



HR Information Sheet

UMOJA USERS

AUTHORITATIVE SOURCE DOCUMENTS

- Staff Rule 3.13 – Mobility incentive
- [ST/AI/2016/6 – Mobility and hardship scheme](#)

Mobility Incentive

For Staff



Who

Internationally recruited staff with fixed-term, continuing and permanent appointments on an assignment to a duty station of one year or longer who have had five continuous years of service (without a break in service) in the United Nations system may qualify for the mobility incentive from their second assignment. To be eligible, staff members must have served in at least one other duty station for a period of one year or longer.



What

The mobility incentive is a monthly amount provided by the Organization to encourage the geographic mobility of staff to field duty stations. The incentive varies by the staff member's grade level and the number of assignments.



Why

The mobility incentive is paid to encourage movement of internationally recruited staff to field duty stations, and entails the geographic reassignment of a staff member from one duty station to another, usually to another country, for a period of one year or longer.

LINKS & SUPPORT



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[Online Support](#)



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When

The mobility incentive is payable from the second geographic assignment, at A to E duty stations, and is provided monthly to eligible staff members up to a maximum of five years of continuous service at the same duty station. The count towards the five years begins as of the date of appointment or assignment at the duty station. It may be paid for one additional year for staff members remaining at the duty station at the explicit request of the Organization, or for compelling humanitarian reasons.

Adjustment will be made to the mobility incentive in case a staff member receives a promotion or special post allowance (SPA) to a higher level which would bring the staff member's entitlement into another range (i.e. promotion or SPA to the P-4, FS-7 or D-1 level). Adjustment will also be made to suspend the mobility period if the staff member goes on special leave without pay of 30 days or more.

If qualifying service is broken by separation from service, any service accrued before the separation will be forfeited and a new period of service will begin upon the staff member's re-employment.

Where*

*as applicable



Offline



Other Systems

As part of the Umoja personnel action to record the assignment to a new duty station, the HR Partner will indicate the staff member's eligibility for the mobility incentive.

Although eligible staff members do not need to take any action to receive the mobility incentive, staff should always ensure that their personal information is up-to-date in the Employee Self Service (ESS) portal in Umoja.

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The HR Partner will ensure the accuracy of the mobility data of staff as they change assignments and duty stations.

How*

The mobility incentive will be calculated in Umoja based on the mobility indicator and the staff member's records in the system. The monthly amount will be shown on the staff member's payslip.

Transitional measures

Staff members serving at headquarters (H) duty stations and in receipt of mobility allowance on 30 June 2016 will continue to receive payment of the mobility allowance for up to five years at the same duty station or until the staff member moves to another duty station, whichever is earlier.

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