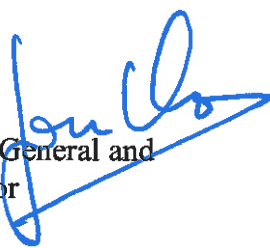


MEMORANDUM

To: All UN-Habitat Staff Reference: HP/bn

From: Dr. Joan Clos,  Date: 12 March 2015
Under-Secretary-General and
Executive Director

Subject: **Internal Circular - Agreed Separation Package**

Further to the exercise on the agreed separations, this Internal Circular will serve to expand the eligibility criteria of service to the UN-Habitat staff members as follows:-

- 1) To qualify, UN-Habitat staff members should meet any of the following:
 - a) **Type of Appointment:** Permanent, Continuing or Fixed Term
 - b) **Category of Staff:** Professional Staff from P1 to D2 levels all inclusive; National Staff from G2 – NOC Levels
 - c) **Years of retirement:** Staff members who have two(2) to six (6) years until retirement as of 1 January 2015
 - d) This invitation is particularly encouraging staff members who at the time of potential separation:-
 - i) will have 15 years of continuous service; and/or
 - ii) will have reached the age of 55, i.e. meeting early retirement:

Note: All those staff members who had enquired before but were not processed due to various reasons are encouraged to re-apply. The application will be evaluated in accordance with the good administration of the Organization.

This package is available to UN-Habitat staff members until 31 May 2015.

Applications should be sent through Mr. Haris Pajtic to the Executive Director and will be considered on a first-come-first serve basis. Mr. Pajtic will also be available to answer any specific questions.

Thank you.

cc: Haris Pajtic
Jane Nyakairu