Boards pursuant to section 20.5 above, the Secretary-General or the Assistant Secretary-General for Human Resources Management, as appropriate, shall make the decision to place suitable staff members who participated in a managed mobility exercise against the positions in the compendium. Staff members who are not placed on another position shall remain on the position they encumber.

21.2 Staff members who have been required to participate in the managed mobility exercise by virtue of having met their maximum position occupancy limit, in

accordance with section 16.9 above, and who are not placed on a new position in such exercise shall be required to participate in the managed mobility exercise taking place one year later, subject to the requirements set out in section 16 to the present instruction.

21.3 Placement decisions under managed mobility made by the Secretary-General and the Assistant Secretary-General for Human Resources Management on the basis of the recommendations for placement under managed mobility received from the Senior Review Board and the Job Network Boards shall be published at the end of each semi-annual staffing exercise.

## **Section 22**

### **Notification and implementation of the placement decision under managed mobility**

22.1 Pursuant to section 21 above, staff members shall be informed, by automated notification or by the Office of Human Resources Management, of the placement decisions under managed mobility within 14 calendar days after the decision is made.

22.2 Staff members who are placed on a new position shall normally assume their new functions within two calendar months from the date of notification of the placement decision under managed mobility.

22.3 If a staff member fails to take up his or her duties within the time frame specified in section 22.2 above, the head of the releasing and receiving department or office shall inform the Secretary-General or the Assistant Secretary-General for Human Resources Management.

## **Section 23**

### **Placement authority**

Heads of departments and offices shall have the authority and responsibility to place in a suitable position, within their own department/office, incumbents, except those holding a temporary appointment, of positions reclassified upward for which a candidate other than the incumbent has been selected. After consultation with the staff member concerned and subject to determination of the availability of a suitable position at the same level, the head of department or office shall decide on the placement in accordance with staff regulation 1.2 (c).

## **Part III**

### **Transitional measures**

## **Section 24**

### **Lateral reassignment authority until 31 December 2017**

24.1 Heads of departments and offices shall retain the authority to laterally reassign staff members within their respective department or office, including to a different location or duty station in the case of staff in the Professional and higher categories and in the Field Service category, to suitable vacant positions at the same level without advertisement of a job opening or review by a senior or central review body during periods of surge,<sup>5</sup> start-up or humanitarian emergency, in instances of the

abolition of posts and the reduction of staff or to implement a restructuring approved by the General Assembly.

24.2 In addition, the Under-Secretary-General for Field Support, after consultation with the heads of the Department of Peacekeeping Operations and the Department of Political Affairs, the heads of the missions involved and the staff members concerned, shall retain the authority to laterally reassign staff members whose appointment is not limited to a specific mission or department, outside the normal process, between organizational units away from Headquarters that are administered by the Department of Field Support and between organizational units of the Department of Peacekeeping Operations, the Department of Political Affairs and the Department of Field Support, to suitable vacant positions at the same level without advertisement of a job opening or further review by a senior or central review body during periods of surge,<sup>5</sup> start-up or humanitarian emergency and in instances of the abolition of posts and the reduction of staff.

24.3 Staff members in the Field Service category reassigned pursuant to sections 24.1 and 24.2 above may only be laterally transferred to duty stations where there are established positions in the Field Service category.

24.4 The authority of the heads of department or office to laterally reassign staff members under sections 24.1 and 24.2 above shall be reviewed prior to 31 December 2017 on the basis of the lessons learned through the phased implementation of the new staff selection and managed mobility system.

## **Section 25**

### **Eligibility screening of candidates until 31 December 2020**

25.1 The provisions of administrative instruction [ST/AI/2010/3](#), as amended or revised, shall continue to apply to job openings of the job networks which have transitioned into the new staff selection and managed mobility system but were advertised prior to the effective date of the transition of the job network into the new system.

