



Secretariat

ST/AI/338/Add.3  
21 July 1988

APP 2 1988

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: VACANCY MANAGEMENT AND STAFF REDEPLOYMENT

Addendum

1. Administrative Instruction ST/AI/338 of 22 December 1986 and ST/AI/338/Add.1 of 13 April 1987 set forth the procedures for implementing the vacancy management and staff redeployment programme. The purpose of this addendum is to introduce changes in these procedures as follows:

(a) To provide for the direct submission to the Office of Human Resources Management (OHRM) of requests by departments or offices for filling posts under the programme;

(b) To allow for lateral movements of staff between departments or offices;

(c) To decentralize the functions of the Redeployment Committees, entrusted up to now to the Appointment and Promotion Board.

ST/AI/338/Add.1 is hereby cancelled and superseded.

I. DIRECT SUBMISSION OF REQUESTS

2. Once the Controller has issued the revised staffing tables, departments and offices will no longer be required to submit requests for the filling of vacancies to the Office for Programme Planning, Budget and Finance for approval.

3. Therefore, for the purpose of filling vacant posts within the context of vacancy management and staff redeployment, departments and offices may submit their requests directly to the Recruitment and Placement Division, OHRM.

## II. LATERAL MOVEMENTS

4. Lateral movements of staff between departments or offices will be possible after the Secretariat-wide circulation of a vacancy announcement. In the case of vacant posts in the General Service and related categories, the vacancy announcement will be circulated locally at the duty station concerned. When, at the deadline date, the department or office in which the vacancy exists identifies among the applicants a qualified staff member at the level of the post whom the department or office wishes to select, it may request OHRM to approve the movement of that staff member to the post without review by the relevant appointment and promotion body.

## III. DECENTRALIZATION OF FUNCTIONS

5. Pursuant to administrative instruction ST/AI/338, the Appointment and Promotion Board (APB) at Headquarters has carried out the functions of a Redeployment Committee for the filling of all posts in the Professional category and above. It has now been decided to decentralize these functions and to entrust the local Appointment and Promotion Committees (APCs) including the APC at Headquarters with the functions of Redeployment Committees for posts at the P-2 and P-4 levels. The Appointment and Promotion Board at Headquarters will continue to review candidates for all posts at the P-5 and D-1 levels. For posts at the P-2 to P-4 levels the procedures outlined in administrative instruction ST/AI/338 are modified as described below.

6. As requests for the filling of all vacant Professional posts are received, the Recruitment and Placement Division, OHRM, will prepare, issue and arrange for the distribution of vacancy announcements in accordance with the present centralized system. Vacancy announcements for posts at the P-2 to P-4 level will indicate that applications should be submitted to the Personnel Section at the duty station where the vacancy is located. The local Personnel Section will acknowledge all applications, send to OHRM a list of all applicants and inform the staff members of the outcome of their applications.

7. In accordance with the procedures outlined in administrative instruction ST/AI/338 for the purpose of establishing a list of eligible candidates who appear to meet the requirements of the post, the local Personnel Section will pre-screen and evaluate the qualifications of all applicants for these posts. Qualified staff members who have not applied may be included in this review upon the recommendation of OHRM, the local Personnel Section or the departments or offices concerned. Those candidates and their respective department or office will be informed immediately by the local Personnel Section of their inclusion in the list of eligible candidates for a specific post and will be requested to submit their comments, if any. The list of eligible candidates will be transmitted, together with a list of the candidates who do not appear qualified, to the relevant programme manager for comments.

8. If no qualified candidate at the same level has been identified for immediate transfer in accordance with the procedure set out in paragraph 4 above, the local Personnel Section will prepare the presentation to the local APC in accordance with administrative instruction ST/AI/338 and established guidelines. The local APC will review the material provided and establish the short list of candidates.
9. The short list established by the local APC will be transmitted to the relevant programme manager for the selection of the short-listed candidate of his or her choice. A copy of the presentation and of the short list shall be sent to the Assistant Secretary-General for Human Resources Management.
10. The local Personnel Section will immediately inform the staff member selected, the releasing office, and the local APC and OHRM of the selection and of the proposed effective date for the staff member to assume his or her new functions.
11. Staff members are to be released from their current post within a maximum of six weeks of their selection from the short list. Any extension of service beyond the period in the former post will have to be approved by the Assistant Secretary-General for Human Resources Management. OHRM will ensure that the necessary administrative arrangements are made for staff members moving between duty stations.
12. OHRM will establish a monitoring system to ensure adherence to the principles of equitable consideration of all candidates irrespective of their duty station of origin, mobility between duty stations, geographical balance, gender distribution and timely release of staff.
13. OHRM will publish quarterly a list of all those staff who have been selected for vacant posts under the vacancy management and staff redeployment programme.

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