

**Personnel of UNFPA**

**Temporary Appointments: Staffing**

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## **I. Circumstances under which temporary appointments may be used**

### **(1) Issuance of temporary appointment:**

#### **Nature of the requirement:**

1. [Staff Rule 4.12\(a\)](#) permits the use of a temporary appointment (or TA) for the following temporary requirements:
  - (a) Seasonal workloads; *or*
  - (b) Peak workloads; *or*
  - (c) Specific short-term requirements.

#### **Length of the requirement:**

2. “Temporary” within the meaning of [Staff Rule 4.12](#) means that the requirement is expected at the time of appointment to be for a duration of less than one year (*i.e.* for a maximum of one year minus one day, or 364 days).
3. Therefore, if the requirement is expected at the time of appointment to be for one year or more, the temporary appointment is not the appropriate appointment. However, a fixed term appointment may then be used.

#### **Examples:**

4. Examples of temporary requirements for which a temporary appointment may be the appropriate type of appointment:
  - (a) Response to humanitarian/crisis/emergency requirements;
  - (b) For the temporary design, start-up or training in the context of new activities to be taken over by staff on fixed-term or continuing appointments;
  - (c) Temporary development/management projects;
  - (d) Temporary activities of a highly technical, specialised nature; situations involving an immediacy of the deliverable;
  - (e) Temporary replacement of staff for reasons of health, leave or on short-term redeployment;
  - (f) To employ staff temporarily whose services are temporarily required for less than 1 year but for which a consultant on SSA does not appear as the right contract modality, *e.g.* because other UNFPA policy prescriptions require that the function must be executed by a staff member.

### **(2) Renewal of Temporary Appointment:**

**Conditions under which renewal of the TA may be considered:**

5. [Staff Rule 4.12\(b\)](#) permits the renewal of a temporary appointment if this is warranted by the following unexpected circumstances:
  - (a) Surge requirements and operational needs, *which are*
  - (b) related to field operations and special projects *and*
  - (c) carry finite mandates.

**Length of renewal:**

6. If the above conditions are met, in accordance with [Staff Rule 4.12\(b\)](#), the temporary appointment may exceptionally be renewed for one additional year (*i.e.* up to a maximum of two years minus one day, or 729 days).

**Authorization from DHR for any renewals of TAs:**

7. Any renewal of a temporary appointment beyond one year requires the authorization of the Division for Human Resources (DHR).

**(3) Inappropriate use of Temporary Appointment:**

8. The temporary appointment shall not be used:
  - (a) For functions that can reasonably be expected at the time of recruitment to exist for one year or more (ongoing functions);
  - (b) As a probationary appointment, or in order to try out or test the skills of staff;
  - (c) To avoid or circumvent regular recruitment procedures;
  - (d) As a way to resolve departures from the standards of performance of staff on fixed term or continuing (or permanent) appointments;
  - (e) As a temporary appointment pending the recruitment against a continuing requirement of a staff member on fixed term appointment;
  - (f) To artificially minimize remuneration.

**II. Posts**

**Posts, post description, post classification:**

9. No selection process should commence without an available, budgeted, classified and approved post. The post should be supported by an up-to-date post/job description, which describes the responsibilities and required competencies of the incumbent. The post description is subject to classification under the applicable ICSC standard.

**III. Procedures on selection of staff on Temporary Appointments**

10. In comparison to the procedures established for selection of staff for fixed term or continuing appointments, the selection procedures for staff to be hired under temporary appointments are simplified, to permit swift recruitment action for the temporary requirement. Nevertheless, the process must be transparent and proper.
11. UNFPA has established three separate staff selection procedures. For ease of reference, the three selection procedures are separately described. The user should identify the applicable procedure, listed under sections (1), (2) or (3), below. The three staff selection procedures are as follows:
- (1) For posts representing temporary requirements in the international professional and higher categories at headquarters and field duty stations, and posts in the general service category at headquarters (*see section (1) below*);
  - (2) For posts representing temporary requirements filled through staffing rosters at headquarters for temporary assignments (*see section (2) below*);
  - (3) For posts representing temporary requirements in the national officers category and posts in the general service category at field duty stations (*see section (3) below*).

**(1) Posts representing temporary requirements in the professional and higher categories at headquarters and field duty stations, and procedures for posts representing temporary requirements in the general service category at headquarters:**

Guidelines on selection process:

12. Simplified guidelines on the staff selection process for staff under temporary appointments are contained in Annex I.

Selection proposal:

13. The line manager should make a proposal to DHR as to which applicant should be offered the post. He/she may also propose a number of applicants and the order in which they should be offered the post.

Selection decision:

14. The selection proposal, together with any Compliance Review Board (CRB) compliance review recommendation, is referred to the Executive Director for a final selection decision.

15. CRB review is not required.

Review and monitoring of selection process by DHR:

16. DHR may at any time review whether the selection process complied with the Staff Regulations, Rules or applicable UNFPA policies. If the selection process was not in compliance, DHR may halt any staffing action, order appropriate, corrective measures, including repeating the process or adding an applicant to a shortlist.

