

GUIDELINES FOR THE PROJECT-RELATED (FORMER 200 SERIES) RECRUITMENT PROCESS

Effective 1 July 2009

Part I. Introduction

Section 1

Scope

1.1 With the abolition of the 100 and 200 series of the staff rules effective 1 July 2009 and the introduction of one set of staff rules (ST/SGB/2009/7), the following procedures shall be followed for filling all positions previously categorized as falling under the 200 series. The positions covered by these guidelines are project staff directly financed by project funds or through programme support cost (PSC), programme staff associated with global programmes financed through voluntary contributions, regional and inter-regional advisers and positions located at regional institutions such as UNICRI, INSTRAW, etc. These positions are referred to below as project personnel.

Part II. Circulation of Vacancy Announcements

Section 2

Positions located at Headquarters duty stations and at Headquarters of Regional Commissions

2.1 Project personnel positions for one year or longer located at Headquarters duty stations, i.e. Geneva, Nairobi, New York and Vienna, and located at the Headquarters of the Secretariats of the Regional Commissions, i.e. Addis Ababa, Bangkok, Beirut, Geneva (United Nations Economic Commission for Europe) or Santiago, require a vacancy announcement with a 60-day deadline. In rare circumstances where a strong justification is provided due to an immediate operational requirement, such a vacancy announcement may exceptionally carry a 30-day deadline.

Positions located at Headquarters duty stations carrying out activities directly related to technical cooperation implementation in the field

2.2 Project personnel positions for one year or longer located at Headquarters duty stations or located at the Headquarters of the Secretariats of the Regional Commissions and whose functions relate to carrying out activities directly related to technical cooperation implementation in the field require a 30-day deadline. In rare circumstances where a strong justification is provided due to an immediate operational requirement, such a vacancy announcement may exceptionally carry a 15-day deadline, which has to be requested through *My HR Online*.

Positions located at field duty stations

2.3 Project personnel positions for one year or longer located at a field duty station and whose functions relate to carrying out activities directly related to technical cooperation implementation in the field, require a vacancy announcement with a 30-day deadline. In rare circumstances where a strong justification is provided due to an immediate operational requirement, such a vacancy announcement may exceptionally carry a 15-day deadline, which has to be requested through *My HR Online*.

Regional and Inter-regional Adviser positions

2.4 Positions for regional and inter-regional advisers (Section 22) established under the UN regular budget or through PSC may be handled under the provisions of sub-paragraph 2.4 (a & b) below. These provisions do not cover PSC-financed posts, other than regional and inter-regional advisers, which are not directly or solely project related.

- a) When deemed appropriate, these adviser positions may be advertised with a 30-day deadline. In exceptional circumstances this period could be reduced to 15 days. Henceforth, the Pre-1 May 2002 rule in Galaxy applies, which does not include a review of the recommended candidates by a central review body. Eligible applicants must be reviewed, with a shortlist of qualified applicants through interviews and/or other assessment methods by a Panel consisting of at least three members who are at the same level of the post, or above, and which should include members from the different Sections/Divisions and ideally include both genders.
- b) Any selection made under this process will result in appointment limited to the corresponding Department/Office or project and the post. Offers and Letters of Appointment for candidates will be required to contain a clause that highlights the service limitation.

2.5 The granting of exceptions to use a shorter vacancy circulation period is delegated to local HR offices with the requirement for each office to report on a quarterly basis on all exceptions made.

2.6 All other posts not falling under the provisions of paragraph 2.4 above, namely, project personnel positions directly financed by individual projects or through PSC will be treated under the regular recruitment process culminating in a review by the appropriate central review body.

P-1/P-2 project personnel positions

2.7 Project personnel positions (namely, project staff directly financed by project funds or through PSC and programme staff associated with global programmes financed through voluntary contributions) established at the P-1 or P-2 level for one year or longer will be filled only through the temporary promotion of successful G to P candidates or NCRE roster candidates who are willing to take on such appointments. In the event that the position continues to be funded beyond two years, the G to P appointee will be given the opportunity to confirm his/her willingness to relinquish his/her GS position.

Part III. Preparation of the Vacancy Announcement

Section 3

3.1 The programme case officer (PCO) prepares the vacancy announcement/evaluation criteria (VA/EC) for the position. The VA should preferably be based on a generic job profile (GJP). A classification review as well as a review of the VA/EC by a central review body is not necessary when the VA is based on a GJP.

3.2 The PCO may build a new VA/EC based on a previously approved VA/EC which is no older than three years, for a position with the same or similar functions at the same level. In such case, the HRCO will verify that the competencies and qualifications of the new VA/EC are identical to the previously approved VA/EC before posting the VA without further referral to a central review body.

3.3 If no suitable GJP or previously approved VA/EC exists, the PCO should consult with his/her Executive Office or local Human Resources Office for preparation of a request for classification for the new job description or request for association of an existing classified job description. Review of the VA/EC by a central review body is required.

