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## Administrative instruction

### Staff selection system

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The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of the Secretary-General's bulletin entitled "Procedures for the promulgation of administrative issuances" (ST/SGB/2009/4), as may be amended or revised, promulgates the following:

## **Section 1**

### **Definitions**

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

(a) *Assessment*: the substantive process of evaluating applicants to determine whether they meet all, most, some or none of the requirements of the job opening under recruitment;

(b) *Assessment panel*: a panel normally comprised of at least three members, with two being subject matter experts at the same or higher level of the job opening, at least one being a woman and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening. For D-2 level job openings, the panel should normally be comprised of at least three members, with two being from outside the entity, and at least one woman;

(c) *Central review bodies*: joint bodies established under staff rule 4.15 which are to ensure that candidates have been evaluated on the basis of approved evaluation criteria and that the applicable procedures have been followed in the process of appointing, selecting and promoting staff up to and including the D-1 level, except for advice on appointment of candidates having successfully passed a competitive examination in accordance with staff rule 4.16. Field central review bodies are established for peacekeeping operations and special political missions for the same purpose;

(d) *Documented record*: a record consisting of written, printed or electronic material that provides information or evidence. The record must be reasoned and objectively justifiable;

(e) *Evaluation criteria*: criteria used for the evaluation of applicants for a particular job opening. Evaluation criteria must be objective and related to the functions of the generic job profile or the individually classified job description and must reflect the key competencies that will be assessed;

(f) *Generic job opening*: a job opening which is based on a generic job profile, used for the purpose of creating and maintaining viable rosters of qualified and available candidates for immediate and anticipated job openings identified through workforce planning for use by entities with approval to use roster-based recruitment;

(g) *Generic job profile*: classified standard job description that encompasses a large group of related jobs with similar characteristics in terms of duties and responsibilities, education, work experience, technical skills and essential core competencies;

(h) *Geographical move*: service in the United Nations Secretariat as a staff member for a continuous period of at least one year, following service in the United Nations Secretariat as a staff member at a different duty station for a continuous period of at least one year. The two periods of service are not required to be continuous (i.e., without a break in service);

(i) *Head of entity*: has the meaning set forth in footnote 1 of the Secretary-General's bulletin entitled "Delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules" (ST/SGB/2019/2), as may be amended or revised;

(j) *Hiring manager*: the official responsible for the filling of a vacancy;

(k) *Internal applicants*: serving staff members holding an appointment under the Staff Rules, other than a temporary appointment, who have been recruited after a competitive process under staff rule 4.15 (review by a central review body) or staff rule 4.16 (competitive recruitment examination). Staff members of the separately administered United Nations funds and programmes are not considered internal applicants. However, women who are serving with the separately administered United Nations funds and programmes or any specialized agency or organization of the United Nations common system holding a current appointment at the P-3 or P-4 levels and who have been in service for a continuous period of 12 months and whose appointments have been reviewed by a review body or equivalent in their organization are considered internal applicants. Junior Professional Officers are not considered internal applicants;

(l) *Job*: for the purposes of the present administrative instruction, the term “job” shall refer to the set of duties and responsibilities associated with a vacancy and to be performed by a staff member on either a continuing, fixed-term or temporary appointment;

(m) *Job opening*: vacancy announcement issued for one particular vacancy or for a set of vacancies;

(n) *Lateral move*: movement of a staff member to different functions at the same level for the duration of at least one year. The new functions 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 occupational group. Inter-agency loans or other movements to and from other organizations of the United Nations common system are recognized as “lateral moves”. Within the same department or office, a lateral move will normally involve a change in functions with or without a change of supervisor. When the supervisor remains the same, there will be a lateral move if the responsibilities are substantially different, for example, if there is a different area of responsibilities or a change in the departments or offices serviced by the staff member. A change in supervisor without a change in functions does not represent a lateral move. Temporary assignments of at least three months but less than one year, with or without special post allowance, shall also qualify as a lateral move when the cumulative duration of such assignments reaches one year;

(o) *Language jobs*: jobs requiring specific language skills in the Professional category in conference-servicing areas (i.e., interpreters, translators, translators/précis-writers, revisers, editors, verbatim reporters, copy preparers/proofreaders/production editors, translation support officers, terminologists, computational linguists);

(p) *Mission*: a United Nations peacekeeping operation or special political mission;