25.2 For staff members who joined the Organization on or before 30 April 2014, the eligibility requirement to be considered for promotion to the P-5, D-1 and D-2 levels may include two lateral moves, in lieu of the geographical move required in section 6.10 above, which may have taken place at any level in the Professional category, and shall be subject to the following provisions:

(a) In order to respond to the concern of the General Assembly about high vacancy rates in some regional commissions and duty stations, particularly those in developing countries, the requirement shall be reduced to one lateral move when a staff member has served in the Professional and higher categories in Nairobi or at a regional commission other than the Economic Commission for Europe or any duty station with a classification of A, B, C, D or E<sup>2</sup> for one year or longer, or when a staff member is applying for a P-5, D-1 or D-2 position at those duty stations from another duty station;

(b) Staff recruited at the P-4 level shall become eligible for consideration for a position at the P-5 level after one lateral move at the P-4 level. Staff recruited at the P-5 level shall become eligible for consideration for a position at the D-1 level after one lateral move at the P-5 level. Staff recruited at the D-1 level shall become

eligible for consideration for a position at the D-2 level after one lateral move at the D-1 level;

(c) The requirement for lateral moves is waived when a staff member has served in the Professional and higher categories or at the FS-6 and FS-7 levels in the Field Service category in a non-family mission or a duty station designated as non-family for one year or longer during his or her service there.

25.3 A staff member who is temporarily promoted under the provisions of administrative instruction [ST/AI/2010/3](#), as amended or revised, where a lien is maintained against a position at the releasing duty station, on his or her assignment from a headquarters location, including the regional commissions, to a position one level higher than his or her grade level prior to the assignment may apply, during his or her assignment, to job openings one level higher than his or her temporary grade level, provided that he or she has spent more than 12 months continuously at a peacekeeping operation or special political mission. At the end of his or her assignment in a peacekeeping operation or special political mission, the staff member shall revert to his or her original level at the releasing duty station, and may henceforth only apply to job openings one level above his or her original level.

25.4 The provisions of section 25.3 above will also apply to staff members holding appointments with no limitation at a peacekeeping mission or special political mission who are selected for an assignment to a position one level higher than their current grade at a headquarters location or at a regional commission.

25.5 Candidates who were rostered under the provisions of administrative instruction [ST/AI/2010/3](#), as amended or revised, shall retain their roster status up to seven years from the first day of the month following the transitioning of their job network into the new staff selection and managed mobility system, except as provided for in section 14.3 above.

## **Section 26**

### **Final provisions**

The present administrative instruction shall enter into force 1 January 2016. The staff selection system governed by administrative instruction [ST/AI/2010/3](#), as amended or revised, will no longer apply to those job networks that have transitioned to the new staff selection and managed mobility system.

## Annex I

### Responsibilities of the Job Network Boards

1. The Job Network Boards are standing advisory bodies constituted, pursuant to Secretary-General's bulletin [ST/SGB/2016/2](#) on the introduction of the new staff selection and managed mobility system, to review and provide recommendations to the Assistant Secretary-General for Human Resources Management for decisions on selections to fill vacant positions and on placement under managed mobility of staff members in the Professional category up to and including the P-5 level and in the Field Service category.
2. The members of the Job Network Boards shall be accountable to the Assistant Secretary-General for Human Resources Management for the manner in which recommendations are developed and for the progress made towards meeting the strategic staffing needs of the departments and offices and for achieving the targets set out in the respective departmental human resources scorecard, in particular with regard to geography and gender.
3. There shall be one Job Network Board per job network.

#### I. Composition of the Job Network Boards

4. Each Job Network Board shall be composed of staff members in the Professional and higher categories at the P-5 level and above who hold an appointment other than a temporary appointment under the Staff Regulations and Rules and who have been recruited following a competitive process, including a review by a review body under staff rule 4.15.
5. The Assistant Secretary-General for Human Resources Management will accept and appoint the nominations, and an equal number of alternates, to the Job Network Boards as submitted by the heads of departments and offices with organizational units in a job network, subject to the provisions of paragraph 8 below.
6. Depending on the size and composition of a job network, each Job Network Board shall have a minimum of 20 members and a maximum of 40 members who shall be staff members of the departments and offices that belong to the job network. In choosing the members of the Job Network Boards, every effort shall be made to ensure a balanced representation with respect to geography, gender, the official working languages of the Organization and a proportionate representation of the departments and offices that compose the job network.
7. Each Job Network Board shall include a Chair and an alternate Chair designated by its members.
8. Prior to the appointment by the Assistant Secretary-General for Human Resources Management, all members nominated to the Job Network Boards shall be cleared by the Administrative Law Section of the Office of Human Resources Management in order to ensure that they are not subject to disciplinary proceedings or have not been the subject of a disciplinary measure. Nominated staff members who are confirmed to be subject to disciplinary proceedings or to have been the subject of a disciplinary measure will not be appointed to the Job Network Board.

