Assignment Grant

Internationally recruited UN Secretariat staff members with temporary, fixed-term, continuing and permanent appointments are eligible for this grant, when relocating and authorized to travel by the Organization on initial appointment, assignment or transfer. The grant provided depends on the type of appointment held and the length of appointment.

If you are recruited from an area within commuting distance of the duty station, unless you can demonstrate that it was necessary for you to change accommodation due to your appointment with the Secretariat, you will not be eligible for assignment grant.

Eligible staff members, who are being travelled at the Organization’s expense upon initial appointment or movement to a new duty station, are provided with this grant. It has two components: 1) a daily subsistence allowance (DSA) portion and 2) a lump-sum portion (net salary and post adjustment). Each component has specific conditions, as follows:

**Temporary appointments or assignments of less than one year**

You will receive 30 days’ DSA for yourself only. There is no lump sum payment.

**Permanent, continuing or fixed term appointments on assignment for one year or more**

You will receive 30 days’ DSA for yourself and 30 days’ DSA at half-rate for your family members who have been authorized to travel to the duty station.

You will also receive a lump sum portion (net salary and post adjustment) based on the category of duty station and the shipping option you selected, as follows:

<table>
<thead>
<tr>
<th>Shipping option</th>
<th>Going to Category H duty station</th>
<th>Going to Category A-E duty station</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full removal</td>
<td>No lump sum</td>
<td>One month’s lump sum with a second lump sum payable upon reaching the 3rd year</td>
</tr>
<tr>
<td>Unaccompanied shipment</td>
<td>One month’s lump sum</td>
<td></td>
</tr>
<tr>
<td>Relocation grant</td>
<td></td>
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</tbody>
</table>

Assignments of less than one year

The lump sum will be prorated for assignments or appointments of less than one year.
Assignments grant is intended to cover pre-departure expenses that are incurred due to your relocation as well as initial costs to establish your residence in the new duty station when required to move by the Organization.

The grant is made available when you arrive at your new location and have verified your arrival date through the Employee Self Service portal in Umoja.

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), you will need to take certain actions through the ESS portal in Umoja to process your request for assignment grant. Once you enter your arrival information, this records your arrival at the duty station and the HR partner will raise a personnel action to process the assignment grant and relocation grant, if appropriate.

1. You must retain all your boarding passes for five years as proof of travel.
2. Once you have arrived at your new duty station, and are ready to begin processing your arrival information, you will need to take the following steps:
   
a. For an initial appointment:
      i. Log into ESS
      ii. Select Life and Work events
      iii. Select Onboarding and follow the on-screen steps to complete your request.

b. For a transfer or an assignment involving relocation:
   i. Log into ESS
   ii. Select Life and Work events
   iii. Select Change of duty station and follow the on-screen steps to complete your request.

Disclaimer: This factsheet is intended for informational purposes only. The UN Staff Rules and Regulations Administrative Instructions are the authoritative documents on this topic. Please note that this is an advance copy and all links and references listed are not yet available.