(q) *Occupational group manager*: an official responsible for managing the supply of available candidates with the necessary qualifications and expertise to meet the staffing requirements identified through workforce planning for a specific occupational group or groups in peacekeeping operations and special political missions;

(r) *Occupational groups*: occupations and suboccupations grouped into categories of work on the basis of similarity of function;

(s) *Roster*:<sup>1</sup> a pool of assessed candidates reviewed and endorsed by a central review body and approved by the head of entity who are available for selection against a vacancy. Candidates may be selected from a roster without referral to a central review body;

(t) *Selection decision*: decision by a head of entity to select a candidate for a particular vacancy up to and including the D-1 level from a list of qualified candidates who have been reviewed by a central review body taking into account the Organization's human resources objectives and targets as reflected in the entity's human resources action plan, especially with regard to geography and gender, and giving the fullest regard to candidates already in the service of the Organization as well as those encumbering posts that are slated for abolition or are serving in secretariat entities undergoing downsizing and/or liquidation. Selection decisions for vacancies at the D-2 level are made by the Secretary-General following review by the Senior Review Group;

(u) *Temporary vacancy*: vacancy blocked for a specific period of time for the return of a staff member on temporary assignment, mission assignment, special leave, secondment or loan;

(v) *Vacancy*: vacancy available for one year or more and not blocked for the return of a staff member on temporary assignment, mission assignment, special leave, secondment or loan;

(w) *Vacancy-specific job opening*: a job opening used for the filling of an individual vacancy at a specific duty station.

## **Section 2**

### **General provisions**

2.1 The present administrative instruction establishes the staff selection system (the "system"), which integrates the recruitment, placement, promotion and mobility of staff within the Secretariat.

2.2 Staff in the Professional and higher categories, up to and including those at the D-2 level, are expected to move periodically to different functions in different organizational units, duty stations, missions or occupational groups throughout their careers. The system provides for the circulation of job openings, including anticipated staffing needs in missions through a compendium of job openings<sup>2</sup> and specifies the mobility requirement applicable for promotion to the P-5 and above levels.<sup>3</sup>

2.3 Selection decisions for vacancies up to and including the D-1 level shall be made by the head of entity, under delegated authority, when the central review body is satisfied that the evaluation criteria have been properly applied and that the applicable procedures were followed. If a list of qualified candidates has been endorsed by the central review body, the head of entity may select any one of those candidates for the advertised job opening, subject to the provisions contained in sections 9.2 and 9.6 below. All qualified candidates endorsed by the central review body shall be placed on a roster of pre-approved candidates from which they may be considered for future job openings at the same level within an occupational group and/or with similar functions.

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<sup>1</sup> This definition does not apply to rosters of candidates maintained pursuant to staff rule 4.16 on competitive examinations.

<sup>2</sup> See section 4 below.

<sup>3</sup> See section 6 below.

2.4 Selection decisions for vacancies at the D-2 level shall be made by the Secretary-General when the Senior Review Group is satisfied that the applicable procedures were followed.

2.5 The present administrative instruction sets out the procedures applicable from the beginning to the end of the staff selection process. Manuals will be issued that provide guidance on the responsibilities of those concerned. Should there be any inconsistency between the manuals and the text of the present administrative instruction, the provisions of the instruction shall prevail.

### **Section 3**

#### **Scope**

3.1 The staff selection system applies to the selection and appointment of staff members for one year or more in all categories and at all levels except as provided in section 3.2 below. The process leading to selection and appointment to the D-2 level shall be governed by the provisions of the present administrative instruction. For vacancies at the D-2 level, the functions normally discharged by a central review body<sup>4</sup> shall be discharged by the Senior Review Group,<sup>5</sup> prior to selection by the Secretary-General.

3.2 The system shall not apply to the following:

(a) Appointments at the Assistant Secretary-General and Under-Secretary-General levels;

(b) Temporary appointments;<sup>6</sup>

(c) Appointment of staff selected through a competitive examination under staff rule 4.16, in accordance with the principle that staff are recruited primarily through competitive examination at the P-1 and P-2 levels for vacancies subject to geographic distribution and normally through competitive examination at the P-3 level;

(d) Movement subsequent to recruitment under the provisions of the administrative instruction on managed reassignment<sup>7</sup> of staff recruited through the young professionals programme;

(e) Movement during the first five years of service of staff serving in a P-2 or P-3 language job 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 jobs requiring special language skills;<sup>8</sup>

(f) Recruitment of staff from the General Service and related categories to the Professional category;<sup>9</sup>

(g) Appointment of staff selected to serve in the Executive Office of the Secretary-General or to serve as special envoys of the Secretary-General;

<sup>4</sup> [ST/SGB/2011/7/Rev.1](#), entitled “Central Review Bodies”, as may be amended or revised.