9. Members of the Job Network Boards shall be appointed for a term of two years, with the possibility of an extension for a third year. A member of a Job Network Board shall not be reappointed to that Board within one calendar year after his or her membership ends. The Assistant Secretary-General for Human Resources Management may, at his or her discretion, replace a member of a Job Network Board at any time.

10. Staff members appointed to serve on the Job Network Boards shall be required to attend and participate in the meetings of the Boards as part of their official duties and responsibilities. Heads of departments and offices shall therefore release such staff members when required to attend and participate in the meetings of the Boards.

11. The members of a Job Network Board shall jointly designate one member as a focal point for women and one member as an alternate for that job network. The focal point for women and the alternate shall be voting members.

12. Pursuant to Secretary-General's bulletin [ST/SGB/2008/12](#), the focal point for women shall provide advice, with a view to ensuring that the gender perspective is taken into consideration in the selection and placement of staff members during the semi-annual staffing exercise.

13. A human resources officer from the Office of Human Resources Management shall participate in each meeting of each Job Network Board, and shall serve as the secretary of each Board.

#### **Staff nominated by the staff representative bodies**

14. Each Job Network Board shall include a minimum of four and a maximum of eight representatives of staff, and an equal number of alternates, to be nominated by the staff representative bodies and appointed by the Assistant Secretary-General for Human Resources Management, following a written request from the Assistant Secretary-General. The representatives of staff shall act in an observer capacity.

15. In the event that no nominations are received from the staff representative bodies within one calendar month of the issuance of the written request from the Assistant Secretary-General for Human Resources Management, or should the members nominated by the staff representative bodies not participate in the meetings of the Job Network Boards, the Boards shall nevertheless be constituted and shall discharge their functions in accordance with the provisions of the present instruction.

16. Representatives of staff shall be invited to all meetings of the Job Network Boards and shall have the opportunity to express their views. Any concerns and issues identified by the representatives of staff present at a meeting shall be recorded in the minutes of the meetings of the respective Boards and shall be transmitted to the Assistant Secretary-General for Human Resources Management for his or her consideration.

## **II. Functions of the Job Network Boards**

#### **Review and selection recommendations for the filling of vacant positions**

17. The Job Network Boards shall review the information submitted by the Office of Human Resources Management in accordance with sections 10.1, 10.2 and 10.3 of the present instruction and shall recommend candidates for the filling of vacant

positions. In doing so, the Boards shall take into account the provisions of staff regulation 4.2, the strategic staffing needs of the departments and offices, the human resources organizational priorities and the human resources targets set out in the departmental human resources scorecards.

18. Upon completion of their review, the Job Network Boards shall submit their findings and selection recommendations to the Assistant Secretary-General for Human Resources Management for his or her selection decision.

**Review and recommendation of suitable staff members for placement under managed mobility**

19. The Job Network Boards shall review the lists of suitable staff members prepared and submitted by the Office of Human Resources Management and recommend the placement of these staff members under managed mobility.

20. The Job Network Boards shall ensure that the integrity of the process of identifying suitable staff members for placement under managed mobility is upheld, that the staff members are assessed on the basis of the suitability criteria stipulated in the position announcement and that the applicable procedures are followed. In doing so, the Job Network Board shall confirm:

(a) The submission of suitable staff members is reasonable and objectively justified based on evidence that the suitability criteria set out in the position announcements were properly applied;

(b) The record indicates that there is no error of fact, mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of a staff member for a position in the compendium.

