

Annex III**Guidelines for posts in the national officers category and posts in the general service category at field duty stations**Application:

1. These guidelines apply to the following posts:
 - Posts in the national officers category at field duty stations;
 - Posts in the general service category at field duty stations.

Advertisement of vacancies:

2. Post vacancies are advertised only at the duty station where the vacancy occurs. The manager of the field duty station carries responsibility for the advertisement of vacant posts.
3. Many posts are advertised through generic post advertisements. For non-generic post advertisements, the field duty station should draft a specific vacancy announcement, which shall always be based on an approved, classified and budgeted JD. The field duty station may seek advice from DHR.
4. Principle of simultaneous internal and external advertisement: UNFPA advertises vacant posts for applications from internal and external applicants simultaneously.
5. Upon the request of the manager at the field duty station, the Director, DHR, may authorize that a vacant post be advertised solely for applications from internal applicants if there is an important reason for doing so.
6. Post number: The post advertisement should clearly state the post number.
7. Closing date/minimum time of advertisement: The post advertisement should include a closing date by which applications should be received. There should normally be a minimum time frame of two weeks between advertisement and closing date.
8. Notices: Post vacancy announcements should include the following notices in the relevant language:
 - “Notice: There is no application, processing or other fee at any stage of the application process.”
 - “Avis: Il n’y a pas de droits à acquitter, que ce soit au moment du dépôt de candidature ou après.”

- “Aviso: No existe ninguna tarifa o cuota que deba ser pagada en ningún momento del proceso de selección.”
9. Post vacancy announcements should include the following notices in the relevant language with regard to HIV/AIDS status:
 - “UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.”
 - “L'UNFPA ne demande ni ne vérifie le statut sérologique VIH/SIDA de ses salariés et ne tolère aucune discrimination liée à celui-ci.”
 - “UNFPA no solicita ni requiere información sobre VIH/SIDA de sus empleados ni tolera la discriminación en base al estado seropositivo de VIH/SIDA.”
 10. Posts should be advertised by appropriate means. Internal advertisement may include distribution of hard copy advertisement at the office, in-house display of the advertisements, and electronic dispatch by e-mail of the advertisement to all staff at the duty station. External advertisement may include advertisement in local media, at the level of the UN Country Team or, if the field duty station maintains an Internet web site, on that web site.
 11. In addition, the manager of the field duty station may electronically or by other means dispatch the advertisement to persons presumed to have an interest in the post. He/she may also distribute the vacancy announcement to institutions of the national Government.

Receipt of applications:

12. The manager at the field duty station may accept applications by any means, including by mail, facsimile, e-mail or other electronic means. The manager is under no obligation to consider late applications.
13. The manager is under no obligation to issue confirmations of receipt of application as a part of his/her normal course of business but may do so at his/her own discretion.

First screening:

14. If it is reasonable under the circumstances, the manager may conduct or delegate to a subordinate officer the screening of the applications received. In the event of such a screening, those applicants should be eliminated from the list who, on the face of the application submitted, appear not to have the necessary qualifications or competencies required for the post. Internal applicants should not normally be removed at this stage.

Preparation of a shortlist:

15. Subsequently, the manager shall prepare a shortlist of applicants who appear to best meet the required competencies for the post.
16. The shortlist should include a minimum of three applicants. Should the shortlist include less than three applicants, the manager of the field duty station shall provide a written explanation and attach it to the shortlist.
17. DHR or the manager of the field duty station may add staff to shortlists under the relevant provision of the UNFPA Separation Policy.
18. The field duty station manager shall comply with the rules governing internal applicants and applicants on abolished posts (see the section on abolition of post in the UNFPA Separation policy) before deciding that an internal applicant is not placed on the shortlist.
19. The shortlist should clearly identify the following:
 - Internal applicants;
 - Staff with permanent appointments;
 - Applicants on posts subject to post abolition;
 - Internal applicants pending placement.

Interview panel and selection tools:

20. The manager of the field duty station shall establish an interview panel meeting the following minimum requirements:
 - The manager's designee (or the manager him/herself);
 - At least two other persons (the participation of at least one person from another United Nation agency is encouraged).
21. Applicant interviews are the most common tool for arriving at a selection recommendation. Normally, this interview will be competency based. Every applicant included on the shortlist should be invited to participate in an interview. When interviewing internal applicants, interview panels shall, among various factors, pay appropriate attention to past satisfactory service.
22. Especially for managerial or specialized functions, other additional selection tools (written test, submission of a drafting sample etc.) may be used.

Nationality requirement for the National Officers category:

23. Applicants to posts in the national officers category must be nationals of the country concerned (see Staff Rule 4.4 (b)).