



Secretariat

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INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: CAREER DEVELOPMENT AND PLACEMENT OF STAFF

1. The purpose of this circular is to announce that, in addition to its responsibilities for the Professional category and above at all duty stations, the Career Development and Placement Unit, Division of Personnel Administration, Office of Personnel Services, has been given responsibility for the career development and placement of staff in the General Service and related categories at Headquarters. The responsibility for placement of staff in the General Service and related categories at Headquarters and for the assignment of such staff to peace-keeping missions was transferred from the General Recruitment Service, Division of Recruitment, to the Career Development and Placement Unit effective 2 September 1986.
2. The present procedures for posting of vacancies for the identification of candidates for established posts in the General Service and related categories at Headquarters will be in effect until the completion of the classification exercise presently under way for posts in the General Service and related categories at Headquarters.
3. New procedures for the placement and career development of staff in the General Service and related categories at Headquarters will be introduced on completion of the classification exercise. The new procedures will be announced in an information circular.