21. When Job Network Boards have questions regarding the proper application of the suitability criteria or the applicable procedures, it shall request the necessary information from the Assistant Secretary-General for Human Resources Management.

22. When undertaking their review of suitable staff members subject to placement under managed mobility, the Job Network Boards shall take into account the provisions of staff regulation 4.2, the strategic staffing needs of the departments and offices, the human resources organizational priorities and the human resources targets set out in the departmental human resources scorecards.

23. Upon completion of its review, the Job Network Boards shall submit their findings and recommendations for placement of staff members under managed mobility to the Assistant Secretary-General for Human Resources Management for his or her decision.

**Other functions of the Job Network Boards**

24. The Job Network Boards shall review the list of non-rotational positions in the Professional category up to and including the P-5 level and in the Field Service category and provide recommendations to the Assistant Secretary-General for Human Resources Management for his or her approval.

25. The Office of Human Resources Management shall provide the rules of procedure to the members of the Job Network Boards.

## Annex II

### Responsibilities of the Special Constraints Panel

1. The Special Constraints Panel shall review requests of staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category who claim they are unable to accept a proposed placement that involves a geographical move due to:

(a) Medical reasons attributable to the staff member or one or more of his or her immediate family members (spouse and children);

(b) Compelling personal circumstances whereby a change of duty station would create undue difficulty;

(c) Matters in the interest of the Organization.

2. For matters in the interest of the Organization under paragraph 1 (c) above, a programme manager and a staff member must submit a joint request for deferment of a placement that may or may not entail a geographical move. Such request must be endorsed by the head of department or office.

3. The Special Constraints Panel shall be accountable to the Assistant Secretary-General for Human Resources Management.

### Composition of the Special Constraints Panel

4. The Special Constraints Panel shall be composed of 18 members and an equal number of alternates as follows: two staff members and an equal number of alternates from each job network at any level in the Professional and higher categories up to and including the D-2 level and in the Field Service category who hold an appointment under the Staff Regulations and Rules other than a temporary appointment and who have been recruited following a competitive process, including a review by a review body under staff rule 4.15 or a competitive examination under staff rule 4.16.

5. All members of the Special Constraints Panel, as well as an equivalent number of alternates, shall be appointed by the Assistant Secretary-General for Human Resources Management following a written request for nominations from the Assistant Secretary-General for Human Resources Management to heads of departments and offices. When appointing members to the Special Constraints Panel, the Assistant Secretary-General for Human Resources Management will make every effort to ensure a balanced representation with respect to geography, gender, the official working languages of the Organization and a proportionate representation of the departments and offices of the Secretariat.

6. All nominated staff members to the Special Constraints Panel shall be cleared by the Administrative Law Section of the Office of Human Resources Management in order to ensure that they are not subject to disciplinary proceedings or have been the subject of a disciplinary measure. Nominated staff members who are confirmed to be subject to disciplinary proceedings or to have been the subject of a disciplinary measure shall not be appointed to the Special Constraints Panel.

7. The Panel will include one Chair and an alternate Chair designated by the Assistant Secretary-General for Human Resources Management.

8. Members of the Special Constraints Panel shall be appointed for a term of two years, with the possibility of an extension for a third year. A member of the Panel shall not be reappointed to the Special Constraints Panel within one calendar year after his or her membership to the Panel ends. The Assistant Secretary-General for Human Resources Management may in his or her discretion replace a member of the Special Constraints Panel at any time.

9. A human resources officer from the Office of Human Resources Management shall serve in an ex officio capacity as the secretary of the Special Constraints Panel. The Office of Legal Affairs will be available to provide a legal opinion upon request from the Special Constraints Panel.

10. Management and staff shall jointly designate among the members of the Panel a focal point for women. The focal point for women shall be a voting member.

11. Pursuant to Secretary-General's bulletin [ST/SGB/2008/12](#), the focal points for women shall provide advice with a view to ensuring that the gender perspective is taken into consideration in the selection and placement of staff members in a semi-annual staffing exercise.

