



Secretariat

ST/IC/87/25  
6 May 1987

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INFORMATION CIRCULAR

To: Members of the staff in the Professional category and above

From: The Assistant Secretary-General for Human Resources Management

Subject: OFFICE FOR RESEARCH AND THE COLLECTION OF INFORMATION

1. Pursuant to the Secretary-General's bulletin ST/SGB/225 of 1 March 1987, establishing the Office for Research and the Collection of Information at Headquarters, the present information circular invites interested staff members to apply for positions in the Professional category and above in this Office.
2. The purpose of the present circular is to announce a list of positions to be filled as posts are made available. The vacancy announcements will be posted at Headquarters and at each duty station with a deadline of 29 May 1987.
3. The procedure for selecting candidates is of an exceptional and ad hoc nature and is required by the necessity to ensure that this new Office begins functioning expeditiously, if only with a core staff. It is distinct from the procedures for filling vacant posts as set out in administrative instruction ST/AI/338 and Add.1 of 22 December 1986 and 13 April 1987 respectively on the vacancy management and staff redeployment programme but is based on the same principle of selection.
4. The positions to be filled are listed by functional areas of responsibility and they are identified by vacancy announcement number, level and functional title.
5. Staff members are requested to fill in an application form, included in the present circular, for each position for which they wish to be considered and to submit the completed form to the Career Development and Placement Unit, Office of Human Resources Management, room S-2580, before the deadline. Separate application forms will be available from the Career Development and Placement Unit at Headquarters and at personnel sections at all duty stations.
6. The Office of Human Resources Management will pre-screen all candidates and forward to an ad hoc panel a list of candidates who appear to meet the requirements of each position.

7. The members of the ad hoc panel will be appointed by the Secretary-General. The panel will be composed of two representatives of the Office of the Secretary-General, two representatives nominated by the staff and one representative of the Office of Human Resources Management acting as an ex officio member. The function of the panel will be to review the candidates and establish a short list.
8. The short list of candidates will be communicated to the Head of the Office for Research and the Collection of Information, who will then make the final selection. Actual redeployment will take place as posts become available.
9. An addendum to the present circular will be issued at Headquarters listing the posts to be filled in the General Service and related categories.

VACANCY ANNOUNCEMENTS

OFFICE FOR RESEARCH AND THE COLLECTION OF INFORMATION

DEADLINE DATE: 29 May 1987

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PLANNING AND RESEARCH CO-ORDINATION AND DEVELOPMENT UNIT

V.A. number	Level	Functional title
87-I-ORI-901-NY	D-1	Chief of Unit
87-I-ORI-902-NY	P-5	Political Affairs Officer
87-I-ORI-903-NY	P-4	Political Affairs Officer

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DATA UNITS

V.A. number	Level	Functional title
87-I-ORI-904-NY	D-1	Chief of Unit (Africa and Asia)
87-I-ORI-905-NY	P-4	Political Affairs Officer
87-I-ORI-906-NY	P-4	Political Affairs Officer
87-I-ORI-907-NY	D-1	Chief of Unit (Americas and Europe)
87-I-ORI-908-NY	P-4	Political Affairs Officer
87-I-ORI-909-NY	P-4	Political Affairs Officer

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NEWS DISTRIBUTION SECTION

V.A. number	Level	Functional title
87-I-ORI-910-NY	P-5	Chief of Section
87-I-ORI-911-NY	P-4	Political Affairs Officer
87-I-ORI-912-NY	P-3	Political Affairs Officer
87-I-ORI-913-NY	P-2	Political Affairs Officer
87-I-ORI-914-NY	P-2	Political Affairs Officer

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DRAFTING SERVICE

V.A. number	Level	Functional title
87-I-ORI-915-NY	D-1	Chief of Service
87-I-ORI-916-NY	P-5	Political Affairs Officer
87-I-ORI-917-NY	P-4	Political Affairs Officer
87-I-ORI-918-NY	P-3	Political Affairs Officer

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# APPLICATION FOR VACANCY

**For use by staff members only.**

VACANCY  
ANNOUNCEMENT NO.:  
FUNCTIONAL  
TITLE

## 1. GENERAL INFORMATION

FAMILY NAME		FIRST NAME	INDEX NO	CATEGORY	LEVEL	EOD DATE
TYPE OF CONTRACT	EXPIRY DATE	DEPARTMENT/OFFICE	DUTY STATION	ROOM NO.	TELEPHONE	

2. **JOB-RELATED INFORMATION** – Please provide only specific details concerning your demonstrated qualifications in relation to the duties and requirements of this position as described in the vacancy announcement.

**a) Relevant Education:**

NUMBER OF YEARS/MONTHS	UNIVERSITY STUDIES OR OTHER TRAINING	PLEASE COMMENT ON THE AREA OF SPECIALIZATION AS IT RELATES TO THE POST

b) **Relevant or Comparable Work Experience** – Please state your work experience in relation to the requirements of the vacant post:

[illegible]

**c) Relevant Language Ability:**

[illegible]

d) Supervisory/Management Skills – If applicable, please comment on your demonstrated abilities in supervising and training of staff members:

TITLE	NUMBER OF YEARS	NUMBER OF STAFF	SUPERVISORY EXPERIENCE

**P.T.O.**

3. **OTHER COMMENTS** - Please provide any other specific details which you believe indicate you are qualified for this post.

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Please sign and submit your application to the Career Development and Placement Unit, Office of Human Resources Management, Room S-2580, United Nations, New York, N.Y. 10017.

*I certify that the foregoing information is complete and accurate to the best of my knowledge.*

Date: \_\_\_\_\_

**Signature:**