



Administrative instruction

Staff selection system

The Under-Secretary-General for Management, taking into consideration the mandate set out in article 101 of the Charter and pursuant to 4.2 of Secretary-General's bulletin ST/SGB/2009/4, promulgates the following:

Section 1

General

The current instruction establishes the staff selection system in the United Nations Secretariat. In its implementation, the United Nations officials should strive to expedite the achievement of equitable geographic representation of the Member States and 50/50 gender parity while securing the highest standards of efficiency, competence and integrity in conformity with Article 101, paragraph 3, of the Charter.

Section 2

Scope

2.1 The staff selection system shall apply to the recruitment, appointment or assignment of staff members in all categories and at all levels except for the following:

- (a) Assistant Secretaries-General and Under-Secretaries-General;
- (b) the Executive Office of the Secretary-General;
- (c) ~~the positions earmarked for the young professionals programme at the P-1 to P-2 level;~~
- (d) the positions earmarked for the young professionals programme at the P-1 to P-2 level;
- (e) the language posts¹ at the P-1 to P-3 level;
- (f) active-duty military and police officers seconded from Member States;
- (g) associate experts; and
- (h) assignment under staff regulation 1.2(c)² including according to section 12.

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¹ Positions in the Professional category up to the P-5 level requiring special language skills in the conference servicing area including interpreters, translators, précis-writers, editors, verbatim reporters, proof-readers, copy preparers, revisers and terminologists.

² Staff members are subject to the authority of the Secretary-General and to assignment by him or her to any of the activities or offices of the United Nations.

Section 3
Advertisement of job openings

Workforce planning:

3.1 Workforce planning enables the Organization to undertake proactive efforts to meet its current and future needs. It provides managers with the foundation for projecting staffing trends based on the Organization's mandates, strategic plans, budgetary resources, skills and desired competencies. Workforce planning seeks to establish a multi-year forecast of the staff resources that would be needed to support current and new mandates in the short and medium terms, capturing the strategic direction of staffing of the Organization. It is expected that workforce planning will support the staffing of the Organization.

3.2 In the context of section 3.1 above, in order to fill positions, programme managers³ shall create and submit job openings in Inspira, the online recruitment tool, using a classified generic job profile or a specific classified job description for approval and advertisement.

Regular job openings

3.3 Regular job openings shall be advertised to fill one or more positions which are vacant, expected to become vacant or reclassified upwards, and available for an appointment or assignment of one year or longer. In case of upcoming retirement, regular job openings shall be advertised 12 months prior to the separation date.

Generic job openings

3.4 Generic job openings may also be advertised to create rosters to fill future regular job openings.⁴

Posting period

3.5 Job openings in the Professional and higher categories and the Field Service category shall be advertised for:

- (a) 45 calendar days⁵ for the Headquarters, the offices away from Headquarters, regional commissions and service centres;
- (b) 30 calendar days for the peacekeeping and special political missions;
- (c) 30 calendar days for positions, not financed from the regular budget or peacekeeping support account, whose functions relate to carrying out activities directly linked to humanitarian, human rights and technical cooperation implementation in non-H category duty stations; and
- (d) if necessary to meet immediate operational requirements, with the approval of the head of department, office or mission,⁶ a minimum of half the posting period specified in (a) to (c).

³ Programme managers' functions are listed in section 6 of ST/SGB/2015/3 on the organization of the Secretariat of the United Nations. Programme managers may further delegate the authority according to section 2.3 of ST/SGB/2015/1 on delegation of authority in the administration of the Staff Regulations and Staff Rules.

⁴ Currently, only the Office of Human Resources Management, the Department of Field Support and the Department of Safety and Security have the delegation to advertise generic job openings to fill positions in the field.

⁵ Approved in paragraph 13, A/RES/71/263 on a provisional basis as a pilot phase.

Deleted: 2.2 The staff selection system shall govern the placement of candidates on rosters and the management and utilization of rosters. ¶

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3.6 Job openings in the General Service and related categories including the National Professional category shall be advertised for a minimum of 15 calendar days.

