



Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: VACANCY MANAGEMENT AND STAFF REDEPLOYMENT-PROMOTION
POLICY FOR STAFF IN THE PROFESSIONAL CATEGORY

Addendum

1. The purpose of this addendum is to outline the policy and procedures relating to the promotion of staff members in the Professional category under the vacancy management and staff redeployment programme as outlined in ST/AI/338 of 22 December 1986.
2. Paragraph 3 of ST/AI/338 indicated that assignment of a staff member to a higher level post could only be authorized within the context of the vacancy management and staff redeployment programme. Therefore, staff members who have been selected in accordance with the established procedures for a post one level higher than their present level, may have their promotion implemented as of the beginning of the seventh month after the staff member has assumed the full functions of the higher level post. The Office of Human Resources Management (OHRM) will authorize the promotion upon consideration of the factors outlined below.

*/ Insert under Section I, paragraph B, of the Administrative Handbook.

1/ The French version will be issued later.

Satisfactory Performance

3. Promotion will be implemented to the next higher level after the six-month period, subject to the department or office submitting to OHRM a memorandum certifying satisfactory performance by the staff member of the functions of the higher level post, and following an endorsement by the relevant Appointment and Promotion body.

Seniority in Grade

4. Normally the minimum time-in-grade requirements for promotion should be satisfied at the time of placement. These seniority requirements are:

p-1 to p-2	two years
p-2 to p-3	three years
p-3 to p-4	three years -
p-4 to p-5	five years -
p-5 to D-1	five years

However, in exceptional circumstances staff members may be selected for a post one higher level without meeting the seniority requirements. In such cases, the promotion will still be implemented in accordance with paragraph 3 above.