

Managed Mobility – Frequently Asked Questions

OPT IN, ELIGIBILITY REVIEW & DRAFTING OF POSITION ANNOUNCEMENTS

What does 'opt-in' mean?

The first year that a job network transitions into the Staff Selection and Managed Mobility system under ST/AI/2016/1 will be "opt-in" only. This means that staff members in a transitioning job network (i.e., ITECNET in 2017, POLNET in 2016,) may choose to participate in a managed mobility exercise if they have met their minimum position occupancy limit. Once a staff member opts in to participate, he or she may only opt out prior to the close of the opt-in period.

If the staff member does not opt out by the close of the opt-in period and is eligible to participate in the exercise, he or she is expected to continue to participate until the placement decisions are made.

From the second year a job network is in the Staff Selection and Managed Mobility system, (i.e., 2018 for ITECNET, 2017 for POLNET), staff members who have reached their maximum position occupancy limit will be required to participate. The preliminary compendium is available for the exercise conducted in the second year a job network transitions under the new system.

What are the eligibility criteria?

The requirements for the staff member and the position he or she encumbers to be eligible to participate in a managed mobility exercise are based on the eligibility criteria contained in ST/AI/2016/1, as follows:

- The position is part of the job network (staff members may check his or her job network on the HR Portal: hr.un.org/staff-member-info);
- The staff member is at the FS, P or D level;
- The staff member has been recruited following review by a review body;
- The staff member holds a fixed term, continuing or permanent appointment;
- The staff member has met the minimum position occupancy limit;
- The staff member is on his or her parent position (i.e. not on a temporary assignment or on special leave with or without pay);
- The staff member's appointment is not limited to a department or office;
- The funding criteria for the position are met.

Please note that the eligibility review is based on information that derives from Umoja (not Inspira) in addition to the information provided by the local HR office. Please check to ensure that all information about your position as well as yourself is correctly recorded in Umoja. Should you see any discrepancy, please contact your local HR Officer as the Network Staffing Team is unable to make changes in Umoja.

Does the staff member need programme manager's confirmation to participate in the managed mobility exercise?

Staff members do not need the consent of their programme managers to be able to participate in a managed mobility exercise. Please note, once a staff member opts

in to participate in an exercise and he or she and his or her position are found eligible, the relevant Network Staffing Team will get in touch with his/her programme manager to consult and coordinate on the drafting of the position announcement for circulation in the compendium.

What is a position announcement?

Position announcement under managed mobility is equivalent to job opening under the vacancy exercise. Position announcement includes the following:

- Organization setting and reporting line
- Mandate of the department/mission/office
- Responsibilities
- Competencies
- Eligibility and suitability requirements (academic, work experience and language requirements)
- Managed mobility consideration (special notice about the managed mobility exercise)

Positions announcements are initially drafted by the Network Staffing Team based on a generic job profile (GJP) or a classified Job Description (JD) for that particular functional title, provided by the local HR office.

The local HR office and the programme manager of that position are contacted then for the provision of further input on the draft position announcement. It is crucial that the local HR office or the programme manager provide appropriate input within the given timeframe on the draft so that position announcements can correctly reflect what is required for the position.

It should, however, be noted that while it is important to highlight the absolutely necessary requirements for the positions, the position announcements will be more general than i.e. job openings so that more staff members can have opportunities and move more easily under managed mobility.

EXPRESSION OF INTEREST

What is an expression of interest?

Expression of interest is a stage in the process where staff members participating in a managed mobility exercise can indicate which positions available in the compendium he/she is willing and able to move to.

In the course of completing the expression of interest, staff members will be able to submit the following:

- Indication of the positions he/she is willing to move to, in the ranking order
- Personal History Profile (PHP)
- Motivational statement (i.e. cover letter) – optional
- Mobility survey – optional

Staff members are encouraged to express interest in at least three positions. Staff members need to select ALL positions they are interested in, before submitting the expression of interest.

Motivational statement is a mini-cover letter which staff members can use to indicate what their motivations are for expressing interest in a certain position. This is

optional.

Mobility survey is for staff members to self-assess what they are looking for in the exercise. The survey includes questions that relate to their career goals and/or willingness for movement within the UN Secretariat. This is optional.

