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EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Sixty-eighth Meeting
Montreal, 3-7 December 2012

**RECRUITMENT PROCESS FOR THE POSITION OF CHIEF OFFICER OF THE
MULTILATERAL FUND SECRETARIAT (DECISION 67/37)**

Background

1. Following UN rules and regulations on mandatory retirement age, the Chief Officer of the Fund Secretariat would be due to retire in September 2013. At the 67th meeting of the Executive Committee, the representative of the United States submitted a proposal for a draft decision relating to the process of selecting the new Chief Officer of the Multilateral Fund Secretariat. He explained that the purpose of the proposal was to ensure that the Executive Committee would be in a position to engage in the recruitment process in a timely manner and interface with United Nations procedures, as it had done in the past. Subsequently by decision 67/37(a) and (b) the Executive Committee decided to request the Secretariat to update the documentation relating to the recruitment process for the position of Chief Officer of the Multilateral Fund Secretariat and to provide it to the Executive Committee for consideration at its 68th meeting; and to request the Secretariat also to make the necessary arrangements for the Executive Committee to undertake its usual recruitment procedure in relation to the position of Chief Officer of the Multilateral Fund Secretariat.

Part One: Background Documentation relating to the recruitment process for the position of Chief Officer of the Multilateral Fund

2. In response to decision 67/37(a) the Fund Secretariat gathered relevant background information and related documentation on the recruitment process of the two Chief Officers of the Fund Secretariat since its establishment in 1990. This will enable the Executive Committee to build on precedents when addressing issues related to the Executive Committee's mandate and role in the process of addressing the selection of the third Chief Officer.

* Re-issued for technical reasons on 22 November 2012.

Selection process of the first Chief Officer

3. The selection process of the first Chief Officer started at the first Meeting of the Executive Committee, which took place in Montreal in December 1990. At its first meeting, the Executive Committee approved a job description (attached as Annex I) for the position of the Chief officer of the Secretariat of the Interim Multilateral Fund, and decided that the position should be advertised in an expeditious manner using UNEP Personnel procedures, and that a recruitment panel headed by Mexico (Vice Chair) and composed of the representative of the Federal Republic of Germany, Ghana and USSR should review all applications, interview leading candidates and make recommendations to the next Executive Committee. The selection panel met the first time in Nairobi in December 1990 during which the files of the candidates who had submitted applications were reviewed and a short list of the candidates to be interviewed drawn subsequently. The representative of UNEP has also attended this meeting.

4. The selection panel met a second time on 17 December 1990 in Montreal at the margins of the second meeting of the Executive Committee that took place on 17 - 19 December 1990, during which time the three short listed candidates were interviewed.

5. The Chairman of the Recruitment Committee presented a recommendation to the second Executive Committee meeting regarding one of the candidates with the understanding that the final decision will be taken by the Executive Committee. The selection process of the first Chief Officer had been completed at the second meeting of the Executive Committee and the selected candidate reported for duty in February 1991 and attended the third meeting in April 1991. The entire process of the recruitment of the first Chief Officer was carried out within a three-month period between December 1990 and February 1991.

Selection process for the second Chief Officer

6. At the 38th meeting, (Rome, November 2002) by decision 38/80(c) and (d) the Executive Committee decided to request the Chairman of the Executive Committee, to review the job vacancy notice prepared by UNEP and to provide comments consistent with the terms of reference of the Executive Committee. It also requested UNEP to ensure that the hiring of the next Chief Officer would be consistent with the provisions in the terms of reference of the Executive Committee (decision IV/18) "to nominate for appointment by the Executive Director of UNEP, the Chief Officer of the Fund Secretariat, who shall work under the Executive Committee, and to report to it."

7. At the 39th meeting, (Montreal, April 2003), by decision 39/58, the Executive Committee decided:

- (a) To take note with appreciation of the report of the Chair of the Executive Committee on his visit to United Nations Headquarters, undertaken at the request of the Executive Committee (Decision 38/80);
- (b) To endorse the understandings reached by the Chair and United Nations Headquarters officials with respect to the terms of reference of the Chief Officer, process of recruitment, nomination and appointment of the Chief Officer and further extension of the term of office of the current incumbent, Dr. El-Arini, beyond 31 August 2003;
- (c) To note that the United Nations Office of Human Resources Management had issued a vacancy announcement for the Chief Officer's post on 10 March 2003, with the deadline for applications set at 9 May 2003;

- (d) To amend the education qualification therein as follows:
 “Advanced university degree (preferably Ph.D.) in economics, business administration, finance, public administration or any other equivalent field.”
 - (e) To request the United Nations Secretariat to reissue the amended announcement immediately;
 - (f) To apply mutatis mutandis the procedure employed in 1990 (See UNEP/OzL.Pro.ExCom.1/2, paragraph 15, and UNEP/OzL.Pro/ExCom/2/5/Rev.1, paragraph 13) for the recruitment, nomination and appointment of the Chief Officer;
 - (g) That a recruitment committee headed by Japan (Chair) and composed of representatives of Bolivia, Burundi, France, India, and the United States of America might review all applications, interview leading candidates and make a recommendation to the 40th Meeting of the Executive Committee, it being understood that:
 - (i) The recruitment committee was authorized to meet early in June 2003 to establish a short list and, if necessary, to meet once more or hold a teleconference early in July 2003;
 - (ii) The recruitment committee was also authorized to invite the Executive Secretary of the Ozone Secretariat to attend as an observer;
 - (iii) A representative of the UNEP Secretariat, accompanied by supporting staff, would assist the recruitment committee technically and administratively throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations;
 - (h) To nominate the Chief Officer for appointment by the Secretary-General at its 40th Meeting;
 - (i) To request the Secretary-General and the Executive Director of UNEP to expedite the timely appointment of the Chief Officer in order to ensure continuity of the work of the Multilateral Fund.
8. A copy the vacancy announcement for the appointment of the second Chief Officer as amended by the Executive Committee at its 39th meeting is attached as Annex II.
9. The Recruitment Committee met on 4 and 5 July at the premises of the Multilateral Fund Secretariat. Mr. Shafqat Kakakhel, Deputy Executive Director of UNEP and Mr. Marco Gonzalez, Executive Secretary of the Ozone Secretariat attended the meeting as observers. Dr. Omar El-Arini, Chief Officer, was also present.
10. Pursuant to decision 39/58(g) the Committee reported on how the recruitment committee decided on the criteria and shortlist of the candidate as well as the proceedings and recommendations to the 40th meeting (Montreal - July 2003). This was done in confidence to the heads of delegations only in a closed session, noting that heads of delegations were accompanied by one advisor each.
11. Following set procedures on the reporting requirement of the Executive Committee to the Meeting of the Parties, the Chairman of the Executive Committee presented its report to the 15th Meeting of the Parties (MOP) in November 2003 which contained relevant information on the recruitment and selection process of the Chief Officer and an agenda item on the terms of reference of the Executive Committee. The Chair also introduced a conference room paper containing a draft

decision on the issue he had raised in his address to the 15th MOP as Chair of the Executive Committee of the Multilateral Fund, namely, that “there were defects and ambiguities in the current procedure for the selection of the Chief Officer.” Extract of the report to the 15th MOP on this matter is included in Annex III: Background documents related to the recruitment of the Chief Officer.

12. By decision XV/48 the Meeting of the Parties decided to consider amending, at the 16th MOP, the relevant provision of the terms of reference of the Executive Committee relating to the nomination and appointment of the Chief Officer, by adding to the following understanding on paragraph 10 (k) of the terms of reference of the Executive Committee that: “The Executive Committee should prepare a short list of the eligible candidates, together with its recommendation, from which the Secretary-General would make a final selection”. It also decided to request the Executive Committee to enter into consultations with the United Nations Secretariat and the Executive Director of the United Nations Environment Programme on that matter and to report thereon to the 16th MOP.

13. At the 41st Meeting of the Executive Committee (Montreal – December 2003), the Chair drew the Executive Committee’s attention to whether and how the Executive Committee’s terms of reference relating to the nomination and appointment of the Chief Officer should be amended. In considering the Executive Committee’s response to decision XV/48 of the 15th MOP on considering amending terms of reference of the Executive Committee, it was pointed out that the issue would have to be taken up by both the Executive Committee and the MOP. Therefore, by decision 41/1(c), the Executive Committee decided to place the issue of decision XV/48 of the MOP on the agenda of the Executive Committee for its 42nd Meeting.

14. At the 42nd meeting (March - April 2004), by decision 42/48 the Executive Committee noted that “there was a need to improve and streamline, for the future, the process of appointment of the Chief Officer” and decided to request the Chair to enter into consultations with the Secretary-General of the United Nations, the Executive Director of UNEP, the United Nations Office of Human Resources Management, and the United Nations Office of Legal Affairs, regarding the terms of reference of the Executive Committee and the legal and administrative implications related to this matter, and to report to the Committee at a future meeting.

15. As a follow-up to decision 42/48, the Chair reported at the 43rd meeting, (Geneva - July 2004), that she had been able to meet with the then Executive Director of UNEP, Mr. Klaus Töpfer, who had promised to convey his written reply as soon as possible. Mr. Töpfer had indicated, however, “that the Multilateral Fund and the Executive Committee were subject to the general operating procedures of the United Nations regarding the appointment of staff. The final decision on appointments lay with the Secretary-General of the United Nations, who was free to seek the opinions of other interested parties, if he so wished.”

16. Document UNEP/OzL.Pro/ExCom/43/59 is contained in Annex III and contains the report of the Chairman of the Executive Committee to the 43rd meeting together with the letters dated 15 June 2004 addressed by the Chair to the UNEP’s Executive Director and the Secretary General of the United Nations. Given that final replies had not yet been received from all those consulted, the Executive Committee decided at its 43rd meeting by decision 43/42 to request that the consultations required by Executive Committee decision 42/48 continue.

17. At the 16th MOP in November 2004, the report of the 16th Meeting made reference to the issue in page 72 paragraph 325 under section J on comments made at the time of the adoption of the report and indicates that, with regard to the issues of amending paragraph 10 (k) of the terms of reference of the Executive Committee of the Multilateral Fund, the representative of Japan proposed that the MOP should consider adopting a decision. The decision would take note of the assurances by the representatives of the United Nations, the Assistant Secretary-General for Human Resources Management, that the Executive Committee would be informed of a decision of the Secretary-General

on the proposal of the Executive Director of the United Nations Environment Programme on this matter and to defer consideration of the matter pending the receipt of a further communication from the United Nations authorities. Annex III to this document contains the relevant extract from the report of the 16th MOP on the subject.

18. Following that proposal, two chairs of the Executive Committee both gave their assurances that they would continue to pursue the matter in 2004 and 2005. As of today, there is no record of a reply from the United Nations Secretary General settling the issue and leaves the matter still pending.

19. Background information on the selection process of the Second Chief Officer shows that the process started in April 2003 and the appointment of the new Chief Officer was announced at the 15th Meeting of the Parties in November 2003. The process to finalize the selection and appointment took from April 2003 to February 2004 (a total of 8 months).

20. Based on the selection process of the two former Chief Officers it appears that the panel composition is decided by the Executive Committee, that the Chairman of the Executive Committee plays the role of the Chairman or the Vice of the selection panel; and that UNEP is invited to attend meetings of the selection panel to provide the necessary administrative and technical support. However, while the final selection of the first Chief Officer had been made by the Executive Committee and endorsed by the Secretary General of the United Nations, during the final selection of the second Chief Officer the issue of the terms of reference of the Executive Committee as approved by the Parties at their second meeting arose, particularly as it relates to paragraph 10 (k) which states “to nominate for appointment by the Executive Director of UNEP, the Chief Officer of the Fund Secretariat who shall work under the Executive Committee and report it.” This led to some to some delays in finalising the selection process.

