

# FAQs on General Service Mobility Pilot in UNHQ-NY

## General

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### 1- What is the GS mobility pilot programme in UNHQ-NY? How is it related to the new approach to staff mobility in the UN Secretariat?

The new approach to staff mobility is anchored in the fundamental link between career satisfaction, learning and skill development, as they relate to skill acquisition through service in entities with diverse mandates.

As the global mobility exercise facilitates lateral (same grade level) and geographical moves for staff members in the Professional and above and Field Service Categories only (1<sup>st</sup> exercise expected to launch in Fall 2023), the GS Mobility Pilot in UNHQ-NY is designed to facilitate lateral (same grade level) and functional moves for staff members in the General Services category, to ensure that they have equal opportunities for career development.

The GS mobility pilot programme is voluntary. The objective of the pilot is to provide staff members in the General Service category with more career satisfaction and development opportunities, by facilitating easier movement between roles and departments, allowing staff to gain new skills and experiences to help them progress in their career.

### 2- What are the benefits of the GS mobility pilot programme in UNHQ-NY?

Mobility in the United Nations Secretariat will mutually benefit staff members and the Organization in diverse and rich aspects, including:

#### Organization

- Agility/ Proactively preparing for the future of work
- Improve the engagement and career satisfaction of staff members in the General Service category

#### Staff Member

- Career satisfaction, by having the opportunity to take on exciting new roles laterally and across different functions and departments
- Develop and acquire new skills and capabilities

- Develop both breadth and depth of experience
- Widen networks and connectivity between different parts of the Organization

The mobility exercise provides another opportunity for movement in the same vein as applying to a vacancy at the same level. It is expected to provide staff members with opportunities for cross-functional movement. It is also expected to be an expedited means of movement for staff members, relative to the job opening application process.

## **Mobility Exercises**

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### **3- What is the timeline for the GS mobility pilot programme in UNHQ-NY?**

The first GS mobility pilot exercise in UNHQ-NY will begin in April 2023, with final decisions provided in late August 2023. Movements are expected to take place from August to September 2023. For details, please see <https://hr.un.org/page/gs-mobility-timeline>.

### **4- Who can participate in the GS mobility pilot programme in UNHQ-NY?**

Under the GS mobility pilot programme in UNHQ-NY, the following staff members can participate in the exercise:

- G-4 to G-7 staff members in the General Service category (the number of staff members at G1-G3 levels and in related categories is limited in UNHQ-NY).
- Staff members with New York as their official duty station.
- Staff members who have served a minimum of three (3) years (cumulative may be acceptable) in the current job at the current grade level by the opt-in date of the pilot.
- Staff members with fixed-term, continuing or permanent contracts who are serving on a position with Regular Budget or Support Account Budget funding.
- Staff members who will have at least 1 year of service remaining at the time of movement may opt-in to the GS mobility pilot.
- Staff members do not need to be rostered to be considered for a position.

Posts with extrabudgetary funding (e.g. project funds) will be excluded from the exercise for position continuity. Posts that are slated for abolishment will be excluded from the exercise and incumbents precluded from participating in this exercise.

Additionally, the following will be excluded:

- Staff members currently on SPA, Special Leave Without Pay, or on temporary assignment within the UN Secretariat, or on secondment/reimbursable or non-reimbursable loan to or from a UN common system organization or other entities.

## 5- What does participating in the GS mobility pilot programme in UNHQ-NY mean for staff members?

The GS mobility pilot programme in UNHQ-NY allows staff members to gain new skills and experiences through lateral and functional moves to help them progress in their career.

Once opted in, staff members must agree to accept any assignment they are given.

Staff members will not maintain a lien against their original post in the releasing office. The movements in this exercise are dependent upon each other as such it is not possible to allow liens on the original positions.

Staff members' appointment status, e.g. permanent appointment or continuing appointment will not be impacted when they are reassigned to new positions through the GS mobility pilot programme in UNHQ-NY. However, as the moves will be lateral and functional within UNHQ-NY, staff members will maintain their salary scale, and will not have entitlements related to geographical moves (e.g. relocation, travel).

## 6- How can a staff member opt-in to participate in the GS mobility pilot programme in UNHQ-NY?

Staff members can opt-in to participate by logging into inspira with their staff account and navigating to:

**Main Menu – My Career and Learning – Mobility - My Mobility**

The GS mobility pilot exercise will begin with a **2-week opt-in period** (20 Apr – 4 May 2023) during which currently serving staff members may request

participation in the mobility exercise by opting in through their staff member inspira account. Once the opt-in period is over, staff members will not be able to request participation or cancel participation.

Eligible staff members are advised to participate in the pilot programme after discussion with their first reporting officers. However, it is not required and hiring managers are not able to prevent staff members from participating.

Staff member information will be reviewed by local human resources or executive offices. Staff members will be informed whether they are eligible for inclusion in the mobility exercise.