<sup>5</sup> [ST/SGB/2016/10/Rev.1](#), entitled “Senior Review Group”, as may be amended or revised.

<sup>6</sup> [ST/AI/2010/4/Rev.2](#), entitled “Administration of temporary appointments”, as may be amended or revised.

<sup>7</sup> [ST/AI/2001/7/Rev.2](#), entitled “Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination, the General Service to Professional category examination or the Young Professionals Programme”, as may be amended or revised.

<sup>8</sup> [ST/AI/2020/3](#), entitled “Competitive examinations for recruitment against or placement in language positions at the P-2 or P-3 level”, as may be amended or revised.

<sup>9</sup> [ST/AI/2012/2/Rev.1](#), entitled “Young professionals programme”, as may be amended or revised.

- (h) Lateral reassignment of staff members under administrative instruction [ST/AI/2023/3](#), entitled “Mobility”, as may be amended or revised;
- (i) Lateral movements of staff who are reassigned by heads of entities;
- (j) Appointments to the position of Resident coordinator.

3.3 Heads of entities who have been delegated authority to appoint and promote staff up to and including the D-1 level for service limited to the entity concerned are encouraged to opt for the full application of the system for upcoming job openings, in which case the appointment of the individual selected as a result would not, or would no longer be, limited to service with the entity concerned. Should the head of entity exercise this option, the case would be considered by a Secretariat central review body and would be referred to the Secretary-General for decision if the central review body found that the evaluation criteria had not been properly applied and/or that the applicable procedures had not been followed.

## **Section 4**

### **Job openings**

4.1 Immediate and anticipated job openings for vacancies of one year or more shall be advertised through a compendium of job openings. The compendium shall include both vacancy-specific job openings and generic job openings. The compendium shall be published electronically and shall be updated regularly.

4.2 Vacancy-specific job openings shall be included in the compendium when:

- (a) A new job is established or an existing job is reclassified;
- (b) The incumbent separates from service;
- (c) The incumbent is selected for another vacancy under the provisions of the present administrative instruction or as a result of a lateral reassignment by the head of entity within that entity.

4.3 Generic job openings shall be issued in the compendium for the purpose of creating and maintaining viable rosters of qualified candidates for immediate and anticipated job openings, identified through workforce planning, in entities with approval to use roster-based recruitment, such as peacekeeping operations, special political missions and other field operations. Generic job openings shall contain information on the location of current and anticipated job openings and a clause making reference to the generic nature and roster purpose. Where such entities deem it necessary, vacancy-specific job openings may also be issued to advertise job openings.

4.4 The hiring manager or occupational group manager shall be responsible for creating the job opening and for promptly requesting the inclusion of its announcement in the compendium, with the assistance of the executive or local human resources office.

4.5 The job opening shall reflect the functions and the location of the job and include the qualifications, skills and competencies required. Job openings, to the greatest extent possible, shall be based on generic job profiles approved by the Office of Human Resources, a previously published job opening or a previously classified individual job description reflecting the actual functions of the job. Each job opening shall indicate the date of posting and specify a deadline date by which all applications must be received.

4.6 Pre-screening questions should be prepared as part of the job opening to assist in determining applicants' qualifications for the job opening to which they apply. The

pre-screening questions must be related to the job and the experience and professionalism required to undertake the functions, as reflected in the job opening.

4.7 The deadline for applying for job openings shall normally be:

(a) 45 calendar days after posting for vacancy-specific job openings in the Professional and higher categories, unless in cases of unanticipated job openings the Office of Human Resources exceptionally approves a 30-day deadline;

(b) 30 calendar days after posting for vacancy-specific job openings for peacekeeping operations and special political missions, unless the official with the delegated authority exceptionally approves a 15-day deadline if necessary to meet immediate operational requirements;

(c) 30 calendar days after posting for project-funded vacancies unless the official with the delegated authority exceptionally approves a 15-day deadline.