#### **Staff nominated by the staff representative bodies**

12. Four representatives of staff, and an equal number of alternates, shall be nominated by the staff representative bodies, and appointed by the Assistant Secretary-General for Human Resources Management, following a written request from the Assistant Secretary-General for Human Resources Management. The representatives of staff shall be invited to participate in the meetings of the Special Constraints Panel in an observer capacity.

13. In the event that no nominations are received from representatives of staff within two calendar months of the written request from the Assistant Secretary-General for Human Resources Management or should the members nominated by the staff representative bodies not participate in the meetings of the Special Constraints Panel, the Special Constraints Panel shall nevertheless be constituted and discharge its functions in accordance with the provisions of the present instruction.

#### **Functions of the Special Constraints Panel**

14. The Special Constraints Panel shall review the requests received from staff members in accordance with paragraphs 1 and 2 above and shall provide its findings to the Senior Review Board or the Job Network Boards, as appropriate, for their consideration when developing recommendations for placement under managed mobility.

15. The Special Constraints Panel shall review the staff member's request and provide its findings on whether or not the request has merit. When the Panel concludes that the request does not have merit, the Panel shall recommend that the staff member should undertake the proposed placement. When the request is found to have merit, the Panel shall provide its recommendations on the scope of the restrictions as follows:

(a) The staff member should remain at the same duty station for a specified period of time;

(b) The staff member should be exempt from moving to certain duty stations while remaining available for service in other duty stations for a specified period of time.

16. All special constraints requests for medical reasons under paragraph 15 (a) above, including those related to reasonable accommodation for staff members with disabilities provided in accordance with Secretary-General's bulletin [ST/SGB/2014/3](#), shall be submitted directly to the Medical Services Division. The Medical Services Division will review requests of staff members on a case-by-case basis and provide its findings to the Special Constraints Panel by indicating whether a staff member is:

(a) Medically cleared for the location and role;

(b) Medically cleared for the location and role subject to medical restrictions or certain accommodations;

(c) Not medically cleared for the proposed placement.

17. For special constraints requests related to medical reasons affecting immediate family members (spouse and children), the Medical Services Division will provide the Special Constraints Panel with advice as to the implications of a move on the medical condition of those family members.

18. Pursuant to paragraph 15 (a) above, on matters concerning the interest of the Organization, the Special Constraints Panel shall indicate a period not exceeding 18 months.

19. The Office of Human Resources Management shall provide the rules of procedure to the members of the Special Constraints Panel.

## Annex III

### **Responsibilities of the Office of Human Resources Management**

1. In collaboration with the departments and offices, the Office of Human Resources Management, through the Network Staffing Teams, which shall be composed of staff members from the Office of Human Resources Management and the departments and offices, shall be responsible and accountable for the filling of vacant positions and the placement of staff members under managed mobility as follows:

#### **I. Role of human resources practitioners on the Network Staffing Teams**

##### **A. Staff selection**

2. The human resources practitioners on the Network Staffing Teams will be responsible for:

(a) Establishing and maintaining a database of generic job profiles, standard job descriptions and individually classified job descriptions. In coordination with programme managers, the Office of Human Resources Management shall classify individual job descriptions, as needed;

(b) Establishing and maintaining a database of job openings and pre-approved evaluation criteria;

(c) Preparing job openings based on the classified functions of the position to be advertised in a semi-annual staffing exercise;

(d) Submitting to the appropriate review body for approval the job openings and their associated evaluation criteria, in instances where the job opening has been established on the basis of an individually classified job description;

(e) Determining the eligibility of candidates who have applied for job openings;

(f) Coordinating and conducting the eligibility screening and suitability assessments, including written tests, interviews and other assessment exercises;

(g) Preparing lists of suitable candidates for the written input and preferences, in ranking order, by programme managers;

(h) Preparing lists of suitable candidates for review and endorsement by the Global Central Review Board and the Senior Review Board, as appropriate;

(i) Preparing lists of previously rostered suitable candidates and endorsed candidates for review by the Job Network Boards and the Senior Review Board, as appropriate;

(j) Maintaining the roster of candidates;

(k) Informing the selected candidate of the selection decision and recording the selection decision in the established online system for this purpose.