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Extended posting period

3.7 The head of department, office or mission may exceptionally decide to extend the posting period during the initial posting period or re-open job openings whose initial posting period ended within the last six months if they have found or expect to find:⁷

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(a) insufficient candidates meeting the qualifications of the job;

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(b) insufficient women candidates; or

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(c) for geographic posts,⁸ insufficient candidates from unrepresented or underrepresented or within-range Member States.

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Cancellation of job openings

3.8 The heads of department, office or mission may cancel job openings for the following reasons, as they determine appropriate:⁷

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(a) insufficient funding;

(b) abolition of posts or reduction of staff;

(c) significant change to the functions of the advertised position;

(d) change to the organizational structure affecting the functions of the advertised position;

(e) prior to endorsement by the central review bodies, if the head of department, office or mission finds that candidates were not evaluated according to the applicable evaluation criteria or procedures;

(f) following decisions by the central review bodies not to endorse the recommended list of candidates in accordance with section 8; and

(g) as a result of lateral reassignments under staff regulation 1.2(c)² including those pursuant to section 13.

3.9 The Assistant Secretary-General for Human Resources Management may cancel job openings for reasons not enumerated in the above section 3.8.

Section 4 Submission of application

4.1 To be considered for job openings, candidates shall apply according to the instructions provided in the job opening and during the application process. Candidates shall be responsible and held personally accountable for the accuracy and completeness of the information they provide. Inaccurate and incomplete applications may not be considered.

⁶ The head of department, office or mission is the head of department or office defined in section 5 in ST/SGB/2015/3 on the organization of the Secretariat of the United Nations. The heads of the department, office or mission approving a posting period shorter than those prescribed in section 3.6(a) to (c) should be prepared to explain the exceptions to the Secretary-General and the General Assembly.

⁷ Executive offices or local human resources office in offices away from headquarters or regional commissions assist hiring managers in reflecting the decisions on Inspira.

⁸ The regular budget posts subject to the system of geographic distribution in the Professional and higher categories.

4.2 Candidates with disabilities in need for reasonable accommodations to enable them to participate in the application process and evaluation may request such reasonable accommodations to be provided with advice of the Medical Director, if needed.⁹

Section 5 Eligibility requirements

5.1 Candidates shall meet the eligibility requirements to be considered for job openings. The eligibility of candidates may be reassessed at any time prior to the appointment or assignment resulting from a selection decision.

5.2 Candidates shall be at least 18 years of age.

5.3 Candidates shall have at least one year of service left before reaching the mandatory age of separation from the actual date of appointment or assignment resulting from a selection decision.

5.4 Former staff members of the Secretariat and of other organizations of the United Nations common system¹⁰, who separated from service upon reaching the mandatory age of separation are not eligible to apply for job openings.

5.5 The minimum education and work experience required for job openings in each level and job category is outlined in the Annex.

5.6 Staff members recruited through the language competitive examinations administered according to staff rule 4.16 shall not be eligible for positions other than language posts before fulfilling at least five years of continuous service in language posts.¹

5.1 For regular job openings in the Professional and higher categories and the Field Service category, whose mandates are specific to the country of the duty station, the following candidates shall not be eligible:

(a) candidates who are nationals¹¹ or legal residents¹² of the country of the duty station; and

(b) candidates who are not nationals or legal residents of the country of the duty station who were born in that country, or born in the duty station prior to that country's independence.

5.8 Candidates shall pass or have passed the entry tests designated by the Office of Human Resources Management for the job category, functional area and duty station to be eligible for job openings in the General Service and

⁹ ST/SGB/2014/3 on the employment and accessibility for staff members with disabilities in the United Nations Secretariat

¹⁰ A list of the United Nations system organizations is found at the United Nations System Chief Executives Board for Coordination website at: <https://www.unsceb.org/alpha>

¹³ For unique and specialized functional areas at the D-1 and D-2 level, where staff members with substantive expertise meeting section 7.3 criteria are rare in the United Nations system, the head of department, office or mission may grant an exceptional approval to include qualified experts from other public international organizations, the non-profit organizations or the academia. The qualifications and expertise of such experts shall be provided in detail in the submission to the central review bodies and the Senior Review Group.