21. Since the recruitment of a new Chief Officer now needs to take place, the issue of the selection process of the Chief Officer of the Multilateral Fund as reported by the Chairman of the 43rd Meeting of the Executive Committee in document UNEP/OzL.Pro/ExCom/43/59, needs to be readdressed with the United Nations Secretary General and the UNEP Executive Director to follow up on decision XV/48 of the MOP on whether the proposed amendment to paragraph 10(k) of the terms of reference of the Executive Committee does not contravene the United Nations rules for appointment of senior staff. Annex III of the present document contains the relevant documentation on the issue of the selection process of the Chief Officer as follows:

- Extract from UNEP/OzL.Pro.15/9: Report of the 15th Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Nairobi - November 2003).
- Extracts from document UNEP/OzL.Pro/ExCom/42/54: Report of the 42nd Meeting of the Executive Committee (April 2004).
- Document UNEP/OzL.Pro/ExCom/43/59: Terms of reference of the Executive Committee (follow-up to decision 42/48). (June 2004)
- Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the 43rd Meeting of the Executive Committee (July 2004).
- Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the 16th Meeting of the Parties - Prague, 22-26 November 2004 Paragraph 90 – 92.
- Extract from UNEP/OzL.Pro.16/17: Report of the 16th Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Prague 22 - 26 November 2004)

Paragraph 133 page 18 and Comments made at the time of adoption of the report (paragraph 325 page 72).

- Document UNEP/OzL.Pro.16/14: Report of the Executive Committee of the Multilateral Fund on the implementation of Decision XV/48. (Prague, November 2004).

22. In addition both the vacancy announcement of the first Chief Officer and the second Chief Officer are provided to the Executive Committee as Annexes I and II for the Committee's review and update as needed to approve the final draft of the vacancy announcement of the third Chief Officer.

Part two: Arrangements made by the Secretariat for the Executive Committee to undertake its usual recruitment procedure in relation to the position of Chief Officer of the Multilateral Fund

23. In an effort to make the necessary arrangement for the Executive Committee to undertake its usual recruitment procedure in relation to the position of Chief Officer of the Multilateral Fund, the Chief Officer and the Senior Administrative Officer undertook a 3 days mission in October to Nairobi to meet with UNON representatives to clarify the recruitment process under the new Inspira System as it applies to D-2 positions, and to carry out consultation with the Office of the Executive Director including Mr. Steiner, on the selection process of the Chief Officer particularly regarding the pending feedback to the letters from the Chairman of the Executive dated 15 June 2004 to both the UNEP Executive Director and the United Nations Secretary General.

Outcome to meetings with UNON representatives on issues related to Inspira

24. Effective from April 2010 a new online application and selection system has been introduced with a new set of rules on the recruitment and selection process of UN personnel as governed by ST/AI/2010/3 on the staff selection system (Attached as Annex IV).

25. In its discussion with UNON staff on initiating and finalising the selection and recruitment process of the third Chief Officer through Inspira, the Secretariat identified three issues that need to be addressed as soon as possible to avoid any potential delays in the selection process.

Hiring Manager

26. Under the new system of Inspira the Hiring Manager takes the lead role in the recruitment and selection process from the time the post is advertised in Inspira till the review of applicants online and the final recommendation. The Hiring Manager plays, in principle, the role of the Chair of the selection panel who would lead on tasks related to establishing short lists and interview lists, and making a recommendation on the most suitable candidate. This role is normally delegated to the first reporting officer for the post, which in the case of the post of the Chief Officer, and based on precedents, had been the Chairman of the Executive Committee since inception of the Fund.

27. Discussions with UNON indicated that under Inspira, the Hiring Manager should be a UN staff member. The Secretariat reminded UNON that the Chairman of the Executive Committee is not a UN staff member but is the first reporting officer of the Chief Officer, the UNEP Executive Director being the second reporting officer. As such, Chairs of the Executive Committee have always been granted access to the previous on line appraisal Galaxy system as a special case for the purpose of appraising the Chief Officer. Based on the access to Galaxy, the Secretariat has arranged for the current Chair of the Executive Committee to be granted access to Inspira. It seems therefore that it is technically possible to grant the Chairman access in Inspira, but the access right to Inspira for the purpose of leading a selection process in the system may constitute a policy issue that needs to be clarified with UNEP.

28. As soon as the issues of granting to a non-UN staff member the role of the Hiring Manager in Inspira is resolved, building a Job Opening in Inspira requires setting up the evaluation criteria in advance. The evaluation criteria include a set of pre-screening questions and an assessment methodology. For each Job Opening in Inspira, a series of questions (between 10 and 15) from the pre-screening questions library of Inspira is associated with the Job Opening. These are yes/no or true/false questions that are objective and related to the job and will assist in filtering applicants. A threshold of 80 per cent is required to pass. Obtaining this grade is a prerequisite for releasing an applicant to the Hiring Manager for review. In addition to interviews, a written test can be envisaged and is left at the discretion of the Hiring Manager. In this regard the Executive Committee may consider delegating to the Chairman of the selection panel the authority to make decisions on the assessment method and select the pre-screening questions as part of the administrative process of finalising the Job Opening of the next Chief Officer.

Panel composition

29. As indicated earlier, Inspira only allows UN staff members to have access to the recruitment system. Moreover it allows only UN staff members to be panel members. As such Executive Committee members may be denied the role of being panel members under Inspira. However, based on advice from UNON on another recruitment case, and considering that Executive Committee members are not UN staff members, it would be possible to have the list of panel members set outside Inspira. Hard copies of applicants can be made available outside the Inspira system for the panel's review.

30. ST/AI/2010/3 on the selection and appointment process in Inspira states that *“For positions at the D-2 level, heads of department/office/mission shall submit to the Senior Review Group a shortlist normally containing three names of qualified and suitable candidates, including at least one female candidate. The shortlist will be prepared following interviews by an interdepartmental assessment panel. In making such submission, due regard shall be given to candidates with diverse experience, including career mobility. The submission to the Senior Review Group from the head of department/office shall be transmitted to the Chairperson of the Senior Review Group through the Secretary of that body and shall include a comprehensive evaluation of the shortlisted candidates justifying their qualifications and suitability for the position. The submission shall also include the personal history profile of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the department/office/mission, including information on nationality and gender.”*

31. In addressing the issue of the Hiring Manager of the Chief Officer post, who should normally be the Chair of the Executive Committee in the capacity of first reporting officer, the Secretariat has been advised by UNON that the recruitment panel report would need to be submitted to the UNEP Executive Director for his submission to and examination by the Senior Review Group. The Senior Review Group would review the process and make its recommendation to the United Nations Secretary General.

Competency Based Interview training

32. The Secretariat was advised that under Inspira panel members should be trained in competency based interviews. The Secretariat brought to UNON's attention the fact that panel members for the selection of the MLF Chief Officer are Executive Committee members representing governments and are unlikely to have undergone the training. Some alternatives were offered including a quick training at the margin of the Executive Committee prior to the first meeting of the panel. Alternatively, competency based interview training materials could also be made available to the panel members. The Secretariat also requested a list of D-2 staff members that had carried out such training should it be necessary to call on some UNEP staff members to sit as panel members, since only UNEP staff at D-2 levels or higher could serve in a selection panel for a D-2 level post.

Outcome of the Secretariat Meeting with the UNEP Executive Director

33. In its meetings with the Executive Director and his office, the Secretariat set out the Inspira related issues and its concern that these would affect the selection process of the Chief Officer.

34. The Secretariat was advised that communication has been sent to UNHQ to seek clarification on the issue of the Hiring Manager, the panel composition and the number of the candidates to be recommended to the Secretary General. The Secretariat requested the office of the Executive Director to provide a copy of the Executive Director's request to UNHQ seeking clarifications on issues related to the selection process of the Chief Officer in Inspira as well as copy of any feedback from UNHQ on these issues for presentation to the Executive Committee at its 68th meeting. The Secretariat will distribute the related correspondence on these issues as soon as it has been received, hopefully before the 68th meeting of the Executive Committee takes place.

35. In addressing decision XV/48 of the MOP, a copy of the letters of 15 June 2004, from the Chairman of the 42nd meeting of the Executive Committee to both the UN Secretary General and the UNEP Executive Director were provided to the Office of the Executive Director with a view to obtaining feedback to both letters on time for the Executive Committee's consideration.

36. In the course of the discussion on this matter the Executive Director gave his assurance that UNEP would give the necessary support to the Executive Committee to avoid delaying the selection process of the Chief Officer. A reply from the UNEP Executive Director to the letter from the Chair of the Executive Committee will therefore be provided to the Executive Committee through the Secretariat as soon as received. Attendance at the 68th meeting of the Executive Committee in Montreal by a representative of the Executive Director was also confirmed.

37. The timeline of the recruitment of the third Chief Officer was also an issue of interest to the UNEP Executive Director. A tentative timeline was presented on the assumption that the Executive Committee decides to request the launch of the post at the 68th meeting, and an agreement on the role of the Executive Committee and composition of the selection panel is also reached at that meeting. Should it be the case, the following timeline is anticipated for the recruitment of the third Chief Officer of the Fund:

- (a) 12 - 16 November 2012, 24th MOP, Geneva: new composition of the Executive Committee for 2013 agreed;
- (b) December 2012, 68th meeting of the Executive Committee: the Multilateral Fund Secretariat will present a report to the Executive Committee in response to decision 67/37 with a view to launching the Vacancy Announcement (VA) as soon as possible after the 68th meeting;
- (c) End of February 2013: deadline for applications if the VA is launched in December 2012;
- (d) End March – Early April 2013: 69th meeting of the Executive Committee and first meeting of the panel at the margin of the 69th meeting of the Executive Committee, finalisation of the short list of applicants and interim report to the 69th meeting of the Executive Committee on progress made on the selection process;
- (e) April 2013: interview process to start and preparation of the panel report (otherwise interviews could take place at the margin of the 70th meeting of the Executive Committee meeting in July 2013);
- (f) July 2013: 70th meeting of the Executive Committee and report of the selection panel to

the 70th meeting of the Executive Committee, endorsement of the panel's recommendation on the most suitable applicant by the Executive Committee; and subsequent request to the UNEP Executive Director by the Chair of the Executive Committee to appoint the recommended candidate; and

- (g) October - December 2013: appointment of the new Chief Officer by the UNEP Executive Director and Entry on Duty of the new Chief Officer in time to attend the 72nd meeting of the Executive Committee in March - April 2014.

38. The anticipated timeline shows that, there would be a possible gap between the 30 September date of the current Chief Officer's retirement and the official Entry on Duty of the new Chief Officer before the March - April 2014 meeting. In addition the retirement date would fall in the middle of meeting preparation for the 71st meeting of the Executive Committee. The anticipated timeline, as described above, may be affected by the discussions surrounding the terms of reference of the Executive Committee and the amendment to para 10(k), unless a decision is made to approve and advertise the VA while a subgroup is established at the 68th meeting to examine the issue in parallel, that would advise the Executive Committee on the best course of action not to delay the selection process of the Chief Officer.

