


MEMORANDUM

To: All Staff, UN-Habitat

Reference: UNH-OED-M-201019-01

From: Maimunah Mohd Sharif 
Under-Secretary-General and
Executive Director

Date: 19 October 2020

Subject: **Temporary Special Measures for the Achievement of Gender Parity’
(ST/AI/2020/5)**

In his recent memorandum on the ‘Implementation of ST/AI/2020/5 on ‘Temporary Special Measures for the Achievement of Gender Parity’ (ST/AI/2020/5),’ the Secretary-General reaffirmed his commitment to achieving gender parity across the UN and stressed the role of ‘special measures’ in support of this goal.

As Executive Director of UN-Habitat, I support the Secretary-General and share his commitment to gender equality. It is incumbent on all managers to familiarize themselves with the provisions of the administrative instruction and to ensure that the instruction is applied properly and consistently.

Overview: ST/AI 2020/5 on ‘Temporary special measures for the achievement of gender parity’

Scope of the instruction

The measures in the administrative instruction apply to selections and appointments for all levels at which gender parity has not been reached and/or maintained; ‘parity’ is defined for this purpose as “a 47 to 53 percent margin for at the level of the position.”

The measures apply at all times, including “during periods of downsizing, when a recruitment freeze is in effect or when an entity is reorganized.”

Outreach requirements

Where gender parity has not been reached at the level and grade of the position to be filled, efforts must be taken “to identify qualified women prior to the posting of the job opening [...] from both within and outside the Organization, including through advertisements and special searches.”

Job openings at the Professional level and above

When selecting a candidate for a professional level position, where the entity has not reached (and/or maintained) parity at that level: “the job opening shall be filled by one or more women candidates [...] provided that the women candidates meet the requirements for the job opening and that their qualifications are substantially equal or superior to those of the competing male candidates.”

When one or more women candidates meets the requirements of the job opening and the head of entity [or official with delegated authority] intends to select a male candidate, before the selection decision may be taken, a written analysis together with supporting documentation demonstrating how the “qualifications and experience of the male candidate are clearly superior to those of the women candidates” must be submitted to the Executive Office of the Secretary-General for review utilizing form P.401 (attached).

Temporary job openings in the Professional and General Service categories

Where there are one or more internal women candidates, the temporary job opening shall be filled by one of those internal candidates, provided the candidate meets the requirements for the temporary job opening and her qualifications and experience are substantially equal or superior to those of male candidates.

In all instances where the head of entity [official with delegated authority] selects an internal candidate to a temporary job opening, the Executive Office “shall document the manner in which eligible internal women candidates have been reviewed.”