**B. Placement of staff members under managed mobility**

3. The human resources practitioners will also be responsible for:

(a) Identifying encumbered rotational positions and the respective staff members encumbering these positions who have served the applicable maximum occupancy for the positions and are required to participate in a managed mobility exercise;

(b) Verifying the eligibility of staff members who have chosen to participate in a managed mobility exercise;

(c) Preparing, in consultation with the programme managers, position announcements based on generic job profiles, standard job descriptions or individually classified job descriptions of the encumbered position for inclusion in the compendium;

(d) Preparing lists of suitable staff members for the written input and preferences, in ranking order, by programme managers;

(e) Preparing submissions of lists of suitable staff members to the Senior Review Board and Job Network Boards, as appropriate;

(f) Coordinating the submission of requests from staff members and of the joint requests from staff members and programme managers to the Special Constraints Panel;

(g) Maintaining the lists of staff members encumbering rotational positions who have reached the maximum position occupancy limit and who have not moved under a managed mobility exercise;

(h) Monitoring the designation of positions as non-rotational, receiving input from the programme managers and submitting proposed new designations for review to the Senior Review Board and the Job Network Boards;

(i) Informing the staff member of the placement decision under managed mobility and recording the placement in the established online system for this purpose.

**II. The role of subject matter experts from departments and offices in the Network Staffing Teams****A. Staff selection**

4. The subject matter experts will be responsible for:

(a) Determining the suitability of candidates, including previously rostered candidates, on the basis of the evaluation criteria stipulated in the job openings;

(b) Participating in the development and in the conduct of the assessments including written tests, interviews and other assessment exercises.

**B. Placement of staff members under managed mobility**

5. The subject matter experts will also be responsible for determining the suitability of staff members participating in a managed mobility exercise, on the basis of the suitability criteria stipulated in the position announcements.

### **III. Other functions to be carried out by the Office of Human Resources Management**

6. The Office of Human Resources Management will be responsible for:

(a) Monitoring data on trends on human resources targets by the departments and offices;

(b) Providing advice, guidance and support to staff members and programme managers throughout the Organization in relation to the phased implementation of the new staff selection and managed mobility system;

(c) Monitoring the operations of the new staff selection and managed mobility system and identifying and advising senior management on possible future improvement, including amending or revising the applicable policies, procedures and guidelines.

## Annex IV

### Responsibilities of the departments and offices

#### I. Responsibilities of the heads of departments and offices

1. In the discharge of his or her responsibility to deliver mandated programmes and activities, the head of a department or office works in close cooperation with the respective programme managers in the other departments and offices concerned and is responsible for ensuring that:

(a) The input provided by a programme manager is in line with the strategic staffing needs of the department or office;

(b) Only the candidates best suited for the functions of a position in accordance with staff regulation 4.2 are recommended for selection or placement under managed mobility, within the strict compliance of the requirements of the new staff selection and managed mobility system;

(c) Appropriate mechanisms are in place in the departments and offices to preserve institutional capacity, taking into account the maximum position occupancy limits of staff members serving on rotational positions in the departments and offices;

(d) There is full collaboration with the heads of other departments and offices within their job network to support the achievement of the objectives of the new staff selection and managed mobility system by encouraging multidisciplinary approaches;

(e) They nominate members to the Global Central Review Board, the Job Network Board and the Special Constraints Panel;

(f) They participate in the Senior Review Board, as required.

#### II. Responsibilities of programme managers

2. In cooperation with their respective head of department or office, programme managers will work closely with the Office of Human Resources Management and will be responsible and accountable for:

*With regard to the filling of vacant positions in the semi-annual staffing exercises*

(a) Providing input on a job opening to the Office of Human Resources Management based on the classified functions of the position;

(b) Preparing evaluation criteria that are objective and related to the functions of the position and the required competencies as stipulated in the job opening for those job openings issued on the basis of individually classified job descriptions;

(c) Participating as members of assessment panels by taking part in the preparation of the assessments, the marking of the written assessments and the conduct of competency-based interviews and other assessments, as applicable, for the purposes of identifying suitable candidates to fill vacant positions;

(d) Providing their written input and preferences, in ranking order, on suitable candidates;

*With regard to the placement of staff members under managed mobility*

(e) Providing input to the Office of Human Resources Management in a position announcement of an encumbered rotational position included in the compendium, on the basis of the classified functions of the position;

(f) Providing suitability criteria, that are objective and related to the functions of the position and the required skills, knowledge and competencies as stipulated in the position announcements;

(g) Providing their written input and preferences, in ranking order, on suitable staff members.