Recommendations

39. The Executive Committee may wish to:

- (a) Take note of document UNEP/OzL.Pro/ExCom/68/51;
- (b) Approve the Vacancy Announcement of the third Chief Officer based on the Vacancy Announcement of the second Chief Officer after incorporating any suggested amendments at the 68th meeting;
- (c) Request UNEP to expedite the launching of the Vacancy Announcement, as approved by the Executive Committee, in Inspira and to facilitate the selection process in Inspira.
- (d) Establish a working group to advise the 68th meeting on how to resume follow up action to decision XV/48 of the Meeting of the Parties.
- (e) Consider appointing a recruitment committee headed by the Chair in his capacity as first reporting officer and composed of representatives of four Article 5 and three Article 2 members who might review all applications, interview leading candidates and make a recommendation to the 70th Meeting of the Executive Committee, it being understood that:
 - (i) The recruitment committee is headed by the Chair of the Executive Committee and is authorized to meet early in March 2013 to establish a short list and, if necessary, to meet once more or hold a teleconference early in July 2013;
 - (ii) A representative of the UNEP Secretariat, accompanied by supporting staff, would assist the recruitment committee technically and administratively throughout the process of selecting the candidates and would provide a briefing on the use of the established interviewing method within the United Nations; as has been the case in the selection of the first and second Chief Officer.
- (f) To seek the nomination of the Chief Officer for appointment by the Secretary-General in time for the 72nd Meeting;

- (g) To request the Secretary-General and the Executive Director of UNEP to expedite the timely appointment of the Chief Officer in order to ensure continuity of the work of the Multilateral Fund.

LIST OF ANNEXES

- Annex I: Vacancy Announcement of first Chief Officer
- Annex II: Vacancy Announcement of the second Chief Officer
- Annex III: Background document related to the recruitment process of the Chief Officer
- Annex III (1): Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Nairobi, 10-14 November 2003), para 174-177;
- Annex III (2): Extracts from document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-second Meeting of the Executive Committee, (Montreal, 29 March–2 April 2004), para 151-152;
- Annex III (3): Document UNEP/OzL.Pro/ExCom/43/59: Terms of reference of the Executive Committee (follow-up to decision 42/48). (Geneva, 5-9 July 2004), para 161-163;
- Annex III (4): Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-third Meeting of the Executive Committee (Geneva, 5-9 July 2004);
- Annex III (5): Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the Sixteenth Meeting of the Parties, (Prague, 22-26 November 2004), para 90 – 92.
- Annex III (6): Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Prague 22-26 November 2004), (para 132-136) and Comments made at the time of adoption of the report (para 325-326);
- Annex III (7): Document UNEP/OzL.Pro.16/14: Report of the Executive Committee of the Multilateral Fund on the implementation of Decision XV/48. (Prague, 22-26 November 2004).
- Annex IV: Administrative Instruction (Staff selection system): ST/AI/2010/3.

Annex I

Vacancy Announcement of first Chief Officer

ANNEX I

Job description

- TITLE:** Chief Officer, Secretariat of the Multilateral Fund for Ozone Layer Protection under the Montreal Protocol
- LEVEL:** D-2
- DUTY STATION:** Montreal, Canada
- Under the guidance and instruction of the Executive Committee of the Multilateral Fund, the Chief Officer will assist the Executive Committee in the discharge of its functions and report to it.
- The Chief Officer, nominated by the Executive Committee, is appointed by the Executive Director of the United Nations Environment Programme (UNEP). The Fund Secretariat operating under the Chief Officer is co-located with UNEP.
- FUNCTIONS:** The Chief Officer will carry out the following functions:
- (a) Develop for consideration and adoption by the Executive Committee specific operational policies, guidelines and administrative arrangements, including those relevant to the disbursement of resources, monitor the implementation of these policies, guidelines and arrangements and report thereon to the Executive Committee;
 - (b) Develop for consideration by the Executive Committee and adoption by the meeting of the Parties to the Protocol the three-year plan and budget for the Multilateral Fund, including allocation of Multilateral Fund resources among the implementing agencies (UNDP, UNEP, World Bank, regional development banks and other agencies);
 - (c) Develop and manage arrangements with the implementing agencies for the programme as approved by the Executive Committee;
 - (d) Prepare performance reports on the implementation of activities supported by the Multilateral Fund for regular review by the Executive Committee;
 - (e) Facilitate the monitoring and evaluation of expenditure incurred under the Multilateral Fund by the Executive Committee;

- (f) Assess activities or projects established on the basis of country specific studies and presented with a view to support from the Fund, including those related to meeting agreed incremental costs so as to ensure that they meet criteria set by the Executive Committee, and to report thereon to the Committee;
- (g) Present for approval by the Executive Committee, as appropriate, project proposals or groups of project proposals where the agreed incremental costs exceed \$500,000;
- (h) Prepare the Executive Committee's review of any disagreement by a Party operating under paragraph 1 of Article 5 with any decision taken with regard to a request for financing by that Party of a project or projects where the agreed incremental costs are less than \$500,000;
- (i) Prepare the Executive Committee's annual assessment of whether contributions through bilateral co-operation, including particular regional cases, comply with the criteria set out by the Parties for consideration as part of the contributions to the Multilateral Fund;
- (j) Make preparations for the review and adoption by the Executive Committee of annual reports to be presented to the meeting of the Parties on the activities exercised under the functions outlined above;
- (k) Be responsible for the day-to-day administration of the Fund Secretariat;
- (l) Monitor the relevant activities of the implementing agencies;
- (m) Organize the meetings of the Executive Committee, including preparing documents and reports of the meeting;
- (n) Ensure that steps are taken for the Parties' expeditious payment of their contributions towards the Multilateral Fund and encourage additional contributions from other sources;
- (o) Perform such other functions as may be assigned to him/her by the Executive Committee.

QUALIFICATIONS: University degree in economics, finance, accounting, business administration, public administration of any other relevant field. Minimum of 15 years experience, and with at least 5 years at a senior level. Experience in dealing with international organizations and/or national Governments. Working knowledge of English is essential and knowledge of other United Nations language will be an asset.

Annex II

Vacancy Announcement of second Chief Officer

implementation of investment and non-investment projects in developing countries. 5. Establish and manage effective relations with Article 5 countries, their governments and representatives, to promote environmental issues and ensure the achievement of the Montreal Protocol phase out targets. Direct the provision of technical, legal and institutional advice and assistance to Governments in the development of legally binding instruments for the implementation of the Montreal Protocol. 6. Direct the assessment of activities and projects established on the basis of developing countries' compliance needs to ensure that they meet compliance targets agreed with the Executive Committee and report the results to the Committee. Prepare annual reports to be presented to the meeting of Parties on the activities of the Multilateral Fund. 7. Effectively manage the Secretariat by providing leadership in fostering UN values and principles.

Compétences

Vision - Identifies strategic issues, opportunities and risks. Generates and communicates broad and compelling organizational direction, inspiring others to pursue the same direction. Leadership - Proactive in developing strategies to accomplish objectives and drives for change and improvement. Empowering Others - Empowers others to translate vision into results. Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work. Involves others in decision making, showing appreciation and encourages others to set challenging goals and holds them responsible for achieving results related to their area of responsibility. Managing Performance - Ability to monitor and appraise programme implementation, progress against milestones.

QUALIFICATIONS

Education

Advanced university degree (preferably Ph.D.) in economics, business administration, finance, public administration or any other equivalent field.

Work Experience

At least 20 years managerial experience related to policy development, project evaluation and implementation, with at least 7 years at a senior level. Extensive knowledge of the UN charter bodies, policy and decision-making structure, UNEP policy and global environment issues. Formal and/or practical training in staff management, policy analysis and development, environmental planning, programming and budgeting.

Languages

Fluency in oral and written English essential. Good working knowledge of another United Nations official language an asset.

Other Skills

Experience in dealing with international organizations and national governments. The position requires political sensitivity and tact.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). English and French are the working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

How to apply

There are two ways you can apply to vacancies available at the United Nations Human Resources Site.

1. Online - If you consider applying for the United Nations online now or in the future you have to register with us.
2. Offline - fax or mail paper application.

Online

1. All applicants are strongly encouraged to apply online as early as possible after the vacancy has been posted, and well before the deadline. All online applications will be acknowledged immediately, if an email address is provided.
2. To start the online application process, applicants will be required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
3. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be modified as necessary for future applications.
4. In completing the PHP, please note that all fields marked with an asterisk must be completed.
5. For UN staff members, after submission of an application, they will receive an email reminding them to provide copies of their last two Performance Appraisal System evaluations to the appropriate office. These copies may be submitted by email, fax or regular mail with a clear indication of the vacancy announcement number.

6. Once an application has been submitted, it will be transmitted to the appropriate office for review.

Offline

1. If applicants cannot submit an application online, they may send paper applications to the address, email or fax number indicated below before the deadline.

**Room No. : ; Staffing Support Section
Office of Human Resources Management
S-2475
United Nations
New York 10017, United States of America
Fax: 1-212-963 3134, 1-212-963 9560
E-mail: staffing@un.org,**

Applications must be submitted using the United Nations Personal History form (P-11).

[\(Click here to download P-11 form\)](#) or [\(Click here to get a P11 form sent to your Email address\)](#).

The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax.

2. Applicants may wish to retain copies of their completed P-11 form for use for future applications.
3. Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.
4. UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.

[Apply Online](#)

ANNEX III

Background documents related to the recruitment process of the Chief Officer

1. Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Nairobi, 10-14 November 2003), para 174-177.
2. Extracts from document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-second Meeting of the Executive Committee, (Montreal, 29 March – 2 April 2004), para 151-152.
3. Document UNEP/OzL.Pro/ExCom/43/59: Terms of reference of the Executive Committee (follow-up to decision 42/48). (Geneva, 5-9 July 2004)
4. Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-third Meeting of the Executive Committee (Geneva, 5-9 July 2004), para 161-163.
5. Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the Sixteenth Meeting of the Parties, (Prague, 22-26 November 2004), para 90 – 92.
6. Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Prague 22-26 November 2004), (para 132-136) and Comments made at the time of adoption of the report (para 325-326).
7. Document UNEP/OzL.Pro.16/14: Report of the Executive Committee of the Multilateral Fund on the implementation of Decision XV/48. (Prague, 22-26 November 2004)

Annex III (1)

Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Nairobi, 10-14 November 2003), para 174-177

ANNEX III

Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, (Nairobi, 10-14 November 2003), para 174-177

Paragraph D - Section VIII: Other Matters

Draft decision on the report of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol.

174. The representative of Japan introduced a conference room paper containing a draft decision on the issue he had raised in his address to the Fifteenth Meeting of the Parties as Chair of the Executive Committee of the Multilateral Fund, namely, that there were defects and ambiguities in the current procedure for the selection and recruitment of the Chief Officer of the Multilateral Fund Secretariat. The Co-Chair agreed that the draft decision could be discussed by the preparatory segment, even though the issue had arisen from a report to the high-level segment.

175. The representative of Japan explained that as had been seen in the latest attempt at recruitment, the currently existing procedure for the recruitment of the Chief Officer had impacted negatively on the work of the Executive Committee, UNEP and the United Nations Secretariat, and had consumed enormous resources. Also, it had led to a vacuum in the leadership of the Secretariat of the Fund. Wishing to avoid a repetition of such a situation in the future, Japan was submitting a draft decision, which in its appendix contained a new qualification to the understanding of the terms of reference of the Executive Committee. He expressed the hope that the Parties would agree to amend those terms of reference along such lines at the Sixteenth Meeting of the Parties, and would request the Executive Committee to consult with the Executive Director of UNEP and the United Nations Secretariat, and report on the results of those consultations to the Sixteenth Meeting of the Parties.

