



Human Resources Factsheet

UMOJA USERS

Representation allowance

For Staff



Who

UN Secretariat 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.

Other staff members appointed at the above levels, whose work does not have representational functions (i.e. it is a project post), are not entitled to this allowance.



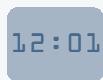
What

The representation allowance is provided to compensate for special costs that may be incurred by senior-level staff members in performing their official duties as representatives of the Secretary-General.



Why

In the interests of the Organization, the Secretary-General is authorized to compensate eligible United Nations officials for special costs which may be reasonably incurred while conducting duties assigned to them by the Secretary-General.



When

The representation allowance is payable from the date of your promotion or appointment to a position at the D-2 level or above. It is provided on a monthly basis together with your salary.

Where*

*as applicable



Offline



Other Systems

You do not need to take any action to initiate the representation allowance, which is generated through Umoja by the HR Partner (Personnel Officer, HR Officer).



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 through Umoja.

>Open FAQ on Personnel Action

*To be confirmed against the deployment of Umoja

LINKS



FAQs



HR Handbook



Work Life Events



Help



Glossary

KEY REFERENCES

- Staff Regulations, Annex I, paragraph 2
- ST/AI/2002/8 – Official hospitality

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.

9 June 2014,
Version 1.1