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INTEROFFICE MEMORANDUM

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UNITED NATIONS OFFICE AT NAIROBI

OFFICE OF THE DIRECTOR-GENERAL

TO: All Staff  
A: UN-HABITAT UNEP and UNON

DATE: 26 Feb 2015

RÉFÉRENCE: UNON/IC/2015/04

THROUGH:

S/C DE:

FROM:   
Deborah Ernst, OIC

DE: Division of Administrative Services, UNON

SUBJECT: Transitional measures for General Service Category

OBJET: Recruitment

As a first step in an effort to mitigate the potential impact that the 2016-2017 Regular Budget staffing reductions may have on staff members in the General Service and Related Categories, the Office for Human Resources Management (OHRM) has announced the following measures be implemented Secretariat-wide with immediate effect and until further notice, as follows:

1. Temporary Job Openings (TJOs) General Service Category (G5-G7 levels)

All Temporary Job Openings (TJOs) in the GS-5, GS-6, GS-7 levels shall be open to internal staff members at the respective duty station holding a Fixed Term Appointment, Continuing Appointment or Permanent Appointment only. When a qualified internal staff member cannot be identified, the hiring manager may request an exception to OHRM for selecting an external candidate (including a staff member holding a temporary appointment). Such requests must be substantiated and submitted to UNON/HRMS/Recruitment and Classification Section for review and onward submission to OHRM for final approval.

2. Entry level recruitment in the General Service Category(G1-G4 levels)

In addition, all new entry-level recruitment in the General Service Category, for positions at the GS-4 levels and below, irrespective of the source of funding, will be granted Temporary Appointments only. Vacancies at these levels remain open to both internal and external candidates, including staff members on temporary appointments. However, priority consideration will be given to serving staff members holding Fixed-Term Appointments followed by those holding Temporary Appointments. New external candidates will only be considered when a serving staff member holding a Fixed-Term or Temporary Appointment cannot be identified. Selection of a new external candidate requires the approval of OHRM. Such requests must be substantiated and submitted to UNON/HRMS/Recruitment and Classification Section for review and onward submission to OHRM for final approval. No entry level Fixed-Term Appointments will be granted to new external candidates.

Please direct any questions regarding the above to your respective HR Officer in Recruitment and Classification Section.