176. Several representatives, expressing full support for the deserved appointment of Ms. Maria Nolan as the new Chief Officer of the Secretariat of the Multilateral Fund, said that there was merit in the proposal submitted by Japan. The terms of reference of the Executive Committee had not kept pace with the evolution of the Multilateral Fund, and the issues arising during the selection and recruitment of the Chief Officer were a source of concern, reflecting on the integrity and the credibility of the Executive Committee. While it was necessary to bring clarity into the situation, however, the draft decision did not represent the sole solution and other Parties needed to be given an opportunity to submit their own suggestions for amending the terms of reference. Since a new Chief Officer was now in place, there was adequate time to explore all the options.

177. The preparatory segment decided to forward the draft decision on the terms of reference of the Executive Committee of the Multilateral Fund, as revised by the sponsor, to the high-level segment for adoption.

=====

Decision XV/48 on the report of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol

- (a) *Recalling* the terms of reference of the Executive Committee as modified by the ninth Meeting of the Parties in its decision IX/16,
- (b) *Aware* of the need to improve the selection process for the Chief Officer,
- (c) To take note with appreciation of the presentation by the Chairman of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol and

of the report of the Executive Committee contained in document UNEP/OzL.Pro.15/8;

- (d) To consider amending, at the Sixteenth Meeting of the Parties, the relevant provision of the terms of reference of the Executive Committee relating to the nomination and appointment of the Chief Officer, taking into account the proposals of the Chair of the Executive Committee given in the annex to the present decision, and also those made by other Parties;
- (e) To request the Executive Committee to enter into consultations with the United Nations Secretariat and the Executive Director of the United Nations Environment Programme on that matter and to report thereon to the Sixteenth Meeting of the Parties;

Annex

Add the following understanding on paragraph 10 (k) of the terms of reference of the Executive Committee:

“The Executive Committee should prepare a short list of the eligible candidates, together with its recommendation, from which the Secretary-General would make a final selection.

Annex III (2)

Extracts from document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-second Meeting of the Executive Committee, (Montreal, 29 March – 2 April 2004), para 151-152.

Extract from Document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-Second Meeting the Executive Committee, (Montreal, 29 March – 2 April 2004), para 151-152

151. The Chair, recalling that Decision 41/1 had included the provision “To place the issue of Decision XV/48 of the Fifteenth Meeting of the Parties (14 November 2003) on the agenda of the Executive Committee for its 42nd Meeting”, noted that there was a need to improve and streamline, for the future, the process of appointment of the Chief Officer.

152. Following a discussion, the Executive Committee decided to request the Chair, on behalf of the Executive Committee, to enter into consultations with the Secretary-General of the United Nations, the Executive Director of UNEP, the United Nations Office of Human Resources Management, and the United Nations Office of Legal Affairs, regarding the terms of reference of the Executive Committee and the legal and administrative implications related to this matter, and to report to the Committee at a future meeting.

(Decision 42/48)

Annex III (3)

Document UNEP/OzL.Pro/ExCom/43/59: Terms of reference of the Executive Committee (follow-up to decision 42/48). (Geneva, 5-9 July 2004)



**United Nations
Environment
Programme**

Distr.
LIMITED

UNEP/OzL.Pro/ExCom/43/59
29 June 2004



ORIGINAL: ENGLISH

EXECUTIVE COMMITTEE OF
THE MULTILATERAL FUND FOR THE
IMPLEMENTATION OF THE MONTREAL PROTOCOL
Forty-third Meeting
Geneva, 5-9 July 2004

**TERMS OF REFERENCE OF THE EXECUTIVE COMMITTEE
(Follow-up to Decision 42/48)**

Report of the Chair of the Executive Committee

This note is to advise the Executive Committee of the actions that have been so far taken in response to Decision 42/48.

Firstly, a meeting was held with Dr. Klaus Töpfer on 15 June 2004 in the Ministry of Foreign Affairs, International Trade and Worship of Argentina.

Dr. Töpfer was provided with a copy of the letter attached as Annex I to this document and was asked for advice and feedback on the issue of the amendment to the Terms of Reference of the Executive Committee related to the process of appointment of the Chief Officer of the Secretariat of the Multilateral Fund. Dr. Töpfer indicated that he will provide a written response to this letter.

Dr. Töpfer indicated during the meeting that he had discussed the matter with the Secretary General of the United Nations. He added that the Multilateral Fund is a body of the United Nations system and therefore UN rules concerning personnel selection apply to the Fund.

According to UN rules and regulations, the Secretary General of the United Nations has the exclusive authority to make the final decision on staff appointments. The Secretary General could seek views on the staff to be appointed.

Secondly, communication was initiated with the Office of the Secretary-General of the United Nations.

For reasons of economy, this document is printed in a limited number. Delegates are kindly requested to bring their copies to the meeting and not to request additional copies.

A letter, similar to the one given to Dr. Töpfer, was sent to the Secretary-General of the United Nations, Mr. Kofi Annan, and copied to the Chef de Cabinet, Mr. Iqbal Riza, the Assistant Secretary-General for Human Resources Management, Mrs. Rosemary Mc Creery, and the Under-Secretary-General for Legal Affairs and Legal Counsel, Dr. Hans Corell (Annex II).

Mrs. Mc Creery confirmed receipt of the letters and indicated that a reply would be sent as soon as possible.



MULTILATERAL FUND
FOR THE IMPLEMENTATION OF THE MONTREAL PROTOCOL
Executive Committee

15 June 2004

Sir,

I have the honour to refer to the Multilateral Fund for the Implementation of the Montreal Protocol and to its Executive Committee.

In my capacity as Chair of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol, I am writing to you in relation to the Terms of Reference of the Executive Committee approved by the Parties at their Second Meeting, in particular to paragraph 10 (k) which states:

“To nominate, for appointment by the Executive Director of UNEP, the Chief Officer of the Fund Secretariat, who shall work under the Executive Committee and report to it”

During the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that deplete the Ozone Layer held in November 2003, while noting the report of the then Chairman of the Executive Committee, the Parties decided through Decision XV/48, *inter alia*:

“To consider amending, at the Sixteenth Meeting of the Parties, the relevant provision of the terms of reference of the Executive Committee relating to the nomination and appointment of the Chief Officer, taking into account the proposals of the Chair of the Executive Committee given in the annex to the present decision, and also those made by other Parties;” and

“To request the Executive Committee to enter into consultations with the United Nations Secretariat and the Executive Director of the United Nations Environment Programme on that matter and to report thereon to the Sixteenth Meeting of the Parties”.

Annex (to the above Decision): Add the following understanding on paragraph 10 (k) of the terms of reference of the Executive Committee: “The Executive Committee should prepare a short list of the eligible candidates, together with its recommendation, from which the Secretary-General would make a final selection.”

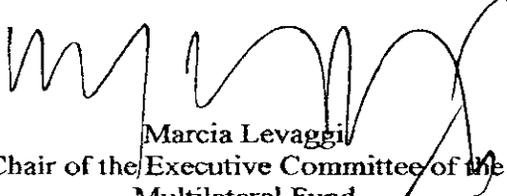
Mr. Kofi Annan
Secretary-General
United Nations
New York, N.Y.
United States of America

Following the discussion on this issue, the Executive Committee at its Forty-second Meeting held in March 2004, decided to request the Chair, on behalf of the Executive Committee, to enter into consultations with the Secretary-General of the United Nations, the Executive Director of UNEP, the United Nations Office of Human Resources Management, and the United Nations Office of Legal Affairs, regarding the terms of reference of the Executive Committee and the legal and administrative implications related to this matter, and to report to the Committee at a future meeting.

Pursuant to the above decisions, I am seeking your advice on this matter; in particular, whether the proposal to amend the Terms of Reference of the Executive Committee as indicated in the annex to Decision XV/48 does not contravene the United Nations rules for appointment of senior staff.

I would be grateful for your views and those of the copyees and I would welcome the opportunity to discuss with your office or other relevant staff in New York at your earliest convenience.

Accept, Sir, the assurance of my highest consideration.


Marcia Levaggi
Chair of the Executive Committee of the
Multilateral Fund

cc: Mr. Iqbal Riza, Chef de Cabinet of the Secretary-General, UN
Ms. Rosemary McCreery, ASG for Human Resources Management, UN
Dr. Hans Corell, Under-Secretary-General for Legal Affairs and the Legal Counsel, UN



MULTILATERAL FUND
FOR THE IMPLEMENTATION OF THE MONTREAL PROTOCOL
Executive Committee

15 June 2004

Sir,

I have the honour to refer to the Multilateral Fund for the Implementation of the Montreal Protocol and to its Executive Committee.

In my capacity as Chair of the Executive Committee of the Multilateral Fund for the Implementation of the Montreal Protocol, I am writing to you in relation to the Terms of Reference of the Executive Committee approved by the Parties at their Second Meeting, in particular to paragraph 10 (k) which states:

“To nominate, for appointment by the Executive Director of UNEP, the Chief Officer of the Fund Secretariat, who shall work under the Executive Committee and report to it”

During the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that deplete the Ozone Layer held in November 2003, while noting the report of the then Chairman of the Executive Committee, the Parties decided through Decision XV/48, *inter alia*:

“To consider amending, at the Sixteenth Meeting of the Parties, the relevant provision of the terms of reference of the Executive Committee relating to the nomination and appointment of the Chief Officer, taking into account the proposals of the Chair of the Executive Committee given in the annex to the present decision, and also those made by other Parties;” and

“To request the Executive Committee to enter into consultations with the United Nations Secretariat and the Executive Director of the United Nations Environment Programme on that matter and to report thereon to the Sixteenth Meeting of the Parties”.

Annex (to the above Decision): Add the following understanding on paragraph 10 (k) of the terms of reference of the Executive Committee: “The Executive Committee should prepare a short list of the eligible candidates, together with its recommendation, from which the Secretary-General would make a final selection.”

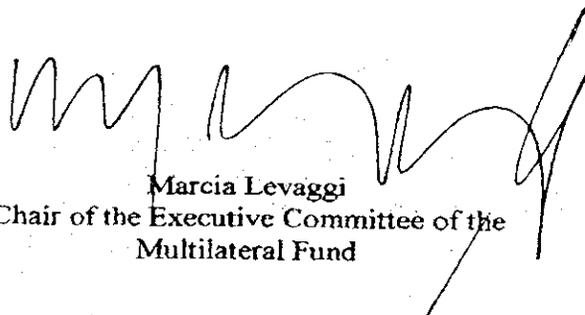
Dr. Klaus Toepfer
Executive Director
United Nations Environment Programme
Nairobi
Kenya

Following the discussion on this issue, the Executive Committee at its Forty-second Meeting held in March 2004, decided to request the Chair, on behalf of the Executive Committee, to enter into consultations with the Secretary-General of the United Nations, the Executive Director of UNEP, the United Nations Office of Human Resources Management, and the United Nations Office of Legal Affairs, regarding the terms of reference of the Executive Committee and the legal and administrative implications related to this matter, and to report to the Committee at a future meeting.

Pursuant to the above decisions, I am seeking your advice on this matter, in particular, whether the proposal to amend the Terms of Reference of the Executive Committee as indicated in the annex to Decision XV/48 does not contravene the United Nations rules for appointment of senior staff.

I would be grateful for your views and I would welcome the opportunity to discuss with you at your earliest convenience.

Accept, Sir, the assurance of my highest consideration.



Marcia Levaggi
Chair of the Executive Committee of the
Multilateral Fund

Annex III (4)

Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-third Meeting of the Executive Committee (Geneva, 5-9 July 2004), para 161-163.

Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-Third Meeting of the Executive Committee (Geneva, 5-9 July 2004), para 161-163.