Can a staff member choose which position they are moved to?

The staff member will be able to express interest in the positions listed in the compendium for his or her grade level. Staff members are encouraged to express interest in a minimum of three positions and up to however many he or she would like to express interest in. Please be reminded that the staff members are able to rank the top five positions with 1 being the most preferred and 5 being the least among the top five positions. If a staff member expresses interest in more than five positions, the remaining positions will be unranked.

If a staff member does not submit an expression of interest to a minimum of three positions, they will continue to participate in the managed mobility exercise. In accordance with ST/AI/2016/1 (section 19.3), staff members may receive a placement proposal to another position in the compendium in which he or she had not expressed interest in, but for which he or she is deemed suitable. If the staff member is unable to be recommended to a different position, it is possible that the staff member remains in his or her current position.

What happens if a staff member does not like any of the positions in the compendium?

If a staff member does not express interest in any positions, their suitability for the positions listed in the compendium will be reviewed by Subject Matter Experts. The Senior Review Board or Job Network Board, as applicable, may recommend him or her for one of the positions deemed suitable. Staff members who are participating in the managed mobility exercise will be expected to take up a proposed position, subject to the findings of the Special Constraints Panel and the final decision of the Secretary-General or Assistant Secretary-General for Human Resources Management, as applicable.

SUITABILITY REVIEW AND SUBJECT MATTER EXPERTS

How is suitability determined?

The suitability review of a staff member against a position available in the compendium is conducted by Subject Matter Experts from Departments and Office within a job network. Subject Matter Experts are nominated by Heads of Departments and Offices. Subject Matter Experts review the staff members and their expressions of interest against the eligibility and suitability criteria listed in the position announcements (i.e. academic, work experience and language requirements).

Can I express interest in positions in different job families? Do I need roster membership?

Staff members do not need roster membership to be able to express interest in the available positions in the compendium. Should the staff member meet the requirements of the position and clearly state this in their expression of interest, staff

members will be found suitable for the position. Staff members can apply to positions in different job families within their job network.

Can I become a subject matter expert for my job network?

Subject Matter Experts (SMEs) are nominated by heads of departments/offices to review the suitability of staff members in a managed mobility exercise. SMEs are loaned by their departments/missions/offices to the Network Staffing Team in OHRM for a finite period of time. Staff members from department/mission/office within a job network that have transitioned under the new system can also sign up to be a part time SME. Subject Matter Experts for you're a specific job network are normally advertised via inspira.

PROGRAMME MANAGER INPUT PHASE

What is the role of the programme manager in the managed mobility exercise?

In consultation with their respective heads of departments and offices, programme managers shall review the list of suitable staff members submitted by the Office of Human Resources Management and indicate their input and preferences, in ranking order, of the staff members deemed suitable for the position.

In providing their written input and preferences, programme managers shall consider the extent to which the suitable staff members will complement the skill sets of the organizational unit where the position is located and whether they will be most likely to facilitate the implementation of the mandate of the department or office.

Programme managers shall record their input and preferences in inspira within the deadline established by the Office of Human Resources Management.

It is important for the programme managers to provide the appropriate input on the list of suitable staff members as this is reviewed by the Boards when reviewing making the placement recommendations.

What happens if the programme manager does not provide any input?

In the event that programme managers do not provide their written input and preferences within the established deadline, the Office of Human Resources Management shall deem all suitable staff members to be equally ranked by the programme managers.

JNB/SRB SESSION AND THE SCP PROCESS

What is the role of the Job Network Board (JNB) and the Senior Review Board (SRB) under Managed Mobility?

The Job Network Board reviews and makes recommendation on the placement of staff members at the FS and P levels. The Senior Review Board reviews and makes recommendation on the placement of staff members at the D level.

Who are the members of the Boards?

The Job Network Board is composed of the staff members at the P-5 level and above from the departments of the job network that have transitioned under the new system. The board members are nominated by the respective heads of departments. Each job network board also includes staff representatives to be part of the session. The Senior Review Board is composed of senior level staff members at the ASG and USG levels from all job networks. The membership of the Job Network Boards is announced through Information Circulars.

What happens if the Senior Review Board or Job Network Board is not able to recommend me for one of the positions to which I expressed a preference?

