

SECRETARY-GENERAL'S BULLETIN NO. 66

To: Members of the Staff of United Nations

Subject: PROMOTION TO A POST OF A HIGHER GRADE

1. Definition of Promotion

A promotion is the advancement of a staff member from his present post to another post of a higher grade including advancement to a higher grade arising out of the re-grading of a post.

2. Objects of Promotion

The objects of the promotion policy are:

- (a) to secure that the posts in the United Nations are filled by the best qualified persons available;
- (b) to secure equal opportunity to staff members throughout all departments of the organization.

3. Eligibility

A staff member is eligible at any time for promotion to any post for which he is qualified, but as a general rule successive promotions at frequent intervals will not be considered.

4. Procedure

The procedure to be adopted in promotion will be as follows:

- (a) As soon as a prospective vacancy becomes known to the head of an operating department, he will notify the vacancy to the Bureau of Personnel, including, if he wishes, any names of staff members or other persons whom he may wish to nominate for the post;
- (b) The Bureau of Personnel will notify staff members of vacancies by notices on Bulletin Boards in each department and staff members

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should apply by letter direct to the Bureau of Personnel.

(c) The Bureau of Personnel, utilizing the sources of information described in paragraph 5, will prepare a list of the best qualified candidates available for a vacancy, including candidates outside the organization, and any names provided originally by the head of the operating department, accompanied by the application forms and other supporting papers, including the comments of the Bureau of Personnel on the candidates' qualifications.

(d) The list will be referred to a Selection Board, whose decision will be final subject only to reversal by the Secretary-General.

(e) For the time being, in order to effect promotions without delay, there will be two temporary Selection Boards, to deal respectively with senior and junior appointments.

(f) The Senior Board will consist of the Assistant Secretary-General of the department, the Assistant Secretary-General for Administrative and Financial Services (or their representatives) and a representative from a third department selected by them from a panel of senior officers appointed by the Secretary-General to serve as occasion demands.

(g) The Junior Board will be constituted in parallel lines, with the Director of Personnel as Chairman.

(h) In operating the procedures described above, the field of candidates submitted will, in the case of senior posts, be as wide as possible. In the case of Junior posts a smaller field will normally be appropriate and when the selection is to be made from a promotion register resulting from an examination (see paragraph 5b) a limited number will be submitted from the top of the list. Wherever possible, at least three candidates will be included on promotion lists submitted to the Departments.

/5. Qualifications

5. Qualifications Records and Evaluation of Candidates

(a) A qualifications record file for all staff members will be maintained by the Recruitment, Examining and Placement Division of the Bureau of Personnel. This qualifications file will contain records of the experience and training of each staff member, including any reports that are available about the performance of his duties in the United Nations including, when available, efficiency ratings. When the promotion procedure is announced, an opportunity will be given to the staff members to complete and amplify any information already provided about their qualifications and experience, and staff members will be expected to make known from time to time any addition to their qualifications obtained, for example, by a special course of study or passing a particular examination.

(b) Promotion examinations will be held periodically and promotion registers established therefrom for those categories of posts for which suitable standardized tests can be adopted. Tests are being worked out for use in connection with recruitment from outside the organization and as soon as such tests are available, promotion examinations, using these tests, will be begun for existing staff members.

6. Salary Policy

If the present salary of the staff member receiving promotion is below that of the base salary rate of the higher grade, promotion will be to the base salary of a higher grade.

If the present salary of the staff member receiving promotion is equal to or above the base salary rate of a higher grade, promotion will be to the salary step rate in the new grade which is the next higher rate above the staff member's salary in the lower grade.

/7. Effective

7. Effective Date

When the candidate has been selected to fill the post in accordance with the procedure described above and the candidate is not currently occupying the post, his promotion will become effective on the pay period following the date he assumes the duties of a higher grade. If, on the occurrence of a vacancy, a staff member in a lower grade carries out temporarily the duties of the vacant post and is subsequently selected from an approved promotion list, the effective date will be the pay period following the date on which the requisition to fill the vacancy was received in the Bureau of Personnel. This applies to promotions arising from the upgrading of a post.

By direction of the Secretary-General

(Signed) Byron Price

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