4.8 Generic job openings will be posted for the period of time that is deemed sufficient to attract the number of qualified candidates sufficient to satisfy the vacancies projected through workforce planning.

4.9 The deadline for applying for job openings in the General Service and related categories shall normally be 30 calendar days after posting.

## **Section 5 Applications**

5.1 Applications must be submitted in accordance with the instructions set out in the job opening, including use of the electronic platform provided for this purpose.

5.2 Applying for a job opening carries an expectation to accept it, if offered.

5.3 Staff members are encouraged to carefully consider all suitable job openings as they are expected to move periodically between jobs.

## **Section 6 Eligibility requirements**

6.1 All applicants are eligible to apply for job openings regardless of their current grade and level, as long as they meet the requirements with respect to academic qualifications and years of experience. In addition, currently serving staff members must meet the mobility requirements in accordance with section 6.4 below. Staff in the General Service and related categories shall be eligible to apply for job openings in the Professional and higher categories only after having successfully passed the appropriate competitive examination in accordance with staff rule 4.16.

6.2 As of the posting date of a job opening, the minimum age to be eligible for consideration for a vacancy is 18.

6.3 Applicants who have reached the mandatory age of separation are not eligible to apply for job openings.

6.4 Eligibility requirements to be considered for jobs at the P-5 level and above shall be as follows:

(a) Staff members who entered on duty before the effective date of the present administrative instruction shall have at least one geographical move, as defined in section 1 (h) above, before being eligible to be considered for jobs at the P-5 level and above. The following transitional measures will apply:

(i) Staff members who entered on duty before the effective date of the present administrative instruction (other than staff members serving in language jobs,

see section 6.4 (a) (ii) below) can be considered for higher-level jobs on the basis of having satisfied the lateral move requirements as set out in section 6.4 of [ST/AI/2010/3/Rev.2](#)<sup>10</sup> or on the basis of having satisfied the geographical move requirement under the present administrative instruction, whichever basis best facilitates the staff member's eligibility, up to and including the last day of the fifth year following the effective date of the present administrative instruction;

(ii) For staff members who entered on duty before the effective date of the present administrative instruction and who are serving in language jobs, there is no requirement for lateral moves when they apply to another language job at the P-5 level up to and including the last day of the seventh year following the effective date of the present administrative instruction. Furthermore, the requirement for geographical moves set out in section 6.4 (a) of the present administrative instruction does not apply to staff members serving in language jobs when they apply to another language job at the P-5 level, up to and including the last day of the seventh year following the effective date of the present administrative instruction;

(b) Staff members (including staff serving in language jobs) who enter on duty on or after the effective date of the present administrative instruction will be required to have the following number of geographical moves before being eligible to be considered for jobs at the P-5 level and above:

(i) Staff members who enter on duty at the P-4 or lower level shall have at least one geographical move, as defined in section 1 (h) above, before being eligible to be considered for jobs at the P-5 level and at least two geographical moves before being eligible to be considered for jobs at the D-1 level and above;

(ii) Staff members who enter on duty at the P-5 level shall have at least one geographical move, as defined in section 1 (h) above, before being eligible to be considered for jobs at the D-1 level and above;

(iii) Staff members who enter on duty at the D-1 level shall have at least one geographical move, as defined in section 1(h) above, before being eligible to be considered for jobs at the D-2 level;

(c) There is no requirement for geographical moves for consideration for jobs at the same level.

<sup>10</sup> Section 6.4 of [ST/AI/2010/3/Rev.2](#) provides that:

“Staff members in the Professional category shall have at least two prior lateral moves, which may have taken place at any level in that category, before being eligible to be considered for promotion to the P-5 and above levels, subject to the following provisions:

(a) In order to meet the General Assembly's concern about high job opening 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 category in Nairobi or a regional economic commission other than the Economic Commission for Europe or any duty station with a hardship classification of A, B, C, D or E for one year or more, or when a staff member is applying for job openings at the P-5 and above levels at those duty stations from another duty station

(b) Staff recruited at the P-4 level shall become eligible for promotion to the P-5 and above levels after one lateral move at the P-4 level;

(c) The requirement for lateral moves is waived when a staff member has served in the Professional and higher or Field Service categories in a non-family mission or non-family duty station for one year or more;

(d) The requirement for lateral moves is waived for staff serving against language jobs 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 jobs requiring special language skills when applying for other such language jobs.”



