

10 May 2011

**Administrative Instruction ST/AI/2010/3 of 21 April 2010**  
**Staff Selection system**

**Section 1**

**Definitions**

*(c) 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 female** 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 department or office, and **at least one female;**

*(o) 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 for positions at the P-4 or P-5 levels, respectively.** Associate experts (Junior Professional Officers) are not considered internal applicants;

*(q) Lateral move:* movement of a staff member to a different position at the same level for the duration of at least one year. The new position 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/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;**

*(x) Selection decision:* decision by a head of department/office to select a

preferred candidate for a particular position 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 departmental 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 positions at the D-2 level are made by the Secretary-General following review by the Senior Review Group;

## **Section 6**

### **Eligibility requirements**

**6.3 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 level, subject to the following provisions:

## **Section 7**

### **Pre-screening and assessment**

7.3 OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support has the authority to pre-screen individuals identified through an **outreach strategy aiming for target groups in terms of gender, geography and/or specialized expertise within the deadline of the job opening**. The applications of successful candidates will be released to the hiring or occupational group manager.

7.7 For position-specific job openings, up to and including the D-1 level, the hiring manager or occupational group manager shall transmit his/her proposal for one candidate or, preferably, a list of qualified, unranked candidates, **including normally at least one female candidate**, to the appropriate central review body through OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support. OHRM, the local human resources office or the Field Personnel Division shall ensure that, in making the proposal, the hiring manager or occupational group manager has complied with the process.

7.8 For generic job openings in peacekeeping operations and special political missions, the Director of the Field Personnel Division of the Department of Field Support shall ensure that the process has been complied with and that the recommendations are reasoned and organizational objectives and targets have been taken into account, and shall transmit the proposed list of qualified, unranked candidates including normally **at least one female candidate to the field central review body for inclusion in a roster**.

7.9 For positions at the D-2 level, heads of department/office/mission shall submit to the Senior Review Group **a shortlist normally containing three names of qualified**

**and suitable candidates, including at least one female 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 department/office 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 qualifications and suitability for the position. 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 department/office/mission, **including information on nationality and gender.**

## **Section 9**

### **Selection decision**

9.3 When recommending the selection of candidates for posts up to and including at the D-1 level, the hiring manager shall support such recommendation by a documented record. The head of department/office shall select the candidate he or she considers to be best suited for the functions. **Prior to selection of an external candidate, that decision must be justified in writing to, and approved by, OHRM.** In the final selection due consideration should also be given to staff members who are victims of malicious acts or natural disasters; serving staff members who have served under the former 200 and 300 series of the Staff Rules; candidates from troop- or police-contributing countries for positions in a peacekeeping operation or Headquarters support account-funded positions in the Department of Peacekeeping Operations, the Department of Field Support and other departments with support account resources; and prior service or employment of candidates in field duty stations, for positions for which relevant field experience is highly desirable, as applicable and as stipulated in General Assembly resolution 63/250.

9.4 Candidates **for position-specific job openings** up to and including at the D-1 level included in a list endorsed by a central review body other than the candidate selected for the specific position 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 above categories. **The roster candidate shall be retained in a roster for a period of two years for male candidates and three years for female candidates** after the first day of the month following the selection decision. Candidates included in the roster may be selected by the head of department/office for a subsequent job opening, without reference to a central review body.

9.5 Qualified candidates for **generic job openings** are 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 for a period of two years for male candidates and three years for female candidates** after the first day of the month following the selection decision. Should an eligible roster candidate be suitable for the job opening, the hiring manager may recommend his/her immediate

selection to the head of department/office/mission, without reference to the central review body. **In cases where the recommendation is for an external over an internal roster candidate, section 9.3 shall apply.**