



# HR Information Sheet

## UMOJA USERS

### AUTHORITATIVE SOURCE DOCUMENTS

- Staff Regulations, Annex I, paragraph 2

### Representation allowance

For Staff



Who

Internationally recruited staff members selected at the D-2, Assistant Secretary-General and Under Secretary-General levels, who hold permanent, continuing, fixed-term, and temporary appointments with representational functions are eligible for this allowance.

The allowance is not payable to staff members appointed at the above levels, whose work does not have representational functions (e.g. those assigned to a project post).



What

The representation allowance is a hospitality allowance paid to staff members who are assigned representational functions.



Why

The representation allowance is made available to compensate for special costs that may be incurred, in the interests of the organization, by senior-level staff members in performing their official duties.



When

The representation allowance is payable to eligible staff members from the date of their appointment to a position at the D-2 level or above, and is provided on a monthly basis.

Where\*

\*as applicable



You do not need to take any action to initiate the representation allowance, which is automatically generated in Umoja.



How\*

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office), the allowance will become payable when the personnel action for your promotion or appointment at the D-2 level or above level is approved in Umoja.

\*To be confirmed against the deployment of Umoja

### LINKS & SUPPORT



HR Handbook



Online Support



Contact your HR Partner

**Disclaimer:** This presentation (or document) is intended for informational purposes only. The UN Staff Rules and Regulations and Administrative issuances are the authoritative documents on this topic.

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