

Cover page

Policy Title	Policy for Fixed-Term and Continuing Appointments: Other Conditions and Procedures
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Policy objective	The purpose of this policy is to set out a number of conditions and procedures related to fixed-term and continuing appointments.
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Approval	N/A

Policy for Fixed-Term And Continuing Appointments: Other Conditions And Procedures

I. Purpose

1. The purpose of this policy is to set out a number of conditions and procedures related to fixed-term and continuing appointments.

II. Policy

This policy establishes the following conditions and procedures:

A. Permanent resident status

2. A continuing or fixed-term appointment in the international professional category for a staff member who will be serving in the United States is normally subject to relinquishment of United States permanent residence.
3. A staff member can seek exceptional approval to retain his or her status as a United States permanent resident while taking up this appointment by submitting a 'Request for Authorization to Sign the Waiver of Privileges'. Authorization should be granted based on clear and consistent criteria. Once the authorization is granted, the staff member will be required to sign the Waiver of Rights, Privileges, Exemptions and Immunities within ten days of appointment.
4. The permission to retain permanent residence status in the United States is granted subject to the General Assembly's consideration on the matter of retention and acquisition of permanent resident status in a country other than that of a staff member's nationality, which is currently pending. Accordingly, depending on the decision taken by the General Assembly, at any time a staff member may be required to relinquish his or her United States permanent resident status as a condition of any extension, conversion, renewal or other form of subsequent appointment. Such permission does not release the staff member from obligations under national law.

B. Notification by staff member and obligation to supply information

5. In accordance with the provisions of Staff Rule 1.5, staff members:
 - (a) Are responsible and accountable for the accuracy and completeness of the

information they provide during the recruitment process. They are responsible on appointment for supplying UNFPA with whatever information may be required for the purpose of determining their status under the [Staff Regulations and Staff Rules](#) and of completing administrative arrangements in connection with their appointments;

- (b) Are responsible for promptly notifying UNFPA, in writing, of any subsequent changes affecting their status under the Staff Regulations or Staff Rules;
- (c) Are responsible for notifying UNFPA if they intend to acquire permanent residence status in any country other than that of his or her nationality or intend to change their nationality before the change in residence status or in nationality becomes final;
- (d) Must immediately report to UNFPA if they are arrested, charged with an offense other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for any offense other than a minor traffic violation.
- (e) May at any time be required by UNFPA to supply information concerning facts anterior to their appointment and relevant to their suitability, or concerning facts relevant to their integrity, conduct and service as a staff member.

C. Renewals of fixed term appointments

- 6. A fixed term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of length of service.
- 7. Renewals of fixed term appointments are implemented by an appropriate personnel action, not by issuance of a new letter of appointment.
- 8. The Staff Rules do not prescribe any specific time frame for which a fixed term appointment is to be renewed (once UNFPA has decided to renew it), other than that any given fixed term appointment may be renewed for any period up to five years at a time. Therefore, as a matter of principle, UNFPA reserves the right to renew any fixed term appointment, once it has decided to renew it at all, for such period as it deems appropriate, up to a maximum period of five years.
- 9. Without prejudice to this principle, it is recognized that staff members require a reasonable amount of job security. Therefore, if it is decided to renew a fixed-term appointment it should normally be renewed for two years at a time. However, as already stated, UNFPA reserves the right to renew fixed term appointments for periods of less than two years.

10. Without prejudice to the generality of the foregoing, the Director of DHR, or the manager at the UNFPA field duty station, as applicable, may determine that an appointment should be renewed for a shorter period of time, including if:
- (f) this is in the interest of UNFPA;
 - (g) the funding arrangements or the budget underlying the post so require (in the case of programme or project-funded posts, appointments should not be renewed beyond any period of time for which funding has been secured);
 - (h) departures from the standards of performance or conduct have occurred.
11. The appointments of junior professional officers (JPOs) may be renewed at the discretion of UNFPA and as further agreed or arranged with the sponsoring Government. The number of years any given JPO is sponsored depends entirely on the sponsoring Government and differs from Government to Government.

D. No appointment of staff as UNFPA Representatives, Deputy Representatives and Country Directors in their country of nationality

12. UNFPA will avoid appointing a staff member as a UNFPA representative or deputy representative in the country of his/her nationality (in the country of the staff member's nationality designated as such for the purposes of the United Nations Staff Regulations and Rules and, in the case of dual-nationals, in another country that considers the staff member a national of that country).
13. As far as possible, UNFPA should avoid assigning a staff member to a UNFPA representative post in which he or she carries responsibilities as country director for the country of his or her nationality.

III. Procedures on conversion of fixed term to continuing appointments:

No provisions.

IV. Other

No other content available.

V. Risk Control Matrix

No risk control matrix available.