**Eligibility for jobs at the P-5 level and above (including language jobs) for staff members who enter on duty on or after the effective date of the present administrative instruction**

<i>Level of entry on duty with the Secretariat</i>	<i>Number of geographical moves for eligibility to P-5</i>	<i>Number of geographical moves for eligibility to D-1/D-2</i>
Any level up to and including P-4	1	2
P-5	N/A	1 (to D-1 or D-2)
D-1	N/A	1 (to D-2)

6.5 Staff members in the Field Service category at the FS-6 and FS-7 levels may apply for job openings in the Professional category subject to the requirements of sections 6.1 to 6.4 above.

6.6 Staff members who are on secondment to a separately administered United Nations fund or programme, specialized agency or organization of the United Nations common system shall be granted a lien against a specific job for up to two years. If the staff member, while on secondment, applies for job openings in the Secretariat they will be considered an internal applicant. After two years, should the staff member wish to remain on secondment, the lien on the specific job shall be surrendered but the staff member retains return rights to the Secretariat up to a maximum of five years. At the end of the five years, a transfer to the receiving organization shall be initiated unless the staff member wishes to return to the Secretariat. To return to the Secretariat, the staff member is eligible to apply for job openings. Staff members who are unsuccessful in their applications to other Secretariat job openings will have the right to return to the Secretariat at their level at the time of release on secondment.

6.7 Staff members serving in language jobs 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 jobs requiring special language skills<sup>11</sup> are eligible to apply for non-language jobs after a continuous service of a minimum of five years in a language job.

6.8 Staff members holding a temporary appointment who are recruited in the Professional and higher categories, on a temporary appointment, and placed on a vacancy authorized for one year or more may not apply for or be reappointed to their current vacancy within six months of the end of their current service. This provision does not apply to staff members holding temporary appointments and placed on vacancies authorized for one year or more in peacekeeping operations or special political missions.

6.9 Interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any vacancy in the Professional or higher categories and for vacancies at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to Junior Professional Officers appointed under the Staff Rules.

<sup>11</sup> ST/AI/2020/3, entitled "Competitive examinations for recruitment against or placement in language positions at the P-2 or P-3 level", as may be amended or revised.

## Section 7

### Pre-screening and assessment

7.1 Applicants applying to job openings will be pre-screened on the basis of the information provided in their application to determine whether they meet the minimum requirements of the job opening.

7.2 In the event that downsized staff members<sup>12</sup> are among the candidates who have passed pre-screening, such candidates must be reviewed for suitability before any other candidates are considered in accordance with the relevant provisions of section 5 of the administrative instruction entitled “Downsizing or restructuring resulting in termination of appointments” ([ST/AI/2023/1](#)), as may be amended or revised.

7.3 In the event that no downsized staff members are among the candidates who have passed pre-screening, or that the procedure described in section 5 of [ST/AI/2023/1](#) did not lead to the selection of any downsized staff member, the hiring managers or occupational group managers shall further evaluate all remaining applicants released to them and shall prepare a shortlist of those who appear most qualified for the job opening based on a review of their documentation.

7.4 Shortlisted candidates shall be assessed to determine whether they meet the technical requirements and competencies of the job opening. Assessment of shortlisted candidates may not commence before the deadline has passed for applying to a job opening, in accordance with section 4.7 above. The assessment may include a competency-based interview and/or other appropriate evaluation mechanisms, such as written tests, work sample tests or assessment centres.

7.5 For each job opening, up to and including the D-1 level, the hiring manager or occupational group manager, as appropriate, shall prepare a reasoned and documented record of the evaluation of the proposed candidates against the applicable evaluation criteria to allow for review by the central review body and a selection decision by the head of entity.

7.6 For vacancy-specific job openings, up to and including the D-1 level, the hiring manager or occupational group manager shall transmit the proposal for one candidate or, preferably, a list of qualified, unranked candidates, including normally at least one woman candidate, to the appropriate central review body through the official whom the head of entity has designated to ensure that, in making the proposal, the hiring manager or occupational group manager has complied with the process.

