

United Nations  Nations Unies  
INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Mr. Sergio Arvizu  
A: Chief Executive Officer  
United Nations Joint Staff Pension Fund

DATE: 17 MAY 2015

THROUGH:

S/C DE:

FROM: Carole Wamuyu Wainaina  
DE: Assistant Secretary-General  
for Human Resources Management



SUBJECT: **Human Resources Flexibilities for the UNJSPF Secretariat**  
OBJET:

1. Pending the completion of a new memorandum of understanding between the UNJSPF and OHRM, I would like to confirm that the existing MOU of June 2000 continues to apply. That MOU provides that "the UN's administrative procedures and directives are not automatically applicable to the Fund staff, since the requirements of the Board take precedent." In line with the current MOU, and following consultations with representatives of the Fund secretariat, I am pleased to approve the following flexibilities:
  - a. As previously confirmed, any provision in the United Nations staff selection system requiring prior lateral or geographic moves of staff in the Professional and higher categories to be eligible for promotion will not apply to positions in the Fund secretariat. In addition, any minimum post occupancy requirements to be eligible to apply to a job opening will not apply to staff members applying to job openings in the Fund secretariat.
  - b. Any UN Secretariat managed mobility policies will not apply to staff in the Fund secretariat.
  - c. The restriction in staff rule 4.16(b)(ii) on recruitment of staff in the General Service category to the Professional category will not be applicable to those posts at the P-2 and P-3 levels in the Fund secretariat that are pre-identified in advance as having functions for which experience and skills obtained at the GS-6 and GS-7 levels would be desirable. Staff members at the GS-6 and GS-7 levels

would be eligible to apply to those designated posts at the P-2 and P-3 levels, provided they meet the requirements of the position as set forth in the job opening including the academic requirements. If selected, a General Service staff member would be required to resign from their appointment in the General Service category and be reappointed on a fixed-term appointment limited to service with the UNJSFP. These conditions are to be included in the job opening. The period of ineligibility for re-employment following resignation shall not apply to such staff resigning from the General Service or related category to take up their functions at the P-2 or P-3 level in the Fund secretariat.

- d. When the operational needs of the Fund secretariat demand it, former staff members who have recently retired may be rehired on a temporary appointment one month after separation. Former UNJSFP secretariat retirees may be re-employed on a temporary appointment for three months without advertisement of a temporary job opening. Should the Fund secretariat require the services of the retiree for more than three months, the staff member's temporary appointment may be extended for a period not exceeding nine months without the issuance of a temporary job opening.
- e. Staff members of the Fund secretariat holding temporary appointments may apply to job openings for the position they encumber in the Fund without any period of ineligibility.
- f. Existing staff at the G-4 level in the Fund secretariat holding temporary appointments for more than one year may be reappointed to a fixed-term appointment limited to service with the Fund secretariat.
- g. The requirement to pass the ASAT test for G-4 temporary appointments will not be required. However, the staff members' appointments will be limited to service with the Fund secretariat.
- h. The posts of the Fund secretariat would not be included in the UN Secretariat's post envelope for the purpose of granting continuing appointments, and the Secretariat's post envelope will not apply to the

granting of continuing appointments to staff of the Fund secretariat.

- i. The Fund secretariat may obtain classification services through the UN or through qualified external sources, provided the UN common system standards for job classification are applied and the final classification is cleared by OHRM.
2. For the time being, requests for retention in service beyond mandatory age of separation for staff members of the Fund secretariat will be considered on a case-by-case basis.
3. I would be grateful if you could provide OHRM with details of the posts at the P-2 and P-3 levels which would be subject to the exception in 2(c) above.