



Human Resources Factsheet

UMOJA USERS

Non-removal Allowance

For Staff



Who

Internationally recruited UN Secretariat staff members with permanent, continuing or fixed-term appointments who travel at the Organization's expense on initial appointment or change duty station for an appointments or assignment of one year or longer and choose either the unaccompanied shipment or relocation grant for shipment are eligible for this allowance.

Non-removal allowance is not available when you choose the full removal shipment option. Staff members with temporary appointments are not eligible for this allowance even if their appointment is exceptionally extended beyond 364 days.



What

This allowance is provided monthly up to a maximum of five consecutive years of service at the same duty station to compensate for the non-removal of personal belongings when a staff member relocates to a new duty station. The allowance will vary depending on the staff member's grade and family status (single or dependant) as well as the category of the duty station.



Why

The Organization encourages staff members to develop their careers by taking up assignments in different duty stations and provides support to those who are either not entitled to or did not opt for a full removal of personal effects when recruited or assigned to a duty station.



When

The allowance is provided monthly to eligible staff up to a maximum of five consecutive years of service at the same duty station.

Where*
*as applicable



Offline



Other
Systems

Newly-appointed staff members:

- During the on-boarding process, you will choose your shipment option (unaccompanied shipment or relocation grant) through <https://inspira.un.org>

Staff members changing duty stations:

- In Umoja, you will receive a movement checklist, which includes a reminder to select your preferred shipment option.

>Open the Shipment Options Factsheet

LINKS



FAQs



HR
Handbook



Work Life
Events



Help



Glossary

KEY REFERENCES

- Staff Rule 7.16 – Removal and non-removal
- ST/AI/2011/6 and ST/AI/2011/6/Amend.1 – Mobility and hardship scheme

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.

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Version 1.1

- 1.
- 2.
- 3.

How*

*To be confirmed against the deployment of Umoja

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), once your HR Partner (Personnel Office / HR Officer) has verified your eligibility for non-removal allowance and you have selected your preferred shipment option as shown above, he / she will process the relevant action in Umoja.

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