161. The Chair introduced her report on the terms of reference of the Executive Committee (follow-up to decision 42/48) contained in document UNEP/OzL.Pro/ExCom/43/59. She recalled that decision 42/48 called on the Chair to enter into consultations with the Secretary-General of the United Nations, the Executive Director of UNEP, the United Nations Office of Human Resources Management, and the United Nations Office of Legal Affairs UNEP/OzL.Pro/ExCom/43/6145 regarding the terms of reference of the Executive Committee and the legal and administrative implications relating to the selection of the Chief Officer of the Secretariat of the Multilateral Fund. She reported that she had been able to meet with Mr. Klaus Töpfer, Executive Director of UNEP, who had promised to convey his written reply as soon as possible. Mr. Töpfer had indicated, however, that the Multilateral Fund and the Executive Committee were subject to the general operating procedures of the United Nations regarding the appointment of staff. The final decision on appointments lay with the Secretary General of the United Nations, who was free to seek the opinions of other interested parties, if he so wished.

162. The Chair said that, following the letter attached as Annex II to the relevant document, she had contacted the Assistant Secretary-General for Human Resources Management, who had assured her that a written reply would shortly be transmitted.

163. The representative of Japan expressed his surprise at Mr. Töpfer's comments and said that, although technically the Secretary-General of the United Nations made the final decision on appointments, the Executive Committee should be able to nominate a candidate whom the Secretary-General would then appoint. The representative of Japan considered that the Executive Committee should express its concern that the Secretary-General could override its decision. Alternatively, the Executive Committee could make a number of proposals from which the Secretary-General could then make his choice. He also recorded an alternative suggestion made by some delegations at the Fifteenth Meeting of the Parties that the Office of Human Resources Management could draw up a list of 10-20 candidates from which the Executive Committee could propose one candidate for approval by the Secretary-General. In any event, it was Japan's view that the Executive Committee should exercise caution in approving any procedure that would allow its decision to be overruled. 164. On the basis of the comments, and given that final replies had not yet been received from all those consulted, the Executive Committee decided:

- (a) To take note, with appreciation, of the efforts made by the Chair and to request that the consultations required by Executive Committee decision 42/48 continue; and
- (b) To request the Secretariat to circulate to members of the Executive Committee the draft of the report intended for presentation to the Sixteenth Meeting of the Parties as requested in decision XV/48 of the Fifteenth Meeting of the Parties so as to enable members to submit their comments prior to that Meeting.

Annex III (5)

Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the Sixteenth Meeting of the Parties, (Prague, 22-26 November 2004), para 90 – 92.

Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the Sixteenth Meeting of the Parties, (Prague, 22-26 November 2004), para 90 – 92.

Terms of reference of the Executive Committee

90. The 41st Meeting discussed the implementation of decision XV/48 of the Fifteenth Meeting of the Parties and agreed that the issue would have to be decided over a number of Executive Committee meetings. It also noted that the issue would not only have to be taken up by the Executive Committee, but also by the Meeting of the Parties; although it was the responsibility of the Executive Committee to select its own Chief Officer, it was the prerogative of the Meeting of the Parties to amend the terms of reference.

91. The 42nd Meeting again discussed the question of the terms of reference and requested the Chair, on behalf of the Executive Committee, to enter into consultations with the Secretary-General of the United Nations, the Executive Director of UNEP, the United Nations Office of Human Resources Management, and the United Nations Office of Legal Affairs, regarding the terms of reference of the Executive Committee and the legal and administrative implications related to this matter, and to report to the Committee at a future meeting.

92. The Chair reported to the 43rd Meeting that she had met with the Executive Director of UNEP who had indicated, inter alia, that the Multilateral Fund and the Executive Committee were subject to the general operating procedures of the United Nations regarding the appointment of staff and that the final decision on appointments lay with the Secretary-General of the United Nations, who was free to seek other opinions, if he so wished. The Chair also advised that a letter had been sent to the Secretary-General of the United Nations, copied to the Chef de Cabinet, the Assistant Secretary-General for Human Resources Management, and the Under-Secretary-General for Legal Affairs and Legal Counsel. She indicated that she had then contacted the Assistant Secretary-General for Human Resources Management, who had assured her that a written reply would shortly be transmitted. Following the report, the Executive Committee noted, with appreciation, the efforts of the Chair and requested that consultations required by Executive Committee decision 43/48 continue.

Annex III (6)

Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Prague 22 - 26 November 2004), (para 132-136) and Comments made at the time of adoption of the report (para 325-326)

Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, (Prague, 22- 26 November 2004), para 132-136 and para 325-326.

Consideration of an amendment of paragraph 10 (k) of the terms of reference of the Executive Committee of the Multilateral Fund relating to the nomination and appointment of the Chief Officer of the Multilateral Fund Secretariat (decision XV/48)

132. The Co-Chair recalled that in decision XV/48, the Meeting of the Parties had decided to consider amending, at the Sixteenth Meeting of the Parties, the provisions of the terms of reference of the Executive Committee relating to the nomination and appointment of the Chief Officer, taking into account the proposals of the former Chair of the Executive Committee set out in the annex to that decision as well as those made by other Parties, and to request the Executive Committee to enter into consultations with the United Nations Secretariat and the Executive Director of UNEP on the matter and report thereon to the Sixteenth Meeting of the Parties.

133. Ms. Marcia Levaggi (Argentina), Chair of the Executive Committee, provided a progress report on her contacts with various United Nations bodies. She reported that she had received a letter from the Executive Director of UNEP stating that appointment of the Chief Officer was subordinate to the United Nations rules and regulations, as they applied to the recruitment and appointment of all United Nations staff members. On 3 November 2004, the Executive Committee had received a letter signed by the United Nations Assistant Secretary-General for Human Resources Management, informing the Committee that she had forwarded the observations of the Executive Director of UNEP to the Executive Office of the Secretary-General for a decision. She had undertaken to communicate that decision to the Executive Committee as soon as it had been taken.

134. One representative suggested that the sequence of letters and discussions revealed a serious gap in communication. The Montreal Protocol was a treaty body with its own personality under international law, and the contracting Parties to that treaty had decided that the Parties would nominate the Chief Officer, who would then be appointed by the Executive Director of UNEP. That was an intergovernmental decision, beyond the purview of the United Nations system. Consequently, his delegation could see no basis for the response of the Executive Director of UNEP to the Chair of the Executive Committee, and suggested that the matter should be referred to the United Nations Office of Legal Affairs.

135. Another representative pointed out that the Parties had been pursuing the matter for 18 months, and on two separate occasions had received a formal reply from the Executive Director of UNEP expressing an unchanged view. The question was whether the Parties were ready to accept that view. It had to be allowed that the rules of the United Nations on appointments had been changed since the Montreal Protocol had been written, that the changes had been agreed to by high-level representatives of the countries represented in the current meeting, and that they gave great latitude to the Secretary-General in the appointment of senior staff. It was probably time, while maintaining unchanged the terms of reference of the Executive Committee, to bow to the reality of the situation.

136. The Co-Chair suggested, and the Meeting agreed, that the matter should be left in abeyance pending a further response from the United Nations.

J. Comments made at the time of adoption of the report

325. With regard to the issue of amending paragraph 10 (k) of the terms of reference of the Executive Committee of the Multilateral Fund, the representative of Japan proposed that the Meeting of the Parties should consider adopting a decision along the following lines:

- (a) “To take note with appreciation of the report of the Chair of the Executive Committee, contained in document UNEP/OzL.Pro.16/14;
- (b) “To take note of the assurances by the representative of the United Nations, the Assistant Secretary-General for Human Resources Management, that the Executive Committee

would be informed of a decision of the Secretary-General on the proposal of the Executive Director of the United Nations Environment Programme on this matter;

- (c) “To defer consideration of the matter pending the receipt of a further communication from the United Nations authorities.”

326. Following that proposal, the current and future chairs of the Executive Committee both gave their assurances that they would continue to pursue the matter in 2004 and 2005. The representative of Japan expressed his gratitude for those assurances.

Annex III (7)

Document UNEP/OzL.Pro.16/14: Report of the Executive Committee of the Multilateral Fund on the implementation of Decision XV/48, (Prague, 22-26 November 2004).



**United Nations
Environment
Programme**

Distr.: General
10 November 2004

Original: English



**Sixteenth Meeting of the Parties
to the Montreal Protocol on
Substances that Deplete the
Ozone Layer**
Prague, 22–26 November 2004
Item 5 (c) of the provisional agenda*
**Consideration of an amendment of
paragraph 10 (k) of the terms of reference
of the Executive Committee**

**Report of the Executive Committee of the Multilateral Fund on the implementation of
Decision XV/48**

The following information is intended to update the Meeting of the Parties on the actions undertaken by the Executive Committee to implement decision XV/48, in addition to the information already contained in paragraphs 90 to 92 of document UNEP/OzL.Pro.16/10.

On 4 August 2004, a letter was sent to the Secretary-General of the United Nations Organization, Mr. Kofi Annan, with copies to his Chef de Cabinet, Mr. Iqbal Riza, the Assistant Secretary-General for Human Resources Management, Ms. Rosemary McCreery, the Under-Secretary for Legal Affairs and Legal Counsel, and the Executive Director of UNEP, Dr. Klaus Töpfer. This letter contained the relevant part of the reports of the 43rd Meeting of the Executive Committee and the 24th Meeting of the Open-Ended Working Group of the Parties, reiterating the request for a reply to previous letters.

Dr. Klaus Töpfer sent the letter included in Annex I in reply to the letter delivered to him at the meeting that took place in Buenos Aires last June.

On 3 November 2004, the Executive Committee received a letter signed by Ms. McCreery, informing the Committee that she had forwarded the observations of Dr. Töpfer to the Executive Office of the Secretary-General for a decision to be taken on the proposal, taking into account the views expressed by the different offices concerned. Ms. McCreery has assured the Chairperson of the Executive Committee that the latter would be informed of the decision as soon as it would have been taken.

* UNEP/OzL.Pro.16/1



United Nations Environment Programme

برنامج الأمم المتحدة للبيئة - 联合国环境规划署
 PROGRAMME DES NATIONS UNIES POUR L'ENVIRONNEMENT - PROGRAMA DE LAS NACIONES UNIDAS PARA EL MEDIO AMBIENTE
 ПРОГРАММА ОРГАНИЗАЦИИ ОБЪЕДИНЕННЫХ НАЦИЙ ПО ОКРУЖАЮЩЕЙ СРЕДЕ

Our reference: OED/SAB/aa

29 September 2004

Dear Ms. Levaggi,

I refer to your letters dated 15 June 2004 and 4 August 2004 to Mr. Kofi Annan, the United Nations Secretary General, regarding Decision XV/48 of the Fifteenth Meeting of the Parties to the Montreal Protocol on possible amendment of the relevant terms of reference of the Executive Committee relating to the nomination and appointment of the Chief Officer of the Multilateral Fund.

I wish to thank you for bringing this important issue of the appointment of the Chief Officer to my attention. I am aware of the various consultations undertaken on this issue and as I stated in our meeting in Buenos Aires last July, I wish to reiterate to you that, while the Secretary General of the United Nations and myself appreciated and valued the recommendations made by the Executive committee leading to the selection of the current Chief Officer, we are the trustees of the United Nations rules and regulations as they apply to the recruitment and appointment of all United Nations staff members.

I would like to suggest therefore that the Executive Committee might wish to align its terms of reference with the rules and regulations established by the UN General Assembly to remove any potential areas of conflict with the current practices of the United Nations in appointing staff members. The current practice in the UN System is that the Secretary-General appoints the Chief Officer on the recommendation of the Executive Director of UNEP who in turn may consider the views of the Executive Committee.