## **7- What positions will be included in the compendium? What is an “expression of interest”? Can staff members submit a unique CV tailored to each position?**

The available positions in a mobility exercise includes the positions encumbered by the participating staff members (“the compendium”). Vacant positions will not be included in the compendium.

Following the publication of the compendium, participating staff members will have 14 days to express interest in and rank in order of preference up to 5 positions at their grade level. The 5 positions could be in the same department or different departments, in the same job family or different job families (with functions commensurate with staff members’ competencies, skills and experience). Expression interest in more positions (up to 5 positions) may help increase the matching success rate.

As with job openings in inspira, staff members will be able to use an existing candidate profile in inspira and modify their expression of interest accordingly.

Staff members will be requested to include a brief motivational statement (can be customized for each position) and the staff member’s two most recent performance documents in their expressions of interest. In the event that the staff member is subject to a performance improvement plan, it is the decision of the receiving hiring manager in consultation with the head of entity to consider the staff member for the position under their purview.

## **8- Will staff members undergo a competency-based interview for each position?**

As a mobility exercise is a lateral transfer mechanism, no formal competency-based interview or written assessment is required. Hiring managers may reach out to staff members who have expressed interest in the position for an informal discussion.

## **9- How will staff members be matched to a position? What happens if the staff members are not matched?**

In the mobility exercise, participating staff members will be free to express interest in up to 5 positions for which they believe they are suitable. The staff member will rank the positions in order of their preference.

Hiring managers will review the expressions of interest of the staff members who meet the requirements for the position. The hiring managers will indicate preferences in ranked order and with justification.

The matching of staff members to positions will be assisted by a job matching tool, taking into consideration the preferences expressed by the staff member and the hiring manager.

As the movements are dependent upon each other, the staff member will be expected to move. In the event that staff members are not matched to any position that they have expressed an interest in, the Office of Human Resources will provide support. Staff members may receive a reassignment proposal for other suitable positions in the compendium in which they had not expressed interest after consultation with the concerned staff members.

If there are no suitable positions and another participating staff member is not matched to the position the staff member encumbers, there is a possibility that the staff member may remain in his/her own position.

Hiring managers shall review the matching results provided by the Office of Human Resources, DMSPC, for positions in their respective entities. The reassignment recommendations will be submitted to the respective heads of entities.

## **10- Who will approve the decisions for moves in the GS mobility pilot?**

Heads of entities will make the final decisions to place suitable staff members who participated in the pilot against the positions in the compendium located in their respective entities, which is within their delegated authority.

### **11- How long will staff members stay on the new position after the mobility pilot?**

Reassignment following a mobility exercise is the same as if the staff members accepted an offer through a vacancy job opening. GS staff members who are reassigned to a different position at the end of the GS Mobility Pilot Programme in UNHQ-NY will not keep a lien. Staff members may remain in the reassigned position as long the position continues to be funded.

GS staff members who are reassigned to a different position as a result of the GS Pilot Mobility Programme may also choose to participate in future exercises.

### **12- Can a staff member included in a mobility exercise still apply to vacant JOs or TJOs through the staff selection system? What will happen to the positions they vacate during the mobility exercise?**

Participating staff members in a mobility exercise may apply and be considered for vacant positions advertised through the staff selection system in accordance with administrative instruction ST/AI/2010/3 (as amended or revised, see ST/AI/2010/3/Amend 2).

In the event that, during this mobility exercise, participating staff members receive an offer of appointment to another position, they should decide which position to accept as soon as possible and inform their Executive Office, who will inform the Office of Human Resources, DMSPC.

If the participating staff members vacate their positions during the mobility exercise, their positions will remain available in the compendium for the lateral reassignment of other participating staff members.

Any positions remaining vacant upon completion of a mobility exercise will be advertised through a job opening in accordance with the staff selection system.

### **13- What if something happens in the months between when a staff member expresses interest in a position and when the reassignment decision is made?**

These cases will be dealt with on a case-by-case basis. Staff members are expected to communicate any change in their situation to their Executive

Office as soon as possible, who will inform the Office of Human Resources, DMSPC.

**14- Will there be subsequent exercises on a regular basis? Will the mobility programme be extended to staff members in the GS and related categories in other duty stations?**

The GS Pilot Programme will be monitored and evaluated periodically for the possibility of scaling up in the future.

**15- Who can staff members contact for help?**

For more information on GS mobility pilot programme in UNHQ-NY, staff members may visit the designated page on the HR Portal (<https://hr.un.org/page/Staff-Mobility-home> ).

The local Human Resources or Executive Office will be able to answer specific questions related to a staff member's eligibility or participation in a mobility exercise. Should you continue to have questions, please email [gspilotmobilityny@un.org](mailto:gspilotmobilityny@un.org).