**(2) Posts representing temporary requirements filled through staffing rosters at Headquarters for temporary assignments:**

General information:

17. Staffing rosters constitute a vacancy management tool intended to economize on staffing resources and considerably speed up the staffing process. Staffing rosters may be particularly useful for the staffing of posts for typically temporary requirements, such as posts for humanitarian response.

Application of procedures for staffing rosters to be filled with staff with Fixed-Term/Continuing (Permanent) Appointments:

18. The procedures established for staffing rosters for posts to be filled with staff under fixed-term or continuing (permanent) appointments (see this policy on personnel, FTA and CA, staffing (FTA and CA), shall apply also to posts to be filled with staff under temporary appointments, with the following exceptions:
- (a) CRB review of applicants to rosters is not required;
  - (b) Posts to be filled under temporary appointment need not be separately advertised but may be filled immediately from roster candidates.

**(3) Posts representing temporary requirements in the National Officers category and in the General Services category at field duty stations:**

Overview:

19. Simplified guidelines on the staff selection process for staff under temporary appointments are contained in Annex II.

Staff selection decision:

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20. The manager of the field duty station shall take the final decision as to which applicant should be offered the post.
21. CRB review is not required.

### Consultation with Regional Offices:

22. Field duty station managers should consult, as appropriate, with their respective regional offices and as may be further determined by the director of their regional office regarding vacant posts in the national officer category.

### **IV. Selection by the Executive Director**

23. [Staff Regulation 1.2\(c\)](#) provides that “[s]taff members are subject to the authority of the Secretary-General and to assignment by him or her to any of the activities and offices of the United Nations.”
24. The Executive Director normally relies on the regular staff selection procedures (section III above) to meet the staffing needs of UNFPA. However, the Executive Director may exceptionally decide to select an applicant for a temporary appointment outside of those systems.

### **V. Administration of recruitment**

25. Should the person selected for the vacant post need to be recruited for service with UNFPA, the guidelines on recruitment contained in Annex VI to the chapter on staffing posts under fixed term and continuing appointments and the UNDP guidelines on temporary appointments apply, *mutatis mutandis*.

### **VI. Model Letter of Appointment for Temporary Appointments**

26. For the model UNFPA letter of appointment for temporary appointments, see [Annex III](#).

### **VII. Appointment at the level of the post**

#### **(1) Principle of appointment at the level of the post:**

27. “Equal pay for work of equal value” is a basic and important principle of service in UNFPA. In accordance with this principle, appointments of staff are made at/to the classified and budgeted level of the post.

#### **(2) Appointment one grade level below the level of the post:**

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28. UNFPA reserves the right to make an appointment one grade level below the level at which the post is budgeted and classified in exceptional cases if in the view of the Director, DHR, there is a valid reason for doing so. For example, this may be contemplated if the successful applicant appears to fulfill some/many but not all of the functional competency requirements of the post or the requirements relating to professional experience or academic qualifications.<sup>1</sup>

### **VIII. No expectancy of renewal**

29. The temporary appointment does not carry any expectancy, legal or otherwise, of renewal (see [Staff Regulation 4.5\(b\)](#) and [Rule 4.12\(c\)](#)). Regarding the question of non-renewal of appointment, the user should further refer to the UNFPA Separation policy<sup>2</sup>.

### **IX. No conversion of appointment**

30. The temporary appointment shall not be converted to any other type of appointment (see [Staff Regulation 4.5\(b\)](#) and [Rule 4.12\(c\)](#)).

### **X. Breaks in service**

31. Following consultations at the inter-agency level, harmonized mandatory breaks in service are established as follows:

#### **(1) Successive Temporary Appointments at the same duty station:**

32. An individual may be granted a TA for a different assignment in the same duty station with or without a change of division/branch or organization following a minimum break in service period of *three months*.

#### **(2) Moving from Temporary Appointment to SSA or from SSA to Temporary Appointment at the same duty station:**

33. The break in service of *three months* as described above shall also apply between a TA and an SSA, and between an SSA and a TA, at the same duty station, with or without a change of division/branch or organization.

#### **(3) Successive Temporary Appointments at different duty stations:**

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<sup>1</sup> This should be done only in those cases in which none of the applicants to the post in question met all of the requirements of the post.

<sup>2</sup> See PPM, Human Resources, Personnel Policies and Procedures, Separation.

34. An individual may be granted a TA for a different assignment at a different duty station following a minimum break in service period of *more than one month (i.e. more than thirty calendar days)*.

**(4) Moving from Temporary Appointment to SSA or from SSA to Temporary Appointment at different duty stations:**

35. The break in service of *more than one month (i.e. more than thirty calendar days)* as described above shall also apply between a TA and an SSA, and between an SSA and a TA, at different duty stations.

**(5) Moving from a Fixed-Term Appointment to a Temporary Appointment:**

36. An individual who holds a fixed-term appointment may be granted a TA following a minimum break in service period of *one month*.

**XI. Applying UNDP policy**

37. Any aspects not addressed in this policy are handled by reference to the UNDP guidelines on temporary appointments.