

STANDARD OPERATING PROCEDURES FOR THE ON-LINE CLASSIFICATION

Note: The Classification process is composed of two parts (1) off-line process and (2) online process. The off-line process is done internal to UN-Habitat, the purpose is to get approval to classify and advertise a position, upon approval of the request, the on-line process can commence through the UNON Portal

1. STEP 1: UN-HABITAT HIRING OFFICE

- 1.1. The Hiring Office generates the on-line request for classification through the UNON Portal. Reference to the On-line Classification preparation guidelines UN-Habitat attached
- 1.2. The Hiring Office should attach an organogram clearly indicating the position that is to be classified
- 1.3. The Hiring Office should attach the off-line classification form duly completed and signed by the respective officers
- 1.4. The Hiring Office should attach the Terms of Reference
- 1.5. The Hiring Office should complete the on-line classification form and submit to the Hiring Manager (Supervisor)
- 1.6. The Hiring Manager approves the request and submits to the Organisation Management Administrator (UN-Habitat HR Office)

2. STEP 2: UN-HABITAT HUMAN RESOURCES OFFICE

- 2.1. UN-Habitat HR Office reviews the on-line classification form and documentation attached (TOR, organigram, off-line form) to ensure the request is duly completed and in line with the policy [ST/AI/1998/9](#)
- 2.2. UN-Habitat HR Office approves the on-line classification request and submits to the Finance and Budget Office for verification and confirmation of funding and position number details by the OM Budget Administrator;

3. STEP 3: FINANCE AND BUDGET OFFICE

- 3.1. Organisation Management Budget Administrator (OM Budget Admin) reviews and confirms the coding block indicated on the requested classification request;
- 3.2. OM Budget Admin reviews and verifies the position number indicated;
- 3.3. OM Budget Admin approves the request and submits to UNON Focal Point

Note: UN-Habitat HR Office is responsible for guiding, monitoring and following up with the responsible offices and providing feedback to the hiring office.

Attachment to SOP

- [On-line Classification Preparation Guidelines](#)
- Administrative Instructions, System for Classification of Posts – [ST/AI/1998/9](#)