¹³ For unique and specialized functional areas at the D-1 and D-2 level, where staff members with substantive expertise meeting section 7.3 criteria are rare in the United Nations system, the head of department, office or mission may grant an exceptional approval to include qualified experts from other public international organizations, the non-profit organizations or the academia. The qualifications and expertise of such experts shall be provided in detail in the submission to the central review bodies and the Senior Review Group.

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Deleted: ¹¹ For the purposes of the current section, all nationalities legally granted to candidates including, but not limited to, the nationality which has been or would be recognized by the United Nations under staff rule 4.3 are considered. ¶

¹² Legal residents for the purpose of this section exclude persons who have been temporarily accorded such status for the sole purpose of pursuing studies, employment or business activities. The family members of such persons who have a derivative resident status by the virtue of their family relationship are also excluded. ¶

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related categories. Staff members meeting the following conditions are not required to pass the entry tests:

(a) the staff members who were granted a fixed-term, continuing or permanent appointment after passing the predecessor entry tests recognized by the Office of Human Resources Management for the relevant job category, functional area and duty station and have continuously held such appointments; and

(b) in case there was no such predecessor entry tests, the staff members who were recruited according to the established procedures for the job category, functional area and duty station and granted a fixed-term, continuing or permanent appointment prior to the introduction of the new entry tests, and have continuously held such appointments.

5.9 Eligibility for regular job openings in the General Service and related categories may be restricted to staff members holding a fixed-term, continuing or permanent appointment according to the terms and conditions established by the Office of Human Resources Management.

5.10 Staff members in the FS-1 to FS-5 level in the Field Service category and the General Service and related categories, excluding the National Professional Officer category, shall be eligible for recruitment or assignment to the Professional and higher categories exclusively through the competitive examinations administered according to staff rule 4.16.

5.11 Candidates who have separated from a previous employer including organizations of the United Nations common system on the following or similar grounds shall not be eligible for job openings:

- (a) abandonment of post;
- (b) misconduct;
- (c) termination or non-renewal of appointment for unsatisfactory service;
- (d) termination or non-renewal of appointment for facts anterior to the appointment of former staff members and relevant to their suitability, which if known at the time of the appointment, should, under the standards established in the Charter of the United Nations, have precluded the appointment; and
- (e) resignation during an investigation of misconduct or the initiation of a disciplinary process.

5.12 Staff members holding a temporary appointment who are recruited in the Professional and higher categories and encumber a position authorized for one year or longer shall not be eligible to apply for or be appointed to the position within six months of the end of their current service on the temporary appointment. This provision does not apply to staff members encumbering positions authorized for peacekeeping and special political missions in A to E hardship category duty stations, and staff members encumbering P-1 to P-2 positions after having successfully passed the competitive examinations administered under staff rule 4.16.

5.13 Interns, consultants, individual contractors and gratis personnel of the United Nations Secretariat shall not be eligible for job openings in the Professional or higher categories or 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 and to successful candidates of competitive examinations administered under staff rule 4.16.

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Section 6

Recommendation and selection candidates on a roster.

6.1 Following the advertisement of regular job openings including during the posting period, programme managers may ~~select~~ a roster candidate as defined in section 12.1 below for selection.

6.2 When a roster candidate is ~~selected~~, the head of the department, office or mission may immediately make the selection decision without further consideration of other candidates or the review of the central review bodies.

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Section 7

Pre-screening and evaluation and recommendation of candidates

7.1 Candidates are pre-screened based on the information they provide in the application and the evaluation criteria set out in the job opening through desk review and other pre-screening tools designated by the Office of Human Resources Management.

7.2 Candidates passing the pre-screening phase are evaluated through one or more assessments. The assessments shall include at least one competency-based interview. Internal or external services approved by the Office of Human Resources Management may be used for the assessments.

7.3 The assessment shall be conducted or sanctioned by a panel which consists of staff members of the organizations of the United Nations common system¹⁰, who have been appointed through the established procedures under staff rule 4.15 or 4.16 or equivalent, and hold a fixed-term, continuing or permanent appointment at the same level or at a higher level than the advertised position. The panel shall reflect gender ~~balance~~, and include at least one substantive expert in the functional area of the job opening.¹³ For regular job openings, at least one staff member from outside the organizational unit where the advertised position is located shall participate in the panel. For regular job openings at the D-1 and D-2 level, at least one staff member from outside the department, office or mission, shall participate in the panel.