### **III. Other functions to be carried out by the departments and offices**

3. The departments and offices will be responsible for:

(a) Assisting the Network Staffing Teams in the Office of Human Resources Management in fulfilling their responsibilities under the present instruction;

(b) Assisting heads of departments and offices in fulfilling their responsibilities under the present instruction;

(c) Where applicable, on matters concerning the interest of the Organization, preparing a joint request with a staff member for approval by the head of department or office for submission to the Special Constraints Panel in line with section 20 to the present instruction;

(d) Providing reasoned justification for the consideration of the Job Network Boards and the Senior Review Board, as appropriate, on positions that are to be included in the list of non-rotational positions.

## Annex V

### Responsibilities of staff members

1. All staff members are required to move periodically to any of the activities or departments or offices of the Secretariat in accordance with staff regulation 1.2 (c). In the context of the implementation of the new staff selection and managed mobility system, the responsibilities of the staff members include but are not limited to the following.

#### I. Application to vacant positions in semi-annual staffing exercises

2. Staff members are expected to review the job openings advertised in a semi-annual staffing exercise and to consider applying to suitable positions.

3. Staff members may apply to a job opening at any time before the deadline for applications expires.

4. Staff members are expected to understand that an application for a job opening carries an expectation that the candidate will accept the position, if selected.

5. Staff members are expected to keep in mind the lateral and geographical mobility requirements for promotion to the P-5, D-1 and D-2 levels when planning their career development.

#### II. Expression of interest in a position under managed mobility

6. Staff members who have reached their maximum position occupancy limit as defined in section 1 (l) of the present instruction and whose positions are circulated in a mobility exercise are required to express interest in suitable positions in the compendium, in accordance with the present instruction.

7. An expression of interest by a staff member in a position announcement circulated in the compendium carries an expectation that the staff member will move to the new position, if selected.

#### III. Learning and career development

8. Staff members are encouraged to take advantage of the learning and career development opportunities made available to them pursuant to Secretary-General's bulletin [ST/SGB/2009/9](#).

## Annex VI

### List of job networks

DEVNET	INFONET	ITECNET	LEGALNET	LOGNET	MAGNET	POLNET	SAFETYNET	SCINET
<ul style="list-style-type: none"> <li>• Drug control and crime prevention</li> <li>• Economic affairs</li> <li>• Environmental affairs</li> <li>• Programme management</li> <li>• Population affairs</li> <li>• Public administration</li> <li>• Social affairs</li> <li>• Statistics</li> <li>• Sustainable development</li> </ul>	<ul style="list-style-type: none"> <li>• Conference services</li> <li>• Documentation and information management</li> <li>• Language</li> <li>• Protocol</li> <li>• Public information</li> </ul>	<ul style="list-style-type: none"> <li>• Media technology</li> <li>• Telecommunication technology</li> <li>• Information management systems and technology</li> </ul>	<ul style="list-style-type: none"> <li>• Jurists</li> <li>• Legal affairs</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Facilities management</li> <li>• Human settlements</li> <li>• Logistics and supply chain</li> <li>• Property and asset management</li> <li>• Transportation</li> </ul>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Audit</li> <li>• Ethics</li> <li>• Inspection and evaluation</li> <li>• Investigation</li> <li>• Finance</li> <li>• Human resources</li> <li>• Investment management</li> <li>• Management and analysis</li> <li>• Ombudsman</li> <li>• Procurement</li> </ul>	<ul style="list-style-type: none"> <li>• Civil affairs</li> <li>• Electoral affairs</li> <li>• Human rights affairs</li> <li>• Humanitarian affairs</li> <li>• Political affairs</li> <li>• Rule of law</li> <li>• Security institutions</li> </ul>	<ul style="list-style-type: none"> <li>• Security</li> <li>• Safety</li> </ul>	<ul style="list-style-type: none"> <li>• Medical</li> <li>• Natural and life sciences</li> </ul>
9	5	3	2	6	11	7	2	2