Kindest regards.

Yours sincerely,

Klaus Töpfer
 Executive Director

Ms. Marcia Levaggi
 Chair of the Executive Committee of the
 Multilateral Fund
 Multilateral Fund for the Implementation of the
 Montreal Protocol
 1800 McGill College Avenue
 27th Floor, Montreal Trust Building
 Montreal, Quebec
 Canada H3A 3J6

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 P.O. Box 30552 - 00100, Nairobi, Kenya
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 E-mail: agnes.atslaya@unep.org

Annex IV

**Administrative Instruction (Staff
selection system): ST/AI/2010/3**



21 April 2010

*(Text consolidated to incorporate
ST/SGB/2011/7,
ST/AI/2010/4/Rev.1 and
ST/AI/2010/3/Amend.1)*

Administrative instruction

Staff selection system

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The Under-Secretary-General for Management, pursuant to Secretary-General's bulletin [ST/SGB/2002/5](#), promulgates the following:

Section 1

Definitions

The following definitions apply for the purposes of the present instruction:

(a) *Anticipated job openings*: job openings relating to positions expected to become available as identified through workforce planning or forecasting, for example due to the retirement of the incumbent within six months or for meeting future requirements;

(b) *Assessment*: the substantive process of evaluating applicants to determine whether they meet all, most, some or none of the requirements of the position under recruitment;

(c) *Assessment panel*: a panel normally comprised of at least three members, with two being subject matter experts at the same or higher level of the job opening, at least one being female and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening. For D-2 level job openings, the panel should normally be comprised of at least three members, with two being from outside the department or office, and at least one female;

(d) *Central review bodies*: joint bodies established under staff rule 4.15 which are to ensure that candidates have been evaluated on the basis of approved evaluation criteria and that the applicable procedures have been followed in the process of appointing, selecting and promoting staff up to and including the D-1 level, except for advice on appointment of candidates having successfully passed a competitive examination in accordance with staff rule 4.16. Field central review bodies are established for peacekeeping operations and special political missions for the same purpose;

(e) *Documented record*: a record consisting of written, printed or electronic material that provides information or evidence. The record must be reasoned and objectively justifiable;

(f) *Evaluation criteria*: criteria used for the evaluation of applicants for a particular position. Evaluation criteria must be objective and related to the functions of the generic job profile or the individually classified job description and must reflect the key competencies that will be assessed;

(g) *Expert panel*: similar in constitution to an assessment panel, assists the Director of the Field Personnel Division, Department of Field Support or his/her designate in undertaking the assessment of applicants for a generic job opening. Hereinafter, the term assessment panel will also refer to an expert panel, unless specifically stated otherwise;

(h) *Generic job profile*: classified standard job description that encompasses a large group of related jobs with similar characteristics in terms of duties and responsibilities, education, work experience, technical skills and essential core competencies;

(i) *Generic job openings*: job openings which are based on generic job profiles, used for the purpose of creating and maintaining viable rosters of qualified and available candidates for immediate and anticipated job openings identified through workforce planning in entities with approval to use roster-based recruitment, peacekeeping operations, special political missions and other field operations;

(j) *Geographic status*: status given to staff in the Professional and above categories on initial appointment for one year or longer against a position subject to “equitable geographical distribution” and to the application of the system of desirable ranges, namely, a regular budget post in the Secretariat at the Professional level or above (except language positions up to and including P-5). All successful candidates in a national competitive recruitment examination also receive “geographic status”. Once geographic status has been given, it is retained throughout the period of uninterrupted service of the staff member, regardless of the nature of the position or functions to which the staff member may subsequently be assigned;

(k) *Head of department/office*: official appointed by the Secretary-General to lead a department, office, regional commission or other major organizational unit of the Secretariat who is directly accountable to the Secretary-General in the exercise of the functions set out in section 5 of [ST/SGB/1997/5](#) (as amended by [ST/SGB/2002/11](#));¹

(l) *Head of mission*: official appointed by the Secretary-General to lead a peacekeeping operation or special political mission who is directly accountable to the Secretary-General for the implementation of the mission’s mandate as well as the effective management of the mission’s resources;

(m) *Hiring manager*: the official responsible for the filling of a vacant position. The hiring manager is accountable to his/her head of department/office to ensure the delivery of mandated activities by effectively and efficiently managing staff and resources placed under his or her supervision and for discharging the other functions listed in section 6 of [ST/SGB/1997/5](#) (as amended by [ST/SGB/2002/11](#));

(n) *Immediate job openings*: job openings relating to positions that have become available unexpectedly, such as, upon separation from service in cases other than retirement, the selection of the incumbent for other functions or the creation of new positions owing to the establishment of new offices or due to surge requirements or following a change in mandate, including that of a peacekeeping operation, special political mission or other field-based initiative;

(o) *Internal applicants*: serving staff members holding an appointment under the Staff Rules, other than a temporary appointment, who have been recruited after a competitive process under [staff rule 4.15](#) (review by a central review body) or [staff rule 4.16](#) (competitive recruitment examination). Staff members of the separately administered United Nations funds and programmes are not considered internal applicants. However, women who are serving with the separately administered United Nations funds and programmes or any specialized agency or organization of the United Nations common system holding a current appointment at the P-3 or P-4 levels and who have been in service for a continuous period of 12 months and

¹ As may be replaced by a new bulletin on the subject.

whose appointments have been reviewed by a review body or equivalent in their organization are considered internal applicants for positions at the P-4 or P-5 levels, respectively. Associate experts (Junior Professional Officers) are not considered internal applicants;

(p) *Job opening*: vacancy announcement issued for one particular position or for a set of job openings;

(q) *Lateral move*: movement of a staff member to a different position at the same level for the duration of at least one year. The new position may be in the same or a different department or office, in the same or a different duty station and in the same or a different occupational group. Inter-agency loans or other movements to and from other organizations of the United Nations common system are recognized as “lateral moves”. Within the same department or office, a lateral move will normally involve a change in functions with or without a change of supervisor. When the supervisor remains the same, there will be a lateral move if the responsibilities are substantially different, for example, if there is a different area of responsibilities or a change in the departments/offices serviced by the staff member. A change in supervisor without a change in functions does not represent a lateral move. Temporary assignments of at least three months but less than one year, with or without special post allowance, shall also qualify as a lateral move when the cumulative duration of such assignments reaches one year;

(r) *Mission*: a United Nations peacekeeping operation or special political mission;

(s) *Occupational groups*: occupations and sub-occupations grouped into categories of work on the basis of similarity of function;

(t) *Occupational group manager*: an official responsible for managing the supply of available candidates with the necessary qualifications and expertise to meet the staffing requirements identified through workforce planning for a specific occupational group or groups in peacekeeping operations and special political missions;

(u) *Position*: for the purpose of this instruction refers to an established post or other job profile within an occupational group, as well as the knowledge, attributes and skills required, as identified through a classification review, to perform the functions for which the General Assembly approved funding for at least one year, including positions funded by General Temporary Assistance;

(v) *Position-specific job opening*: a job opening used for the filling of an individual position at a specific duty station;

(w) *Roster*:² a pool of assessed candidates reviewed and endorsed by a central review body and approved by the Head of Department/Office/Mission who are available for selection against a vacant position. Roster candidates may be selected without referral to a central review body;

(x) *Selection decision*: decision by a head of department/office to select a preferred candidate for a particular position up to and including the D-1 level from a list of qualified candidates who have been reviewed by a central review body taking

² This definition does not apply to rosters of candidates maintained pursuant to staff rule 4.16 on competitive examinations.

into account the Organization's human resources objectives and targets as reflected in the departmental human resources action plan, especially with regard to geography and gender, and giving the fullest regard to candidates already in the service of the Organization as well as those encumbering posts that are slated for abolition or are serving in secretariat entities undergoing downsizing and/or liquidation. Selection decisions for positions at the D-2 level are made by the Secretary-General following review by the Senior Review Group;

(y) *Temporarily vacant position*: position blocked for a specific period of time for the return of a staff member on temporary assignment, mission assignment, special leave, secondment, or loan;

(z) *Vacant position*: position approved for one year or longer that is not blocked for the return of a staff member on temporary assignment, mission assignment, special leave, secondment or loan.

Section 2

General provisions

2.1 The present instruction establishes the staff selection system (the "system"), which integrates the recruitment, placement, promotion and mobility of staff within the Secretariat.

2.2 Staff in the Professional and above categories, up to and including those at the D-2 level, are expected to move periodically to different positions in different organizational units, duty stations, missions or occupational groups throughout their careers. The system provides for the circulation of job openings, including anticipated staffing needs in missions through a compendium of job openings³ and specifies the lateral mobility requirement applicable for promotion to the P-5 level.⁴

2.3 Selection decisions for positions up to and including the D-1 level are made by the head of department/office/mission, under delegated authority, when the central review body is satisfied that the evaluation criteria have been properly applied and that the applicable procedures were followed. If a list of qualified candidates has been endorsed by the central review body, the head of department/office/mission may select any one of those candidates for the advertised job opening, subject to the provisions contained in sections 9.2 and 9.5 below. The other candidates shall be placed on a roster of pre-approved candidates from which they may be considered for future job openings at the same level within an occupational group and/or with similar functions.

2.4 Selection decisions for positions at the D-2 level are made by the Secretary-General when the Senior Review Group is satisfied that the applicable procedures were followed.

2.5 Heads of departments/offices retain the authority to transfer staff members within their departments or offices, including to another unit of the same department in a different location, to job openings at the same level without advertisement of the job opening or further review by a central review body. Heads of mission retain the authority to transfer staff members, under conditions established by the Department of Field Support, within the same mission, to job openings at the same

³ See section 4 below.

⁴ See section 6.4 below.

level without advertisement of the job opening or further review by a central review body.

2.6 This instruction sets out the procedures applicable from the beginning to the end of the staff selection process. Manuals will be issued that provide guidance on the responsibilities of those concerned focusing on the head of department/office/mission, the hiring manager, the staff member/applicant, the central review body members, the recruiter, namely, the Office of Human Resources Management (OHRM), the Field Personnel Division of the Department of Field Support, executive offices and local human resources offices as well as the occupational group manager and expert panel. Should there be any inconsistency between the manuals and the text of the present instruction, the provisions of the instruction shall prevail.

Section 3

Scope

3.1 The system shall apply to the selection and appointment of all staff members to whom the Organization has granted or proposes to grant an appointment of one year or longer under the Staff Rules at the G-5 and above levels in the General Service category, TC-4 and above in the Trades and Crafts category and S-3 and above levels in the Security Service category as well as to staff in the Professional and above categories and to the Field Service category for positions established for one year or longer, irrespective of the functions or source of funding. The process leading to selection and appointment to the D-2 level shall be governed by the provisions of the present instruction. For positions at the D-2 level, the functions normally discharged by a central review body⁵ shall be discharged by the Senior Review Group,⁶ prior to selection by the Secretary-General.

3.2 The system shall not apply to the following:

- (a) Appointments at the Assistant Secretary-General and Under-Secretary-General levels;
- (b) Temporary appointments;⁷
- (c) Appointment of staff selected through a competitive examination under staff rule 4.16, in accordance with the principle that staff are recruited primarily through competitive examination at the P-1 and P-2 levels for positions subject to geographic distribution and normally through competitive examination at the P-3 level;
- (d) Movement of staff subsequent to recruitment under the provisions of the administrative instruction on managed reassignment for junior Professionals;⁸
- (e) Movement during the first five years of service of staff serving against a P-2 or P-3 language position who are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates

⁵ ST/SGB/2002/6 and Amendment 1, as may be amended or replaced by a new bulletin on the same subject.

