



30 December 2015

Information circular**

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2016 semi-annual staffing exercises for the Political, Peace and Humanitarian Network**

1. The new staff selection and managed mobility system will take effect in the Secretariat on 1 January 2016. The new system will be implemented in a phased manner, according to job network. The system will be governed by the Secretary-General's bulletin [ST/SGB/2016/2](#) entitled "Introduction of a new staff selection and managed mobility system" and administrative instruction [ST/AI/2016/1](#) entitled "Staff selection and managed mobility system".
2. Effective 1 January 2016, the Political, Peace and Humanitarian Network (POLNET) will become the first job network to transition into the new system. Pursuant to administrative instruction [ST/AI/2016/1](#), the filling of vacant positions and the placement under managed mobility of staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service categories in POLNET will be managed through a semi-annual staffing exercise.
3. Staff members in POLNET may continue to apply to vacant positions in other job networks through job openings advertised under the provisions of administrative instruction [ST/AI/2010/3](#) entitled "Staff selection system".
4. The provisions of administrative instruction [ST/AI/2010/3](#) will continue to apply to job openings in POLNET that were advertised prior to the transition of the job network into the new system.
5. The provisions of administrative instruction [ST/AI/2010/3](#) will also continue to apply to job networks that have not yet transitioned into the new system. Nevertheless, staff members in those job networks may also apply to vacant positions in POLNET advertised as outlined in paragraph 2, above.
6. Staff members can determine the job network to which they belong by visiting the website <https://hr.un.org/staff-member-info/umoja> and following the instructions on the page.

* Reissued for technical reasons on 13 January 2016.

** The present circular will be in effect from 1 January 2016 until further notice.



Filling vacant positions in the Political, Peace and Humanitarian Network

7. All vacant positions in POLNET available for one year or longer will be advertised through job openings in Inspira during the 2016 semi-annual staffing exercises for POLNET. The staffing exercises for POLNET will tentatively commence on 4 April and 5 July 2016, in accordance with the provisions of part I of administrative instruction [ST/AI/2016/1](#).

8. Organizational units with staff members in POLNET may continue to advertise these vacant positions in accordance with administrative instruction [ST/AI/2010/3](#) until 15 January 2016.

Placement under managed mobility of staff members in the Political, Peace and Humanitarian Network

9. Participation in a managed mobility exercise will be on voluntary basis for the first year a job network transitions into the new system.

10. Staff members in POLNET who have served the minimum position occupancy limit and meet the eligibility requirements stipulated in administrative instruction [ST/AI/2016/1](#) may choose to take part in the managed mobility exercises for POLNET for 2016 by expressing their interest through Inspira.

11. Staff members in POLNET will be able to express their interest in participating in the managed mobility exercises for 2016 as follows:

(a) The first exercise will commence on 4 January 2016, and staff members in POLNET may choose to participate in the exercise through Inspira from 4 to 17 January (midnight, Eastern Standard Time);

(b) The second exercise will commence on 5 July 2016, and staff members in POLNET may choose to participate in the exercise through Inspira from 5 to 18 July (midnight, Eastern Standard Time);

(c) Staff members who choose to participate in a managed mobility exercise may opt out only within the time frames set out in paragraphs 11 (a) and (b), above;

(d) Staff members who meet the requirements outlined in paragraph 10 above will be notified of their participation in a managed mobility exercise and will be required to submit their expressions of interest, in accordance with the provisions of section 17 of administrative instruction [ST/AI/2016/1](#);

(e) 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, in accordance with section 16.1 of administrative instruction [ST/AI/2016/1](#);

(f) Pursuant to section 15.7 of administrative instruction [ST/AI/2016/1](#), staff members who are placed through managed mobility shall not retain a lien on the position they vacate following their placement to a new position;

(g) Staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category are encouraged to familiarize themselves with the provisions of Secretary-General's bulletin [ST/SGB/2016/2](#) and administrative instruction [ST/AI/2016/1](#), which contain the applicable procedures for the filling of vacant positions available for one year or longer and the placement under

managed mobility of staff members in the Professional and higher categories up to and including the D-2 level and in the Field Service category in job networks that transition into the new system.