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Recommendation

7.4 The head of department, office or mission, shall recommend the most suitable candidates based on the outcome of the evaluation conducted by the programme managers. The list of recommended candidates shall reflect gender ~~balance~~, for geographic posts⁹, ~~it shall also reflect geographic balance~~.¹⁴

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Section 8

Review by the central review bodies

8.1 The central review bodies and the Senior Review Group shall review the recommendation for job openings to determine if the candidates were

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¹³ For unique and specialized functional areas at the D-1 and D-2 level, where staff members with substantive expertise meeting section 7.3 criteria are rare in the United Nations system, the head of department, office or mission may grant an exceptional approval to include qualified experts from other public international organizations, the non-profit organizations or the academia. The qualifications and expertise of such experts shall be provided in detail in the submission to the central review bodies and the Senior Review Group.

¹⁴: By including nationals of an unrepresented or underrepresented Member State for each post.

evaluated according to the applicable evaluation criteria and procedures. The central review bodies and the Senior Review Group may request the necessary information for the review from the programme managers, and for the Director category, from the heads of department, office or mission.

8.2 The delegated authority to recommend candidates for selection and to make selection decision is withdrawn for a particular job opening when the central review bodies or Senior Review Group find that the candidates were not evaluated according to the applicable evaluation criteria or procedures. The central review body shall transmit its findings and recommendation to the official having authority to make the decision, as follows::

- (a) the Secretary-General for posts at the D-2 level;
- (b) the Under-Secretary-General for Management for posts at the P-5 and D-1 levels; and
- (c) the Assistant Secretary-General for Human Resources Management for all other posts.

Section 9 Selection

Selection decision

9.1 The selection decision is made following the recommendation of rostered candidates according to section 6 or the endorsement or deemed endorsement of the central review bodies according to section 8.

9.2 The Secretary-General has retained the authority for selection at the D-2 levels. The heads of department, office or mission are delegated the authority for selection in the Professional and higher categories up to the D-1 level, the Field Service category and the General Service and related categories.

Selection consideration

9.3 In making the selection decision, the head of department, office or mission shall give due consideration to:

- (a) the gender parity target particularly in improving the representation of women in senior, policymaking and field positions and from developing countries;¹⁵
- (b) for geographic posts,⁸ attaining equitable geographic distribution by improving the representation of unrepresented and underrepresented Member States;¹⁵
- (c) candidates from troop- or police-contributing countries for positions in peacekeeping operations or for Headquarters support account-funded positions in the Department of Peacekeeping Operations and the Department of Field Support, taking into account their contribution to United Nations peacekeeping;¹⁶

- (d) staff members already in the service of the Organization;

¹⁵ Paragraphs 19 and 20, A/RES/71/263

¹⁶ Paragraph 17, A/RES/66/265

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(e) staff members with relevant field experience for D-1 and D-2 positions in departments that provide backstopping or policy guidance to field missions;¹⁷

(f) staff members who have been victims of malicious acts, natural disasters and other emergency situations as recognized by the Assistant Secretary-General for Human Resources Management;¹⁸

(g) staff members who may be terminated as a result of abolition of posts or reduction of staff, as recognized by the Assistant Secretary-General for Human Resources Management, when applying to job openings at their current level or at a lower level;¹⁹

(h) staff members who have served in duty stations classified B, C, D and E by the International Civil Service Commission, particularly those who have served in non-family duty stations.

(i) former staff members with at least one year's service under a fixed-term appointment or a permanent or continuing appointment who were terminated during the previous two years owing to the abolition of posts or reduction of staff.

9.4 To provide greater flexibility in the application of staff rule 4.7 (b) with regard to the employment of spouses and to facilitate the assignment of dual career couples to the same duty station, ~~and~~ with a view to achieve 50/50 gender parity in the United Nations Secretariat, the candidatures of spouses of staff members in the duty station of the staff members' assignment, shall be given due consideration.

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Section 10

Implementation and notification of the selection decision

10.1 A selection decision is implemented upon notification to the selected candidate. Other candidates are also notified of the outcome of their application.

