

CHANGE IN GRADE OF ENCUMBERED POSTS DUE TO RECLASSIFICATION**Purpose**

1. This document sets out the policy and procedures for a change in the grade of a post encumbered by a staff member due to reclassification under Staff Regulation 2.1.

Request for reclassification of encumbered posts*Specific job descriptions:*

2. A request for reclassification of an encumbered post should be submitted by the relevant head of office/division to the Division for Human Resources (DHR). The request should include:
 - a) An updated job description for the post approved by the head of office/division;
 - b) An organizational chart showing the post's placement within the relevant office/division. The post must be part of a logical, consistent, and coherent organizational structure;
 - c) A detailed justification supporting the need for the update of the job description for the post. Requests may be justified by changes in organizational structure or job content, and must be linked to the overall level of responsibility and complexity of the post, rather than aspects related to the incumbent such as performance, career opportunities, longevity or seniority.
 - d) A business case detailing how an upgrade of the post would be funded should the updated job description result in an upward reclassification.
3. DHR will review the matter and, as appropriate, take action to have the post reclassified in accordance with the relevant standards established by the International Civil Service Commission.

Generic job descriptions:

4. UNFPA maintains an inventory of generic job descriptions. Generic job descriptions are pre-classified and, therefore, posts that are covered by generic job descriptions do not require further classification/reclassification.
5. Instead of updating the specific job description (as described under paragraph 2 (a) above), it may be more appropriate to select a different generic job description that more adequately reflects the changed job profile. The head of office/division should search UNFPA's inventory of generic job descriptions, which is available on the intranet or from DHR. Should a generic job description more accurately characterize the job profile, the

head of office/division should submit a request to DHR to apply the relevant generic job description to the post. The request should include:

- a) The generic job description;
- b) An organizational chart showing the post's placement within the relevant office/division;
- c) A detailed justification as to why the generic job description more accurately characterizes the job profile. Requests may be justified by changes in organizational structure or job content, and must be linked to the overall level of responsibility of the post, rather than aspects related to the incumbent such as performance, career opportunities or seniority.
- d) A convincing proposal as to how an upgrade of the post would be funded should the generic job description carry a classification level that is higher than the previous job description.

Incumbents of reclassified posts

Gradual change in responsibilities

6. There may be a need to reclassify a specific job description for an encumbered post at a higher level or to apply a higher-level generic job description to the encumbered post due to a gradual accrual of additional responsibilities over time. In these circumstances, the incumbent will have had the opportunity to demonstrate his/her suitability to perform the additional functions at the higher level. Accordingly, the incumbent can be promoted to the new level of the post provided that he/she: (i) possesses the minimum academic qualifications and experience specified in the new job description; and (ii) has demonstrated fully satisfactory performance as documented via formal performance appraisal.
7. Alternatively, there may be a need to reclassify a specific job description for an encumbered post at a lower level, or to apply a lower level generic job description to the encumbered post due to a gradual erosion of responsibilities over time. In these circumstances, the reclassification will not negatively affect the existing contractual status, salary, or entitlements of the incumbent, provided that he/she has demonstrated fully satisfactory performance as documented via formal performance appraisal. The incumbent may remain in the post retaining his/her current grade and salary level on the understanding that reasonable efforts will be made in future by the staff member and the organization to facilitate reassignment of the staff member to a post at the same personal grade.

Deliberate managerial design decision

8. As indicated above, in circumstances in which the duties of a post alter gradually over time, the incumbent will have had the chance to demonstrate his/her suitability to perform the changed responsibilities of the post. In contrast, an encumbered post may instead be reclassified at a higher or lower level, or a higher or lower level generic job description may be applied to the encumbered post, as a result of a deliberate managerial design decision. In these circumstances the post acquires the character of a new vacancy. It follows that the incumbent cannot be placed in the reclassified post.

Abolition of post and separation

9. In the event that an incumbent is not eligible for placement in an upgraded or downgraded post that has changed due to a gradual change in responsibilities, or else encumbers a post that has changed due to a deliberate managerial design decision, the case has to be treated as an abolition of the current post and the establishment of a new post. The newly established post will be treated as a new vacancy, and filled in accordance with the terms of the relevant parts of the UNFPA policy on Personnel.
10. In the event that the incumbent is not selected for the vacancy, he/she will be subject to the terms of, and protections contained in, the relevant parts of the [UNFPA Separation policy](#).

Annex: Flowchart outlining process for change in grade of encumbered posts due to reclassification

Annex

Process for change in grade of encumbered posts due to reclassification

