

UNITED NATIONS

SECRETARIAT



3260

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28 August 1980

## ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: ASSIGNMENT OF STAFF MEMBERS FROM OTHER  
CATEGORIES TO PROFESSIONAL POSTS AND  
GRANTING OF SPECIAL POST ALLOWANCE TO  
THE PROFESSIONAL CATEGORY

1. The purpose of this instruction is to clarify the policy governing the assignment of staff members in other categories to Professional posts and the granting of special post allowance (SPA) to the Professional level, as provided for under staff rule 103.11.
2. The establishment of the competitive examination procedure, as announced in SGB/173, makes the promotion of staff members in the General Service or other categories to the Professional category solely contingent upon success in the examination without any requirement for actual performance in a Professional post.
3. In order to ensure that all posts earmarked for the competitive examination are truly vacant, staff members in other categories may not be assigned to Professional posts without the approval of the Office of Personnel Services. Such assignments shall, in principle, be limited only to replacement posts, posts under recruitment, and mission posts away from Headquarters at the P-1 and P-2 levels. Staff in other categories may be exceptionally assigned temporarily to continuing Professional posts which can only be filled permanently through the competitive examination if there are operational needs which would justify the assignment for a strictly limited duration.
4. When an SPA is granted to staff members in other categories assigned to Professional posts in accordance with staff rule 103.11(b), it should be

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understood that the SPA does not exempt them from the necessity of passing the competitive examination in order to be eligible for promotion to the Professional category, and that the assignment of Professional functions is temporary in nature and not a recognition of their suitability for appointment or promotion to the Professional level.

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