10.2 Unless otherwise agreed by the receiving department, office or mission, the selected candidates for job openings shall report to duty as follows:

(a) candidates residing in the same duty station as the position, no later than one month after they are notified of the selection;

(b) candidates not residing in the same duty station as the position, no later than two months after they are notified of the selection; and

10.3 The current department, office or mission of selected staff members shall release them on time so that the staff members may report to duty according to section 10.2. Staff members should inform their supervisors of the selection as soon as possible after receiving the selection notification pursuant to section 10.1 above.

10.4 The selection and offer shall be rescinded if:

(a) ~~releasing and receiving office do not agree on a release date;~~

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¹⁷ Section III, paragraph 10, A/RES/63/250

¹⁸ Paragraph 18, A/RES/71/263

¹⁹ For the locally recruited staff, the consideration is limited to positions in the duty station where they currently serve.

(b) a selected candidate fails to report to duty according to sections 10.2 without the agreement of the receiving department, office or mission;

(c) a selected candidate does not meet the requirements for appointment or assignment, such as medical clearance, visa, reference verification in accordance with section 11 below, as established by the Office of Human Resources Management; or

(d) if the position is not available.

10.5 If the selected candidate does not take up the position or vacates the position within one year of assuming its functions, the head of department, office or mission may select another candidate recommended for the job opening. If there is no such candidate available, a roster candidate who has applied for the job opening may be recommended for selection according to section 6 above.

Section 11

Reference Verification

11.1 Before the offer of employment is confirmed, reference verification shall be conducted on:

(a) Prior employment;

(b) Academic degrees;

(c) Absence of any of the following records:

(i) Sexual Exploitation and Abuse;

(ii) Discrimination, harassment, including sexual harassment, and abuse of authority;

(iii) Serious misconduct warranting dismissal;

(iv) Placement on lists of individuals responsible for human right violations by the UN Security Council.

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Section 12

Roster candidates and rosters

12.1 Roster candidates are pre-approved for selection for similar functions at a specific level and job category as defined by the Office of Human Resources Management. A roster is the pool of such candidates.

12.2 Candidates who were recommended for selection or roster placement, and endorsed by the central review bodies for job opening and generic job openings are placed on the rosters.

12.3 Roster placement takes effect upon notification to the candidate.

Following the selection decision, roster candidates shall be retained in a roster. A roster membership shall expire when the roster candidates reach the mandatory age of separation, or when they withdraw from or otherwise express their wish to be removed from the roster.

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12.4 The Office of Human Resources Management has the authority to remove candidates whose retention is not consistent with the necessity of securing the highest standards of efficiency, competence and integrity in the employment of the staff according to Article 101, paragraph 3 of the Charter of the United Nations.

12.5 The Office of Human Resources Management may associate rosters at the same or at a lower level. As a result, candidates who belong to a roster which is associated to another roster are considered as part of both rosters.²² The Office of Human Resources Management may discontinue associations of rosters at its sole discretion at any time.

Section 13

Assignment under staff regulation 1.2(c)²

13.1 In accordance with the Secretary-General's authority for assigning staff to any of the activities or offices of the Organization under staff regulation 1.2(c), staff members may be laterally reassigned by their respective head of department, office or mission as provided for in sections 13.2 to 13.6 below.

13.2 Staff members holding a fixed-term, continuing or permanent appointment may be assigned to positions at their current level and in their current job category for a temporary or indefinite period by the officials specified in sections 13.3 to 13.6.

13.3 The head of department, office or mission has the delegated authority to laterally reassign staff members within the respective department, office or mission including across different duty stations, except if the staff members are subject to the authority of the Under Secretary-General for General Assembly and Conference Management or the authority of the Under Secretary-General for Safety and Security according to sections 13.5 and 13.6.

13.4 The Under-Secretaries-General for Field Support, Peacekeeping Operations and Political Affairs each have the delegated authority to laterally reassign internationally recruited staff members between the activities of peacekeeping missions, special political missions, the Department of Field Support, the Departments of Peacekeeping Operations and the Department of Political Affairs, except if the staff members are subject to the authority of the Under Secretary-General for General Assembly and Conference Management or the authority of the Under Secretary-General for Safety and Security according to sections 13.5 and 13.6.

