



16 December 2013

Administrative instruction

Staff selection system

1. Pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of implementing paragraphs 19 and 20 of General Assembly resolution [65/247](#), the Under-Secretary-General for Management amends as follows administrative instruction [ST/AI/2010/3](#), entitled "Staff selection system".
2. Section 9.3 is replaced by the following text:

9.3 When recommending the selection of candidates for posts up to and including at the D-1 level, the hiring manager shall support such recommendation by a documented record. The head of department/office shall select the candidate he or she considers to be best suited for the functions. In the final selection decision, due consideration should also be given to staff members who are victims of malicious acts or natural disasters; serving staff members who have served under the former 200 and 300 series of the Staff Rules; candidates from troop- or police-contributing countries for positions in a peacekeeping operation or Headquarters support account-funded positions in the Department of Peacekeeping Operations, the Department of Field Support and other departments with support account resources; and prior service or employment of candidates in field duty stations, for positions for which relevant field experience is highly desirable, as applicable and as stipulated in General Assembly resolutions [63/250](#) and [65/247](#).
3. The present instruction shall enter into force on the date of its issuance.

(Signed) Yukio Takasu
Under-Secretary-General for Management

