



Human Resources Factsheet

UMOJA USERS

Relocation Grant

For Staff



Who

UN Secretariat staff members who are internationally recruited and are either 1) travelled by the Organization when initially appointed, or 2) are changing jobs permanently or temporarily to a different duty station, or 3) are separating from the Organization after any length of service are eligible to apply for this grant.



What

The relocation grant is a lump sum provided by the Organization for a staff member to arrange the shipment of their personal effects when moving to a duty station that is not within the same country. The grant enables staff to manage their own shipping arrangements so that further involvement from the Organization is not required.

When you choose the relocation grant shipment option, the Organization is not involved in shipping your personal effects. You are responsible for these arrangements and it will not be possible to claim either the full removal or unaccompanied shipment options.

> Open the Shipment Options Factsheet

The grant will depend on the duration of your new assignment as well as your family composition. Currently, the rates are as follows:

- a) For initial appointments or a change in duty station of one year or more
 - \$10,000 USD for staff members only (\$6,000 for Associate Experts)
 - \$15,000 USD for staff with dependants who were travelled by the Organization to the duty station (\$9,000 for Associate Experts)

In this scenario you will also receive an assignment grant and a non-removal allowance.

>Open the Assignment Grant Factsheet

>Open the Non-Removal Allowance Factsheet

- b) For a change in duty station of less than one year or a movement such as separation, the Organization will provide a relocation grant as a lump sum of \$1,200 USD (single rate only). Where your assignment is extended to one year or longer, you will be provided with the balance of the grant as if the initial assignment had been for one year or more.



Why

This grant is provided by the Organization to assist staff in covering the costs incurred in shipping personal effects or buying household goods due to their relocation to a new duty station.

LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- [Staff rule 3.19](#)
- [Staff rule 4.17](#)
- [ST/AI/2000/5](#)

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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The relocation grant will be made available once you confirm your arrival at the new duty station.

When

Where*

*as applicable



Offline



Other Systems

When you are first appointed and contacted with an offer of appointment or assignment, you will be able to select one of the shipment options.

When accepting your offer of appointment off-line, you will also be required to notify your HR partner (Personnel Office / HR Officer) of your preferred option

Once your HR Partner has approved your movement to your new location, s/he will process a personnel action to initiate the payment of the relocation grant.

For any other movements related to this grant, you will need to indicate that you have selected relocation grant as your shipment choice in the Employee Self Service (ESS) portal in Umoja once you have received your movement checklist through Umoja.



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), you will receive notifications from Umoja when actions are taken by your HR Partner regarding your move as well as when you are expected to take any action concerning your shipment, as follows.

After you receive a movement checklist from Umoja and before logging in to ESS, you will need to review the shipment options, as well as the Assignment Grant and non-removal element information

- >Open the **Shipment Options Factsheet**
- >Open the **Assignment Grant Factsheet**
- >Open the **Non-removal Allowance Factsheet**

1. Log in into ESS:
 - a) Select **Work and Life events**
 - b) Select **Change of duty station**
 - c) Follow the onscreen steps to enter your shipment information and complete your request.
2. After arrival at your duty station, log in into ESS to enter your arrival date.
3. Follow the onscreen steps to enter all the data required concerning your arrival at your new duty station.

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