⁶ ST/SGB/2009/2, as may be amended or replaced by a new bulletin on the same subject.

⁷ ST/AI/2010/4/Rev.1.

⁸ ST/AI/2001/7, as may be amended or replaced by a new instruction on the same subject.

successful in a competitive examination for positions requiring special language skills;⁹

(f) Recruitment of staff from the General Service and related categories to the Professional category;¹⁰

(g) Appointment and selection at the entry level and promotion of staff in the General Service and related categories up to and including the G-4, TC-3 and S-2 levels;

(h) Appointment and selection of staff in the General Service category in peacekeeping operations and special political missions;

(i) Appointment and selection of staff in peacekeeping operations and special political missions in the National Professional Officer category;

(j) Appointment of staff selected to serve in the Executive Office of the Secretary-General or to serve as special envoys of the Secretary-General;

(k) Movement of staff previously appointed in accordance with staff rules 4.15 or 4.16 who have agreed to participate in voluntary reassignment programmes. The Assistant Secretary-General for Human Resources Management shall decide on the reassignment of each staff member, without reference to a central review body. The programmes, aiming to stimulate the development of staff, are strictly voluntary. Such movement shall be limited to incumbents of positions approved for inclusion in a voluntary lateral reassignment programme and shall not affect the application of the normal rules governing promotion or selection of staff for job openings;

(l) Lateral movements of staff by heads of department/office/mission in accordance with section 2.5 above.

3.3 Heads of departments/offices who have been delegated authority to appoint and promote staff up to and including the D-1 level for service limited to the entity concerned are encouraged to opt for the full application of the system for upcoming job openings, in which case the appointment of the individual selected as a result would not, or would no longer be, limited to service with the entity concerned.¹¹ Should the head of department/office exercise this option, the case would be considered by a Secretariat central review body and would be referred to the Secretary-General for decision if the central review body found that the evaluation criteria had not been properly applied and/or that the applicable procedures had not been followed.

⁹ ST/AI/2000/1 (amended by ST/AI/2003/1), as may be replaced by a new instruction on the same subject.

¹⁰ ST/AI/2003/7 (abolished and replaced by ST/AI/2010/7), as may be replaced by a new instruction on the same subject.

¹¹ This would not necessarily, however, confer geographic status on the staff members concerned, as such status results from initial recruitment after successfully passing a competitive examination (other than a language examination) or from an appointment for one year or longer to a post subject to the application of the system of desirable ranges.

Section 4
Job openings

4.1 Immediate and anticipated job openings for positions of one year or longer shall be advertised through a compendium of job openings. The compendium shall include both position-specific job openings and generic job openings. The compendium shall be published electronically and shall be updated regularly.

4.2 Position-specific job openings shall be included in the compendium when:

- (a) A new position is established or an existing position is reclassified;
- (b) The incumbent separates from service;

(c) The incumbent is selected for another position under the provisions of this instruction or as a result of a lateral reassignment by the head of department/office within that department or office.

4.3 Generic job openings shall be issued in the compendium for the purpose of creating and maintaining viable rosters of qualified candidates for immediate and anticipated job openings, identified through workforce planning, in entities with approval to use roster-based recruitment, such as peacekeeping operations, special political missions and other field operations. Generic job openings shall contain information on the location of current and anticipated job openings and a clause making reference to the generic nature and roster purpose. Where such entities deem it necessary, position-specific job openings may also be issued to advertise job openings.

4.4 The hiring manager or occupational group manager shall be responsible for creating the job opening and for promptly requesting the inclusion of its announcement in the compendium, with the assistance of the executive or local human resources office.

4.5 The job opening shall reflect the functions and the location of the position and include the qualifications, skills and competencies required. Job openings, to the greatest extent possible, shall be based on generic job profiles approved by OHRM, a previously published job opening or a previously classified individual job description reflecting the actual functions of the position. The evaluation criteria of job openings created on the basis of individually classified job descriptions require approval by a central review body.

4.6 Each job opening shall indicate the date of posting and specify a deadline date by which all applications must be received. The job opening, including the evaluation criteria, shall be approved by OHRM, the local human resources offices or the Department of Field Support prior to posting.

4.7 Pre-screening questions should be prepared as part of the job opening to assist in determining an applicant's suitability for the job opening to which he/she applied. The pre-screening questions must be related to the responsibilities of the position and the experience and professionalism required to undertake the functions, as reflected in the job opening.

4.8 The deadline for applying for job openings shall normally be:

- (a) 60 calendar days after posting for position-specific job openings in the Professional and above categories, unless in cases of unanticipated job openings

OHRM or the local human resources office exceptionally approves a 30-day deadline;

(b) 30 calendar days after posting for position-specific job openings for peacekeeping operations and special political missions, unless the Department of Field Support exceptionally approves a 15-day deadline if necessary to meet immediate operational requirements;

(c) 30 calendar days after posting for project-funded positions located in the field or at headquarters duty stations or at the duty stations of the secretariats of the regional commissions and whose functions relate to the carrying out of activities directly linked to humanitarian, human rights and technical cooperation implementation in field duty stations, unless the local human resources office exceptionally approves a 15-day deadline.

4.9 Generic job openings will be posted for the period of time that is deemed sufficient to attract the number of qualified candidates sufficient to satisfy the vacancies projected through workforce planning.

4.10 The deadline for applying for job openings in the General Service and related categories shall normally be 30 calendar days after posting.

Section 5 Applications

5.1 Applications must be submitted in accordance with the instructions set out in the job opening, including use of the electronic platform provided for this purpose.

5.2 Applying for a job opening carries an expectation to accept it, if offered.

5.3 Staff members are encouraged to carefully consider all suitable job openings as they are expected to move periodically between positions.

5.4 An individual may apply for several job openings for which he/she feels qualified. An individual applying to a generic job opening in a peacekeeping operation or special political mission is required to indicate in which of these operations or missions he/she is interested in serving.

Section 6 Eligibility requirements

6.1 Staff members holding a permanent, continuing,¹² probationary or fixed-term appointment shall not be eligible to apply for positions more than one level higher than their personal grade. Staff members in the General Service and related categories holding a permanent, continuing or fixed-term appointment may apply for positions in the Field Service category at any level, irrespective of the grade held in the General Service and related categories, provided they meet the requirements of the post.

6.2 As of the posting date of a job opening, the minimum age to be eligible for consideration for a position is 18, with a mandatory retirement age of 60 years for

¹² Continuing appointments were approved by the General Assembly in its resolution 63/250 but the implementation is subject to the approval of the eligibility criteria by the General Assembly.

staff members who joined the Organization prior to 1 January 1990 and 62 years for staff members appointed from 1 January 1990 onwards.

6.3 Staff members in the Professional category shall have at least two prior lateral moves, which may have taken place at any level in that category, before being eligible to be considered for promotion to the P-5 level, subject to the following provisions:

(a) In order to meet the General Assembly's concern about high job opening rates in some regional commissions and duty stations, particularly those in developing countries, the requirement shall be reduced to one lateral move when a staff member has served in the Professional category in Nairobi or a regional economic commission other than the Economic Commission for Europe or any duty station with a hardship classification of A, B, C, D or E¹³ for one year or longer, or when a staff member is applying for a P-5 position at those duty stations from another duty station;

(b) Staff recruited at the P-4 level shall become eligible for promotion to the P-5 level after one lateral move at the P-4 level;

(c) The requirement for lateral moves is waived when a staff member has served in the Professional and above or Field Service categories in a non-family mission or non-family duty station for one year or longer;

(d) The requirement for lateral moves is waived for staff serving against language positions that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills when applying for another such language position.

6.4 Staff in the Field Service category at the FS-6 level may apply to positions at the P-3 and P-4 levels, provided that they have served for one year at their current level and meet the academic qualifications required for an appointment to the Professional category. Staff in the Field Service category at the FS-7 level may apply to positions at the P-4 and P-5 levels, provided that they have served for one year at their current level, meet the academic qualifications required for an appointment to the Professional category and, for P-5 positions, satisfy the lateral move requirements for promotion to the P-5 level.

6.5 A staff member holding a permanent, continuing, probationary or fixed-term appointment (with no appointment limitation) assigned from a headquarters location, including regional commissions, to a position one level higher than his/her current grade in a peacekeeping operation or special political mission, where a lien is maintained against a position at the parent duty station, may temporarily be promoted to the level of the position in the peacekeeping operation or special political mission for the duration of the assignment. A staff member temporarily

¹³ The International Civil Service Commission has placed all duty stations in one of six categories, H and A to E. H duty stations are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programmes, or locations in countries which are members of the European Union. A to E duty stations are field duty stations. Hardship categorization assesses the overall quality of life at a duty station. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life. Duty stations are categorized on a scale of difficulty from A to E with A being the least difficult.

promoted may apply during his/her assignment in a peacekeeping operation or special political mission to job openings one level higher than his/her temporary grade level, provided that he/she has spent more than 12 months continuously in the peacekeeping operation or special political mission. At the end of his/her assignment in the peacekeeping operation or special political mission, the staff member will revert to his/her original level at the former duty station and may henceforth only apply to job openings one level above his/her original level.

6.6 The provisions of section 6.5 above also apply to staff members appointed to a peacekeeping mission or special political mission (with no appointment limitation) who are selected for an assignment to a position one level higher than their current grade at a headquarters location or regional commission.

6.7 A staff member who is considered an internal applicant and who is on secondment to a separately administered United Nations fund or programme, specialized agency or organization of the United Nations common system shall be granted a lien against a specific post for up to two years. If the staff member, while on secondment, applies for positions in the Secretariat he/she will be considered an internal applicant and is eligible to apply for a position one level higher than the one he/she currently has in the receiving organization in which the staff member is on secondment. After two years should the staff member wish to remain on secondment, the lien on the specific position shall be surrendered but the staff member retains return rights to the Secretariat up to a maximum of five years. At the end of the five years, a transfer to the receiving organization shall be initiated unless the staff member indicates that he/she would like to return to the Secretariat. In order to return to the Secretariat, the staff member is eligible to apply for positions at the level he/she had at the receiving organization or one level above. If the staff member is unsuccessful in his/her applications, he/she will have the right to return to the Secretariat at his/her level at the time of his/her release on secondment.

6.8 Pursuant to the exception set out in section 4.2 of ST/AI/2003/7 [**abolished and replaced by section 3.1 of [ST/AI/2010/7](#)**], the minimum educational requirements for positions in the Professional and above categories shall be waived for staff members promoted to the Professional and above categories after having passed the G-to-P examination when applying to job openings in the Professional and above categories.

6.9 Staff serving against language positions that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills are eligible to apply for non-language positions after a continuous service of a minimum of five years in a language position.

6.10 A staff member holding a temporary appointment who is recruited in the Professional and above categories, on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in peacekeeping operations or special political missions.

6.11 Interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any position in the Professional or above categories and for

positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

6.12 United Nations Volunteers may not be appointed to positions in the same mission in which they last served within six months following completion of their service with the United Nations Volunteer programme. United Nations Volunteers who have served less than 12 months are not eligible for appointment in a peacekeeping operation or special political mission, unless a period of six months has elapsed following completion of the United Nations Volunteer service. United Nations Volunteers who resign may not be appointed to a position in a peacekeeping operation or special political mission within six months following the date of resignation.