7.7 For generic job openings in peacekeeping operations and special political missions, the official whom the head of entity has designated to ensure that the process has been complied with and that the recommendations are reasoned, and that organizational objectives and targets have been taken into account, shall transmit the proposed list of qualified, unranked candidates, including normally at least one woman candidate, to the field central review body for inclusion in a roster.

7.8 For vacancies at the D-2 level, heads of entities shall submit to the Senior Review Group a shortlist normally containing three names of qualified and suitable candidates, including at least one woman candidate. The shortlist will be prepared following interviews by an interdepartmental assessment panel. In making such submission, due regard shall be given to candidates with diverse experience, including career mobility. The submission to the Senior Review Group from the head of entity shall be transmitted to the Chairperson of the Senior Review Group through the Secretary of that body and shall include a comprehensive evaluation of the shortlisted candidates justifying their

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<sup>12</sup> As defined in section 5.10 of the administrative instruction entitled “Downsizing or Restructuring Resulting in Termination of Appointments” ([ST/AI/2023/1](#)), as may be amended or revised.

qualifications and suitability for the vacancy. The submission shall also include the personal history profile of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the entity, including information on nationality and gender.

## **Section 8**

### **Central review bodies**

8.1 The central review bodies shall review proposals for filling a vacancy-specific job opening or for placing candidates on the roster following a generic job opening, made by the entity concerned, to ensure that applicants were evaluated on the basis of the corresponding evaluation criteria and that the applicable procedures were followed.

8.2 If the central review body finds that the evaluation criteria have not been properly applied and/or the applicable procedures have not been followed, the central review body shall transmit its findings and recommendation to the official having authority to withdraw the authority to make a selection decision with respect to a particular job opening on behalf of the Secretary-General, as follows:

(a) The Under-Secretary-General for Management Strategy, Policy and Compliance for vacancies at the P-5 and D-1 levels;

(b) The Assistant Secretary-General for Human Resources for all other vacancies.

## **Section 9**

### **Selection decision**

9.1 Staff members holding a permanent, continuing or fixed-term appointment should normally serve in a job for at least one year before being eligible to be appointed to another job.

9.2 The selection decision for vacancies up to and including at the D-1 level shall be made by the head of entity on the basis of proposals made by the responsible hiring managers (for vacancy-specific job openings) and occupational group managers (for generic job openings) when the central review body finds that the candidates have been evaluated on the basis of approved evaluation criteria and the applicable procedures have been followed.

9.3 Recommendations for selection for vacancies at the D-2 level shall be made by the head of entity for review by the Senior Review Group. When the Senior Review Group finds that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall complete its review and provide advice on the recommendations to the Secretary-General for a final selection decision.

9.4 When recommending the selection of candidates for vacancies up to and including at the D-1 level, the hiring manager shall support such recommendation by a documented record. The head of entity shall select the candidate that the head of entity considers to be best suited for the functions. In the final selection decision, due consideration should be given to staff members who are victims of malicious acts or natural disasters; candidates from troop- or police-contributing countries for vacancies in a peacekeeping operation or Headquarters support account-funded vacancies in entities with support account resources; and prior service or employment of candidates in field duty stations, for vacancies for which relevant field experience is highly desirable, as applicable and as stipulated in General Assembly resolutions [63/250](#) and [65/247](#). Due consideration should be given to women candidates in accordance with the administrative instruction [ST/AI/2020/5](#), entitled "Temporary special measures for the achievement of gender parity", as may be amended or revised. For the avoidance of doubt, the procedure set out in section 3.5 of that

administrative instruction shall not be considered part of the procedure of the selection decision but is an internal monitoring mechanism.

9.5 Candidates for vacancy-specific job openings up to and including at the D-1 level included in a list endorsed by a central review body shall be placed on a roster of candidates pre-approved for similar functions at the level of the job opening, which shall be drawn from all duty stations for job openings in the Professional and higher categories and the Field Service category. Following the selection decision, roster candidates shall be retained in a roster indefinitely or until such time as the present administrative instruction is amended. Candidates included in the roster may be selected by heads of entities for a subsequent job opening without reference to a central review body.

9.6 Qualified candidates for generic job openings shall be placed on the relevant occupational roster after review by a central review body and may be selected for job openings in entities with approval for roster-based recruitment. The roster candidate shall be retained on an occupational roster indefinitely or until such time as the present administrative instruction is amended. Should an eligible roster candidate be suitable for a job opening, the hiring manager may recommend the immediate selection of that candidate to the head of entity without reference to the central review body.