13.5 The Under-Secretary-General for General Assembly and Conference Management has the delegated authority to assign staff members who have been appointed upon having passed the language competitive examination administered under staff rule 4.16 between language posts¹ in the Department for General Assembly Conference Management, the offices away from Headquarters and the regional commissions.

13.6 The Under-Secretary-General for Safety and Security has the delegated authority to laterally reassign staff members serving in safety and security positions²³ across departments, offices and missions. For the transitional

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²² For example, the roster for humanitarian affairs officer, P-3, is associated to the roster of humanitarian affairs liaison officer, P-3. As a result, the candidates in the humanitarian affairs officer roster, P-3, are considered also rostered for humanitarian affairs liaison officer job openings at the P-3 level.

²³ The scope of safety and security positions is determined by the Office of Human Resources Management in consultation with the Departments of Safety and Security.

period of the integration of the safety and security functions in the United Nations Secretariat, the authority of the Under-Secretary General extends to the staff members in the Professional and higher categories who have not been appointed through established procedures under staff rule 4.15 following their administrative transfer from the United Nations Development Programme, according to the terms and conditions agreed by the Assistant Secretary-General for Human Resources Management.

13.7 With due regard to gender parity and subject to the availability of positions, the delegated authority for lateral reassignment in sections 13.2 to 13.6 shall be exercised to assign staff members in the following circumstances:

(a) The recommendation of the Ethics Office on retaliation to assign the victims and potential victims;²⁴

(b) A finding of harassment by the Assistant Secretary-General for Human Resources Management or the Under-Secretary-General for Management to protect the victims;²⁵

(c) If staff members are not selected for the positions they encumber following an upward classification;

(d) Unless they have explicitly waived their right to be assigned by the Organization upon their return, if staff members, who had relinquished their right to return to a specific position, return following loans, secondments or special leaves without pay; and

(e) If staff members may be terminated as a result of abolition of posts or reduction of staff in accordance with the administrative instruction on downsizing (ST/AI/2018/xx).

13.8 The delegated authority for lateral reassignment in sections 13.2 to 13.6 shall not be exercised to assign staff members:

(a) in the Professional and higher categories and the Field Service category, who have not been appointed through established procedures under staff rule 4.15 or 4.16, to positions outside the department, office or mission of their service, except as specified in section 13.6;

(b) in the Field Service category to duty stations where the General Assembly has not approved the establishment of position in that category; and

(c) in the General Service and related categories including the National Professional Officer category to positions outside their official duty station of employment.

13.9 Positions earmarked for the young professionals programme shall not be subject to the exercise of the lateral reassignment delegated authority in sections 13.2 or 13.6 without the prior approval of the Office of Human Resources Management.

13.10 With due regard to gender balance, the Assistant Secretary-General for Human Resources Management may assign staff members for a temporary or indefinite period across departments, offices and missions to protect the victims and potential victims following the recommendation of the Ethics

²⁴ ST/SGB/2017/2/Rev.1 on protection against retaliation for reporting misconduct and for cooperating with duty authorized audits or investigations

²⁵ ST/SGB/2008/5 on prohibition of discrimination, harassment, including sexual harassment, and abuse of authority; and ST/AI/2017/1 on unsatisfactory conduct, investigations and the disciplinary process

Office on retaliation or a finding of harassment by the Assistant Secretary-General or the Under-Secretary-General for Management. Unless otherwise decided by the Assistant Secretary-General for Human Resources Management, the officials who have the delegated authority for lateral reassignment according to sections 13.3 to 13.6 shall demonstrate to the satisfaction of the Assistant Secretary-General that there is no possibility of lateral reassignment within the scope of their delegated authority.

13.11 In case of assignment according to section 13.10 above, unless the staff members are assigned indefinitely to vacant positions, the department, office or mission from which the staff members are assigned shall cover the cost of assignment as required by the Assistant Secretary-General for Human Resources Management.

Section 13
Final provisions

13.1 The current instruction shall enter into force on the date of its issuance, and for job openings advertised from that date.

13.2 It supersedes administrative instruction ST/AI/2010/3 on the staff selection system and administrative instruction ST/AI/273 on employment of spouses which are hereby abolished. It also supersedes section 3.9 of administrative instruction ST/AI/2013/1 on the administration of fixed-term appointments and sections 1, 4.2, 4.3, 4.4, 4.5 and 4.11 of administrative instruction ST/AI/1999/9 on special measures for the achievement of gender equality.