There may be instances where a staff member may be recommended for placement to a position that he or she did not express interest in for but for which they are deemed suitable. In such instances the staff member will be presented with a placement proposal. If the proposed placement involves a geographic move, staff members may be able to submit a request for review to the Special Constraints Panel. The request must be based on:

- Medical reasons attributable to the staff member or one or more of his or her immediate family members
- Compelling personal circumstances whereby a change of duty station would create undue difficulty
- Matters in the interest of the Organization.

The Special Constraints Panel will review the request and submit its findings to the Senior Review Board and Job Network Board. In making the final placement decisions, the Secretary-General and the Assistant Secretary-General of Human Resources Management will consider the recommendations of the Senior Review Board or Job Network Board as well as the findings of the Special Constraints Panel.

Actual movement opportunities are contingent on the final composition of the compendium. While there is potential opportunity to move to new functions, roles and duty stations, there is no guarantee.

Upon receipt of the final decision of the Secretary-General or the Assistant

Secretary-General for Human Resources Management, the staff member will be expected to take up the position.

FINAL PLACEMENT DECISIONS

Who makes the final placement decision?

The Assistant Secretary-General for Human Resources Management makes the final placement for staff members at the FS and P levels, taking into consideration the findings of the Special Constraints Panel and the recommendations made by the Job Network Board.

The Secretary-General makes the final placement for staff members at the D level, taking into consideration the findings of the Special Constraints Panel and the recommendations made by the Senior Review Board.

How long does it take for the participating staff members to receive the placement

decision under Managed Mobility?

It usually takes about 6 – 7 months from the circulation of the preliminary compendium (or opt in period) until the staff members receive the placement decisions under Managed Mobility.

ON-BOARDING OF STAFF MEMBERS UNDER MANAGED MOBILITY

How do we know when to expect a new staff member under Managed Mobility?

Staff members are normally expected to move within two calendar months from the date of receipt of the placement decision. The exact dates, however, are consulted and decided between the releasing and the receiving offices. The RSCE office may be involved where staff members are placed in the various missions that are under the purview of RSCE on-boarding process.

The receiving and releasing offices are required to inform the Network Staffing Team on the date the staff members report for duty in their new assignments under Managed Mobility so that the Network Staffing Team can keep a track of the placements.

OTHER QUESTIONS RELATED TO MANAGED MOBILITY

How is the managed mobility exercise different from the vacancy exercise?

The new staff selection and the managed mobility system encourages staff members to make periodic movement within the UN Secretariat. The vacancy exercise is applicable for both internal and external candidates who may be selected and appointed to serve with the UN Secretariat by applying to job openings. The managed mobility exercise is applicable for internal staff members, internally recruited at the FS, P and D levels that meet the eligibility criteria for Managed Mobility. This is a lateral movement opportunity where staff members can move more easily at their own grade/level within their job network without going through the standardized assessment process.

How will the lien on post be affected?

When a staff member moves under managed mobility, he or she will not keep a lien on the position being vacated.

What happens if I am selected and accept an offer for a regular vacancy?

If you are selected for and accept a regular vacancy while you are participating in a managed mobility exercise, please immediately inform the Network Staffing Team and your local Human Resources office and attach your offer letter. You will be removed from the exercise; however, your position will remain for the possible placement of other participating staff members.

Where can I find more information about the new Staff Selection and the Managed Mobility system?

Check your network online: hr.un.org/staff-member-info

Briefing sessions: Click [here \(https://iseek-newyork.un.org/content/webinars-new-staffing-systemmobility-septoct\)](https://iseek-newyork.un.org/content/webinars-new-staffing-systemmobility-septoct) for a schedule of currently available sessions.

Career counselling: <https://hr.un.org/page/career-coaching>

Contacts of Network Staffing Teams:

- NST-ITECNET@unvienna.org
- POLNET-NST@un.org

HR Portal webpages for “mobility”:

<https://hr.un.org/page/itecnet-staff>

<https://hr.un.org/page/polnet-staff>

Important policy and administrative issuances:

- ST/AI/2016/1
- ST/SGB/2016/2
- ST/SGB/2016/3
- ST/SGB/2016/4