## **Section 10**

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

10.1 The executive office at Headquarters or the local human resources office shall inform the selected candidate of the selection decision within 14 days after the decision is made. Candidates endorsed by the central review body and placed on a roster shall be informed of such placement within 14 days after the decision is made by the hiring manager or occupational group manager and be advised that they may be selected from the roster for similar vacancies that may become available within the stipulated time frame as described in sections 9.5 and 9.6. Other candidates convoked for assessments but not selected or placed on a roster shall be so informed by the hiring manager or the occupational group manager within 14 days after the selection decision is made in writing. Applicants eliminated prior to the assessment exercises shall be informed.

10.2 The decision to select a candidate shall be implemented upon its official communication to the individual concerned. When the selection entails promotion to a higher level, the earliest possible date on which such promotion may become effective shall be the first day of the month following the decision, subject to the availability of the job and the assumption of higher-level functions. However, when an encumbered job has been included in the compendium after upward reclassification and an applicant other than the incumbent is selected, the decision shall be implemented only when a suitable job has been identified for the incumbent.

10.3 Selected staff members shall be released as soon as possible, and in any event 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 job in another duty station, including those in peacekeeping operations or special political missions, the release shall be no later than two months after the releasing office is notified of the selection decision.

10.4 If the selected candidate fails to take up the functions within the specified time frames for personal reasons or leaves the job within one year, the head of entity may select another candidate from the list endorsed by the central review body with respect to the particular job opening, or in the case of peacekeeping operations or special political missions, from the roster within the same occupational group. If no such candidate is available, the head of entity may select another candidate from the roster or recommend that the vacancy be advertised in the compendium if no roster candidate is found to be suitable.

## Section 11

### Placement authority outside the normal process

11.1 The Assistant Secretary-General for Human Resources has the authority to place in a suitable job the following staff members when in need of placement outside the normal process:

(a) Incumbents, other than staff members holding a temporary appointment, of jobs reclassified upward for which an applicant other than the incumbent has been selected;

(b) Staff members who return from secondment after more than two years when the parent entity concerned has made every effort to place them.

After determining the availability of a suitable job in consultation with the head of entity and the staff member concerned, the Assistant Secretary-General for Human Resources shall decide on the placement, in accordance with staff regulation 1.2 (c).

11.2 To expedite placement of successful candidates for the young professionals programme, the official with the delegated authority shall have the authority to place those candidates in P-2 vacancies subject to geographical distribution that, after a period of three months, have not been filled.

11.3 Vacancies for jobs directly financed by project funds or other extrabudgetary resources established at the P-1 or P-2 level for one year or more will be filled only through successful candidates for the young professionals programme, until such time as the list of successful candidates is depleted, or through the temporary promotion of successful "G to P" candidates who are willing to assume such jobs. For jobs that continue to be funded beyond two years, "G to P" appointees will be given the opportunity to confirm their willingness to relinquish their General Service jobs.

11.4 The official with the delegated authority shall have the authority to select successful candidates for the young professionals programme against P-2 vacancies in peacekeeping operations and special political missions. Candidates selected for P-2 vacancies in peacekeeping operations or special political missions from the list of successful candidates for the young professionals programme shall be granted geographic status.

## Section 12

### Final provisions and transitional measures

12.1 The present administrative instruction shall enter into force on 1 February 2024.

12.2 The provisions of [ST/AI/2010/3/Rev.1](#) shall continue to govern recruitment, placement and promotion in respect of applications for job openings advertised before the issuance of [ST/AI/2010/3/Rev.2](#).

12.3 The provisions of [ST/AI/2010/3/Rev.2](#) shall continue to govern recruitment, placement and promotion in respect of applications for job openings advertised after its issuance, and before 1 February 2024.

12.4 In all other respects, the present administrative instruction ([ST/AI/2010/3/Rev.3](#)) supersedes [ST/AI/2010/3/Rev.2](#), with the exception of section 6.4 of [ST/AI/2010/3/Rev.2](#) concerning lateral move requirements, which will be applied as set out in section 6.4 of the present administrative instruction.

*(Signed)* Catherine Pollard  
Under-Secretary-General for Management Strategy,  
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