(Signed) Jan Beagle

Under-Secretary-General for Management

Annex: Minimum education qualification and work experience

Education

1. The minimum education required for the Professional and higher categories and the National Professional Officer category is an advanced degree (master's, doctorate or equivalent). In case of candidates who do not have an advanced degree, a first-level university degree (bachelor's or equivalent)²⁶ and two years of relevant professional work experience may be accepted instead of the advanced degree. Diplomas from military, defence or police college or academy may be accepted in lieu of the first-level university degree with the pre-approval of the Office of the Human Resources Management in the relevant functional areas.

2. The minimum education required for the following categories are:

Job category	Minimum requirement
Field Service category	High school
General Service category	High school
Trades and Crafts category	High school and applicable certificates
Security Service category	High school
Public Information Assistant category	A first-level university degree (bachelor's or equivalent)
Language Teacher category	An advanced degree (master's, doctorate or equivalent)

Work experience

3. For job openings in the Professional and higher categories and National Professional Officer category, only the relevant professional experience shall be considered. Work experience obtained in the following levels and categories in the organizations adopting the United Nations common system job classification standards are not considered as professional experience:

- (a) FS-3 and below in the Field Service category;
- (b) GS-5 and below in the General Service category;
- (c) TC-5 and below in the Trade and Craft category;
- (d) S-4 and below in the Security Service category; and
- (e) PIA-3 and below in the Public Information Assistant category.

4. For the job openings in the Field Service category and the General Service and related categories only the relevant work experience acquired after completing high school shall be considered.

5. The minimum relevant work experience required for each level and category are as follows:

(a) Professional and higher categories and the National Professional Officer category:

Level	Minimum relevant professional experience with advanced degree	Minimum relevant professional experience with first-level degree
D-2	Over 15 years	Over 17 years
D-1	15 years	17 years
P-5, NOE	10 years	12 years
P-4, NOD	7 years	9 years

²⁶ The first-level university degree requirement for positions in the Professional and higher categories is waived for staff members who, by 31 December 1989, had served in the Secretariat for a minimum of five years, and successfully passed the competitive examination for recruitment to the Professional category of staff members from other categories or the young professionals programme administered under staff rule 4.16, provided that they hold post-secondary academic qualifications recognized by the United Nations.

P-3, NOC	5 years	7 years
P-2, NOB	2 years	4 years
P-1, NOA	None	2 years

(b) Field Service category:

Level	Minimum relevant work experience with high school diploma or equivalent	Minimum relevant work experience with first-level or advanced degree
FS-7	12 years	7 years
FS-6	10 years	5 years
FS-5	8 years	3 years
FS-4	6 years	1 years
FS-3	4 years	None
FS-2	2 years	None
FS-1	None	None

(d) General Service and related categories other than the National Professional Officer category:

(i) General Service category

Level	Minimum relevant work experience with a high school diploma or equivalent	Minimum relevant professional experience with first-level or advanced degree
GS-7	10 years	5 years
GS-6	7 years	2 years
GS-5	5 years	1 year
GS-4	3 years	None
GS-3	2 years	None
GS-2	1 year	None
GS-1	None	None

(ii) Trades and Crafts category

Level	Minimum relevant work experience with a high school diploma or equivalent
TC-8	12 years
TC-7	10 years
TC-6	7 years
TC-5	5 years
TC-4	4 years
TC-3	2 years
TC-2	1 year
TC-1	None

(iii) Public Information Assistant category

Level	Minimum relevant work experience with advanced or first-level degree
PIA-3	2 years
PIA-2	1 year
PIA-1	None

(iv) Security Service category

Level	Minimum relevant work experience with a high school diploma or equivalent
S-7	18 years
S-6	15 years
S-5	12 years
S-4	9 years
S-3	5 years
S-2	2 years
S-1	2 years in a police force or 3 years in a military force

(v) Language Teacher category

Level	Minimum relevant work experience with advanced degree	Minimum relevant work experience with first level degree
LT-1	5 years	7 years