Section 7

Pre-screening and assessment

7.1 Applicants applying to job openings will be pre-screened on the basis of the information provided in their application to determine whether they meet the minimum requirements of the job opening.

7.2 OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support will release electronically to the hiring manager (for position-specific job openings) and occupational group manager (for generic job openings), within and/or shortly after the deadline of the job opening, the applications of candidates who have successfully passed the pre-screening process, together with the names of pre-approved eligible candidates, for consideration for selection.

7.3 OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support has the authority to pre-screen individuals identified through an outreach strategy aiming for target groups in terms of gender, geography and/or specialized expertise within the deadline of the job opening. The applications of successful candidates will be released to the hiring or occupational group manager.

7.4 The hiring or occupational group manager shall further evaluate all applicants released to him/her and shall prepare a shortlist of those who appear most qualified for the job opening based on a review of their documentation.

7.5 Shortlisted candidates shall be assessed to determine whether they meet the technical requirements and competencies of the job opening. The assessment may include a competency-based interview and/or other appropriate evaluation mechanisms, such as, for example, written tests, work sample tests or assessment centres.

7.6 For each job opening, the hiring manager or occupational group manager, as appropriate, shall prepare a reasoned and documented record of the evaluation of the proposed candidates against the applicable evaluation criteria to allow for review by the central review body and a selection decision by the head of the department/office.

7.7 For position-specific job openings, up to and including the D-1 level, the hiring manager or occupational group manager shall transmit his/her proposal for one candidate or, preferably, a list of qualified, unranked candidates, including normally at least one female candidate, to the appropriate central review body through OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support. OHRM, the local human resources office or the Field Personnel Division shall ensure that, in making the proposal, the hiring manager or occupational group manager has complied with the process.

7.8 For generic job openings in peacekeeping operations and special political missions, the Director of the Field Personnel Division of the Department of Field Support shall ensure that the process has been complied with and that the recommendations are reasoned and organizational objectives and targets have been taken into account, and shall transmit the proposed list of qualified, unranked candidates including normally at least one female candidate to the field central review body for inclusion in a roster.

7.9 For positions at the D-2 level, heads of department/office/mission shall submit to the Senior Review Group a shortlist normally containing three names of qualified and suitable candidates, including at least one female candidate. The shortlist will be prepared following interviews by an interdepartmental assessment panel. In making such submission, due regard shall be given to candidates with diverse experience, including career mobility. The submission to the Senior Review Group from the head of department/office shall be transmitted to the Chairperson of the Senior Review Group through the Secretary of that body and shall include a comprehensive evaluation of the shortlisted candidates justifying their qualifications and suitability for the position. The submission shall also include the personal history profile of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the department/office/mission, including information on nationality and gender.

Section 8

Central review bodies

8.1 The central review bodies shall review proposals for filling a position-specific job opening or for placing candidates on the roster following a generic job opening, made by the department/office or mission concerned, to ensure that applicants were evaluated on the basis of the corresponding evaluation criteria and that the applicable procedures were followed in accordance with sections 5.2 to 5.6 of ST/SGB/2002/6.¹⁴ (currently [ST/SGB/2011/7](#))

8.2 Authority to make a selection decision with respect to a particular job opening shall be withdrawn when a central review body finds that the evaluation criteria have not been properly applied and/or the applicable procedures have not been followed. The central review body shall transmit its findings and recommendation to the official having authority to make the decision on behalf of the Secretary-General, as follows:

(a) The Under-Secretary-General for Management for posts at the P-5 and D-1 levels;

¹⁴ As may be amended or replaced by a new bulletin on the same subject.

(b) The Assistant Secretary-General for Human Resources Management for all other posts.

Section 9

Selection decision

9.1 Staff members holding a permanent, continuing, probationary or fixed-term appointment should normally serve in a position for at least one year before being eligible to be appointed to another position.

9.2 The selection decision for positions up to and including at the D-1 level shall be made by the head of department/office on the basis of proposals made by the responsible hiring managers (for position-specific job openings) and occupational group managers (for generic job openings) when the central review body finds that the candidates have been evaluated on the basis of approved evaluation criteria and the applicable procedures have been followed. Recommendations for selection for positions at the D-2 level shall be made by the head of department/office/mission for review by the Senior Review Group. For positions at the D-2 level, the Senior Review Group shall provide its recommendation to the Secretary-General, who will make the selection decision. When the position to be filled involves significant functions in the management of financial, human and physical resources and/or information and communications technology, the executive or local human resources office shall inform OHRM or the Department of Field Support of the proposed selection so that the approvals required by Secretary-General's bulletin [ST/SGB/2005/7](#)¹⁵ may be obtained prior to selection.

9.3 When recommending the selection of candidates for posts up to and including at the D-1 level, the hiring manager shall support such recommendation by a documented record. The head of department/office shall select the candidate he or she considers to be best suited for the functions. Prior to selection of an external candidate, that decision must be justified in writing to, and approved by, OHRM. In the final selection due consideration should also be given to staff members who are victims of malicious acts or natural disasters; serving staff members who have served under the former 200 and 300 series of the Staff Rules; candidates from troop- or police-contributing countries for positions in a peacekeeping operation or Headquarters support account-funded positions in the Department of Peacekeeping Operations, the Department of Field Support and other departments with support account resources; and prior service or employment of candidates in field duty stations, for positions for which relevant field experience is highly desirable, as applicable and as stipulated in General Assembly resolution 63/250.

9.4 **[Candidates for position-specific job openings up to and including at the D-1 level included in a list endorsed by a central review body other than the candidate selected for the specific position shall be placed on a roster of candidates pre-approved for similar functions at the level of the job opening, which shall be drawn from all duty stations for job openings in the Professional and above categories and the Field Service category. Following the selection decision, roster candidates shall be retained in a roster indefinitely or until such time the present administrative instruction is amended. Candidates included in**

¹⁵ As may be amended or replaced by a new bulletin on the subject of designation of staff members performing significant functions in financial management, personnel management and general services administration.

the roster may be selected by the head of department/office for a subsequent job opening without reference to a central review body.]

9.5 [Qualified candidates for generic job openings are placed on the relevant occupational roster after review by a central review body and may be selected for job openings in entities with approval for roster-based recruitment. The roster candidate shall be retained on an occupational roster indefinitely or until such time the present administrative instruction is amended. Should an eligible roster candidate be suitable for the job opening, the hiring manager may recommend his/her immediate selection to the head of department/office/mission without reference to the central review body.]

Section 10

Notification and implementation of the decision

10.1 The executive office at Headquarters, the local human resources offices or the Division of Field Personnel of the Department of Field Support shall inform the selected candidate of the selection decision within 14 days after the decision is made. Candidates endorsed by the central review body and placed on a roster shall be informed of such placement within 14 days after the decision is made by the hiring manager or occupational group manager and be advised that they may be selected from the roster for similar positions that may become available within the stipulated time frame as described in sections 9.3 and 9.4. Other candidates convoked for assessments but not selected or placed on a roster shall be so informed by the hiring manager or the occupational group manager within 14 days after the selection decision is made in writing. Applicants eliminated prior to the assessment exercises shall be informed.

10.2 The decision to select a candidate shall be implemented upon its official communication to the individual concerned. When the selection entails promotion to a higher level, the earliest possible date on which such promotion may become effective shall be the first day of the month following the decision, subject to the availability of the position and the assumption of higher-level functions. However, when an encumbered position has been included in the compendium after upward reclassification and an applicant other than the incumbent is selected, the decision shall be implemented only when a suitable position has been identified for the incumbent.

10.3 Selected staff members shall be released as soon as possible, and in any event no later than one month after the date on which the releasing office is notified of the selection decision, if the move is within the same duty station. For staff members selected for a position in another duty station, including those in peacekeeping missions or special political missions, the release shall be no later than two months after the releasing office is notified of the selection decision.

10.4 If the selected candidate fails to take up the functions within the specified time frames for personal reasons or vacates the position within one year, the head of department/office may select another candidate from the list endorsed by the central review body with respect to the particular job opening, or in the case of peacekeeping operations or special political missions, from the roster within the same occupational group. If no such candidate is available, the head of department/office may select another candidate from the roster or recommend the position be advertised in the compendium if no roster candidate is found to be suitable.

Section 11
Placement authority outside the normal process

11.1 The Assistant Secretary-General for Human Resources Management shall have the authority to place in a suitable position the following staff members when in need of placement outside the normal process:

(a) Incumbents, other than staff members holding a temporary appointment, of positions reclassified upward for which an applicant other than the incumbent has been selected;

(b) Staff, other than staff members holding a temporary appointment, affected by abolition of posts or funding cutbacks, in accordance with [Staff Rule 9.6](#) (c) (i);

(c) Staff members who return from secondment after more than two years when the parent department responsible concerned has made every effort to place them.

After determining the availability of a suitable position in consultation with the head of department/office and the staff member concerned, the Assistant Secretary-General for Human Resources Management shall decide on the placement, in accordance with [staff regulation 1.2](#) (c).

11.2 The Under-Secretary-General for Field Support, after consultations with the heads of the Departments of Peacekeeping Operations and Political Affairs, the head(s) of the missions involved and the staff members(s) concerned, shall have the authority to transfer staff members whose appointment is not limited to a specific mission or department, outside the normal process, between activities away from Headquarters that are administered by the Department of Field Support as well as between those activities and the Departments of Peacekeeping Operations, Political Affairs and Field Support, to suitable job openings at the same level without advertisement of the job opening or further review by a central review body.

11.3 To expedite placement of successful candidates on the roster from the national competitive recruitment examination or G-to-P examinations, the Assistant Secretary-General for Human Resources Management shall have the authority to place those candidates in P-2 positions subject to geographical distribution that, after a period of three months, have not been filled with candidates successful in a competitive examination.

11.4 Positions directly financed by project funds or other extrabudgetary resources established at the P-1 or P-2 level for one year or longer will be filled only through national competitive recruitment examination roster candidates, until such time as the roster is depleted, or through the temporary promotion of successful G-to-P candidates who are willing to assume such positions. 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 General Service position.

11.5 The Assistant Secretary-General for Human Resources Management shall have the authority to select successful candidates from the roster of the national competitive recruitment examination or G-to-P examinations against P-2 positions in peacekeeping operations and special political missions. Candidates selected for P-2 positions in peacekeeping or special political missions from the roster of

successful candidates from the national competitive recruitment examination and G-to-P examinations shall be granted geographic status.

Section 12

Transitional measures

12.1 The provisions of ST/AI/2006/3/Rev.1 shall continue to govern recruitment, placement and promotion in respect of applications for job openings advertised before 22 April 2010 through the “Galaxy” system.

12.2 The provisions of the present instruction shall apply to the selection process of candidates for positions in the peacekeeping and special political missions initiated from the effective date of this instruction.

12.3 Roster candidates falling under the provisions of section 9.3 of ST/AI/2006/3/Rev.1 shall maintain their status for the remaining period stipulated for their roster eligibility.

Section 13

Final provisions

13.1 The present administrative instruction shall enter into force on 22 April 2010.

13.2 Administrative instructions ST/AI/2006/3/Rev.1, entitled “Staff selection system”, ST/AI/297 and Add.1, entitled “Technical cooperation personnel and OPAS officers”, and ST/AI/360/Rev.1 and Corr.1, entitled “Movement of staff from the Field Service category to the Professional category”, are hereby abolished.

13.3 The provisions of the present administrative instruction shall prevail over any inconsistent provisions contained in other administrative instructions and information circulars currently in force.

(Signed) Angela **Kane**
Under-Secretary-General for Management