3.4 For posts with secured funding, the PCO requests issuance of a VA with the appropriate circulation period in accordance with section 1 above. The VA would carry a clause stating that ***“This position is funded for an initial period of ... and may be subject to extension.”***

3.5 For posts still subject to funding allocation, the PCO requests the issuance of a VA with a clause stating that ***“The filling of this position is subject to funding availability. If funding becomes available, it will be for a finite period of an expected duration of ... and may be subject to extension.”***

3.6 Henceforth, the usual workflow of the staff selection system applies, including review of the recommended candidates by the central review bodies (1 May 2002 rule in Galaxy).

3.7 Prior to the issuance of the offer of appointment, funding would have to be secured.

Part IV. Open-ended Vacancy Announcements and Rosters

Section 4

4.1 Open-ended generic vacancy announcements may be issued for roster purposes and PCOs may review and recommend the inclusion of successful candidates into the Roster for future placement against project positions. Such open ended VAs shall be closed when the projected requirements for the functions have been met. Pending the implementation of ***INSPIRA*** (Talent Management System), open-ended VAs may only be used to advertise positions located in field duty stations as referred to under paragraph 2.3 above.

- a) The PCO prepares the VA/EC for the expected project positions; the provisions of 3.1, 3.2 and 3.3 apply;
- b) The PCO requests the issuance of a VA with a clause stating that “***Vacancy for Roster Purposes – Multiple duty stations***” and that “***These positions have funding for a finite mandate.***”;
- c) Henceforth, the usual workflow of the staff selection system is adhered to which culminates with the approval of candidates on a recommended list by a central review body. Candidates approved by the central review bodies shall be placed on a roster (1 May 2002 rule in Galaxy);
- d) The PCO seeks the approval of the Department Head for the selection of the rostered candidates as requirements emerge.

Part V. Transitional Measures

Section 5

5.1 Pending the introduction of *INSPIRA*, the following screen shots provide guidance on how to establish a vacancy in Galaxy effective 1 July 2009.

Vacancy Assignment Galaxy Administrator, EO Admin Officer, UN-HABITAT

Manual Recruitment Request

Manual Recruitment Request

Request Initiator : **Galaxy Administrator**

Department : **United Nations Human Settlement Programme**

* Required field

Post Number : (*) 4565

BIS Number : available after checking...

Category-Grade : (*) P - 7

Functional Title : (*) Human Settlements

Duty Station : (*) Nairobi

Remarks :

Post Nature : (*) Other

Ability to select P-6 & P-7

- a) For positions other than regional and inter-regional advisers, PCOs will be required to utilize the 1 May 2002 rule in Galaxy. This also includes all P-1 and P-2 positions.

Vacancy Posting Details 5:21:16pm 7/9/09

Select vacancy & post details and click on submit to send VA to assigned PCO

Vacancy Selection Type: 1 May Rule (10/30/60 day)

VACANCY TYPE : Vacancy for Recruitment Purposes

POSTING DURATION : 60 Days Posting (Default)

POSTING LOCATION : Internal/External Posting (Default)

POSTING TYPE : S - Special Project

CHOOSE PCO :

Abdalla, Abbas
Acioly, Claudio
Alabaster, Graham
Ananthakrishnan, Subramonia
Augustinus, Clarissa
BADIANE, ALIOUNE
Baffoe-Bonnie, Sandra
Barugahare, Martin
BAZOGLU, NEFISE
DIAU, DANIEL
Djork-Arleby, Inga
Chegge, Marcellus
Diphoorn, Albert
El-Sioufi, Mohamed
El-Sioufi, Mohammed
FRANKLIN, DAVID
Frigylli, Sandor
Gavidia, Jorge
Gebre-Egziabher, Axumite
Guiebo, Joseph
Halfani, Mohamed

- b) For regional and inter-regional adviser positions as stipulated in 2.4 above, PCOs will utilize the pre-1 May 2002 rule. Under this vacancy assignment, the translation module will not be necessary.

Vacancy Posting Details

Select vacancy & post details and click on submit to send VA to assigned PCO

Vacancy Selection Type:

VACANCY TYPE :
[Recruitment Campaign for Rostering]

POSTING DURATION :
[30 Days Posting (Default)]
30 Days Posting (Default)
15 Days Posting (Request)

POSTING LOCATION :
[Internal/External Posting (Default)]

POSTING TYPE :
Old Rule - prior to 1 May

CHOOSE PCO :
Abdalla, Abbas
Acioly, Claudio
Alabaster, Graham
Ananthakrishnan, Subramonia
Augustinus, Clarissa
BADIANE, ALIOUNE
Baffoe-Bonnie, Sandra
Barugahare, Martin
BAZOGLU, NEFISE
BIAU, DANIEL
Bjork-Klevby, Inga
Chegge, Marcellus
Diphooorn, Albert
El-Sioufi, Mohammed
El-Sioufi, Mohammed
FRANKLIN, DAVID
Frigyik, Sander
Gavidia, Jorge
Gebre-Egziabher, Anumite
Guebo, Joseph
Halfani, Mohamed

Submit Cancel

- c) All VAs must carry at 15, 30, or 60 day deadline as per Section 2 above.
- d) *My HR Online* tickets should be created when the combination you selected above return the following message.

