



Human Resources Factsheet

UMOJA USERS

Shipping Options upon change of duty station

For Staff



UN Secretariat staff members in the Professional and above and Field Service, categories holding any type of appointment and internationally recruited General Service staff members holding fixed-term, permanent or continuing appointments.



What

Shipping options depend on the duration of the new job as well as the duty station you have been assigned to, as follows.

1. **Full removal**, where the Organization pays for your household goods and personal effects to be moved, **applies in the following circumstances:**
 - For initial appointments or a change of duty stations to an H category duty station for a period of two years or longer, [click here for further information:](#)
> Open duty station classification list
 - When you separate from the Organization with more than two years' continuous service and were either granted full removal during this time or were recruited at the duty station from which you are repatriating.

The costs of shipping your belongings to a new location cover a maximum of:

- 4,890 kg (10,800 lb) or 30.58 cubic metres (1,080 cubic feet), staff member only;
- 8,150 kg (18,000 lb) or 50.97 cubic metres (1,800 cubic feet), staff member with recognized spouse or dependant children residing at the duty station

Full removal relocations to H category duty stations do not qualify for non-removal allowance or the lump sum portion of the assignment grant. Note that if you move to a non-family duty station or to a duty station which is not classified as H, full removal of household goods is not an option.

2. **Unaccompanied shipment**, where the Organization pays for shipping a limited amount of your items.
 - a) For initial appointments, appointments and assignments to a different duty station for one year or more, and separations of a staff member appointed for one year or more

The shipping costs to the new location are paid up to these maximum quantities:

- 1,000 kg (2200 lb) or 6.23 cubic metres (220 cubic feet) for yourself
- 500 kg (1100 lb) or 3.11 cubic metres (110 cubic feet) for the first eligible family member
- 300 kg (660 lb) or 1.87 cubic metres (66 cubic feet) for each additional eligible family member

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KEY REFERENCES

- **To check with Policy the number of the new ST AI on shipping**

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.

You will also receive the lump-sum portion of the assignment grant (net salary plus post adjustment):

- One month if your change in job is for a period one year or more;
- If you are serving in a A-E duty station and your change in job is for a period of 3 years or more or is extended beyond 3 years, a second one-month lump sum will be payable.
- However, if you return to the duty station where you previously served within less than a year, any assignment grant provided for that location will be prorated.

> **Open the Assignment Grant Factsheet**

You will also receive a non-removal allowance for up to five consecutive years at that duty station.

> **Open the non-removal allowance Factsheet**

- b) For temporary appointments and assignments to a new duty station for less than one year, the shipping cost is limited to 100 kg. There is no lump sum portion of the assignment grant and no non-removal element.

3. Relocation grant

The Organization provides a lump sum in lieu of paying for the costs of shipping your belongings to a new location. You are expected to make your own arrangements accordingly.

This option may be selected for an initial appointment or assignment to a different duty station for one year or longer, and when you separate after one year of service. This option is not available when you are moving within the same country.

- a) For initial appointments or a change in job of one year or more
- \$10,000 USD for staff members without dependants
 - \$15,000 USD for staff with dependants

You will also receive the lump-sum portion of the assignment grant (net salary plus post adjustment):

- One month if your change in job is for one year or more;
- If you are serving in an A-E duty station and your appointment is for a period of three years or more or is extended beyond three years, a second one-month lump sum will be payable.

> **Open the Assignment Grant Factsheet**

You will also receive payment of the non-removal allowance for up to five consecutive years at that duty station.

> **Open the non-removal allowance Factsheet**

b) For a change in job of less than one year

The Organization provides a lump sum of \$1,200 USD (single rate only) in lieu of paying for shipping costs of 100 kg. If the assignment is extended to one year or longer, you will be given the balance of the relocation grant as if the initial assignment had been for one year or more.

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Why

The international nature of the UN Secretariat's work requires that staff members move to different duty stations during their careers and the Organization provides staff with assistance in shipping their belongings.



When

Shipment options apply when the Organization pays for your travel upon initial appointment or separation from service or when you move between duty stations.



Where

Depending on the nature of your movement, you will receive notifications when you must take action to process your shipment request through the Employee Self Service (ESS) portal in Umoja.



How*

If Umoja has been deployed at your duty station (otherwise refer to your local HR Office).

1. You will be issued with a movement checklist and then be required to initiate actions through ESS in order to process your shipment and assignment grant.

Before logging in to ESS, you should review the shipment options (shown above), as well as the Assignment Grant and non-removal element information:

- >Open the **Assignment Grant Factsheet**
- >Open the **NRE Factsheet**

2. Log into ESS and select:
 1. Work and Life events
 2. Change of duty station
 3. Follow the on-screen steps to complete your request.
3. When you arrive at your new duty station, log into ESS to enter your arrival date and initiate the payment of your assignment grant.

*To be confirmed against the deployment of Umoja

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