



UNITED NATIONS

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SECRETARIAT



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SECRETARY-GENERAL'S BULLETIN

To: Members of the staff

Subject: ESTABLISHMENT OF A CAREER DEVELOPMENT SYSTEM

1. The Secretary-General, acting on recommendations of both the Joint Inspection Unit and the Administrative Management Service, has decided, as one of the reforms of the personnel administration of the Secretariat approved by the General Assembly, to manage the staff of the Secretariat on the basis of occupational groups and to establish a career development system organized along occupational lines for all staff members appointed under the 100 series of the Staff Rules for more than a year. The programme will have two closely related and mutually supportive objectives: (a) the systematic development of the potential of staff members to perform the current and anticipated functions of the Organization; and (b) the satisfaction of the needs and legitimate aspirations of staff members for challenging and rewarding careers.
2. Occupational groups will consist of all staff members with sufficiently similar educational and experience backgrounds and who are assigned sufficiently similar functions so that their development and assignment can be more efficiently managed in a co-ordinated and consistent way. Initially, the career development system will be applied gradually and on an experimental basis to staff in the Professional category. If it proves effective, it will eventually be extended to other categories of staff.
3. A Career Development Committee will be established to advise the Secretary-General on the management of the staff in each occupational group. Each Committee will be composed of staff members with substantial experience in the occupational group within the Secretariat. The members of the Committee will be appointed by the Secretary-General and include an equal number of representatives of the Secretary-General and of the staff who constitute the group. The representatives of the staff will be appointed from a panel of nominees proposed by the Staff Council from among representatives of the staff concerned. The Committee shall elect its own Chairman and establish its own procedures. The Secretary of the Committee will be appointed by the Assistant Secretary-General for Personnel Services.
4. The functions of the Committee will be to advise on:

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(a) The constituency of the group and the formal definition of which posts should be included in it:

(b) Regular review of the staff in the group with regard to the training and reassignment that would be most conducive to the development of the career of each member of the group in the interests of the Organization and of the staff concerned:

(c) Anticipated staffing needs by levels, skills, specializations, duty stations, languages, nationality and other factors:

(d) Improvements in the performance evaluation report system as appropriate to the needs of the occupational group and integration of the system into the career development and assignment programme:

(e) The experience and training required for assignment and promotion to each level within the group:

(f) The frequency of movement of staff between posts in the group and between different duty stations that would be appropriate for members of the group:

(g) The various career paths most appropriate within the group:

(h) The conditions under which staff of other groups might transfer to posts within the group;

(i) The establishment of a system of communication with, and counselling of, staff members for reciprocal information purposes through questionnaires and standardized interviews, as well as general announcements to the staff.

5. The Committee shall report to the Assistant Secretary-General for Personnel Services, who is primarily responsible for career development in the Secretariat.

Kurt WALDHEIM
Secretary-General