*Abbreviations:* DEVNET, Economic, Social and Development Network; INFONET, Public Information and Conference Management Network; ITECNET, Information and Telecommunication Technology Network; LEGALNET, Legal Network; LOGNET, Logistics, Transportation and Supply Chain Network; MAGNET, Management and Administration Network; POLNET, Political, Peace and Humanitarian Network; SAFETYNET, Internal Security and Safety Network; SCINET, Science Network.

## Annex VII

### Education and work experience requirements

1. To be eligible for consideration for a job opening or position announcement, candidates must have the minimum required education and the relevant minimum years of work experience necessary for the level and category of the job opening or position announcement as established in section 6 of the present instruction.

#### I. Professional and higher categories

2. The minimum education requirement for positions in the Professional and higher categories is an advanced degree (Master's degree or equivalent).

3. In the event that a candidate for a post in the Professional and higher categories does not have an advanced degree (Master's degree or equivalent), a first-level degree (bachelor or equivalent) in combination with two additional years of relevant work experience may be accepted in lieu of an advanced degree.

4. Pursuant to section 6.12 of the present instruction, the minimum educational requirements for positions in the Professional and higher categories shall be waived for staff members<sup>a</sup> who were recruited upon successfully passing the competitive examination for recruitment to the Professional category of staff members from other categories under staff rule 4.16.

5. When considering work experience obtained in the United Nations system, only work experience obtained after meeting the minimum education requirements of the job opening or position announcement in the following levels and categories will be considered:

- (a) Professional and higher categories;
- (b) FS-4 and above in the Field Service category;
- (c) National Professional Officer category;
- (d) GS-6 and above in the General Service category;
- (e) S-5 and above in the Security Service category;
- (f) TC-6 and above in the Trades and Crafts category;
- (g) Language Teacher category.

6. The minimum work experience requirements for positions in the Professional and higher categories are as follows:

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<sup>a</sup> Staff members who, by 31 December 1989, had served in the Secretariat for a minimum of five years are exempt from the minimum educational requirements for the young professionals programme, provided they hold post-secondary academic qualifications recognized by the United Nations and meet the other criteria set out in sections 2.4 (a) and (d) of administrative instruction [ST/AI/2012/2/Rev.1](#) on the young professionals programme.

<i>Level</i>	<i>Minimum relevant work experience with advanced degree (Master's degree or equivalent)</i>	<i>Minimum relevant work experience with first-level degree (Bachelor's degree or equivalent)</i>
D-2	Over 15 years	Over 17 years
D-1	15 years	17 years
P-5	10 years	12 years
P-4	7 years	9 years
P-3	5 years	7 years
P-2 <sup>a</sup>	2 years	4 years
P-1 <sup>b</sup>	0 years	2 years

<sup>a</sup> For P-1/P-2 positions, no work experience is required regardless of what post-secondary degree the candidates may have if they were appointed through a competitive examination (for example, the national competitive recruitment examination, the competitive examination for recruitment to the Professional category of staff members from other categories and the young professionals programme).

<sup>b</sup> See General Assembly resolution 65/247.

## II. Field Service category

7. The minimum education requirement for positions in the Field Service category is a high school diploma.

8. For a job opening in the Field Service category, only work experience obtained after meeting the minimum education requirement of the job opening shall be considered to determine eligibility.

9. The minimum work experience requirements for positions in the Field Service category are as follows:

<i>Level</i>	<i>Minimum relevant work experience after high school or equivalent</i>	<i>Minimum relevant work experience with first-level degree (Bachelor's degree or equivalent)</i>
FS-7	12 years	7 years
FS-6	10 years	5 years
FS-5	8 years	Not applicable
FS-4	6 years	Not applicable
FS-3	4 years	Not applicable
FS-2	2 years	Not applicable
FS-1	None	Not applicable