



Secretariat

ST/AI/213/Rev.1
18 July 1984

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Personnel Services

Subject: RETENTION IN SERVICE AND EMPLOYMENT BEYOND
THE AGE OF RETIREMENT

1. The purpose of the present instruction is to revise the criteria for the exercise of the Secretary-General's discretionary authority in respect of retention of staff in service and employment of staff beyond the age of 60 in the light of the directives of the General Assembly. This instruction cancels and supersedes administrative instruction ST/AI/213 of 20 June 1972.

Retention in service beyond the age of retirement

2. Staff regulation 9.5 fixes the age of retirement of the Secretariat staff at 60 years. The regulation, however, authorizes the Secretary-General to retain staff beyond that age in exceptional cases when it is in the interest of the Organization to do so.

3. The General Assembly, by its resolution 33/143 of 20 December 1978, requested the Secretary-General to apply the regulations regarding the age of retirement and not to grant extensions beyond the established age of retirement except for the minimum time required to find a suitable replacement, not normally for more than six months after that age. In its resolution 35/210 I of 17 December 1980, the Assembly reaffirmed the need to apply the regulations regarding the age of retirement and not to grant exceptions beyond six months after the established age of retirement.

4. Accordingly, stricter criteria are being applied in granting extensions beyond the retirement age. Such extensions, when warranted, will be approved solely for the purpose of allowing the minimum time required for replacement action.

5. More flexible criteria may be applied in the following cases:

(a) Language staff in posts which are not subject to geographical distribution and staff in the General Service and related categories with special technical skills. Such staff may, whenever it is strictly necessary, be considered for extension with some greater flexibility on the basis of unavailability of replacement and with due regard to the career prospects of other staff members;

(b) Locally recruited General Service staff who were already in the service of the Organization prior to December 1978 and who at the age of 60 will have less than 20 years' contributory service in the United Nations Joint Staff Pension Fund. In accordance with the decision adopted by the General Assembly in its resolution 35/210 VI, such staff members may be considered for extension with greater flexibility taking into account the immediate needs of service and the performance record of the staff member. Such extensions may be granted for no more than one year at a time up to the age of 62. If the staff member completes 20 years of contributory service after age 60 but before age 62, the extension shall not be granted beyond the date of completion of the 20 years of contributory service.

6. In applying the criteria set out in paragraphs 4 and 5 above, due consideration will be given to individual circumstances, which may involve the pension and insurance coverage of the staff member in question as well as the implications for the career development of other staff.

7. The Secretary-General will continue to decide personally on the application of the provisions regarding the age of retirement to staff at the Assistant Secretary-General level and above. The application of these provisions to project personnel will continue to be determined by the department or office to which authority to appoint the project personnel has been delegated.

8. In the processing of extensions beyond the retirement age, the following procedure will be observed:

(a) The Office of Personnel Services will periodically communicate to departments and offices the list of their staff members due to retire in one year's time, with the request that it be informed, within three months of the notice, of their plans for the replacement of those staff members;

(b) Requests by departments and offices for an extension beyond the retirement age must reach the Office of Personnel Services at least six months in advance of the date the staff member is expected to retire, indicating why the staff member cannot be replaced;

(c) The Office of Personnel Services will review the departmental proposals and submit its recommendation to the Secretary-General for his decision. A staff representative may participate in the discussion during this review as an observer.

9. In cases where an extension beyond the retirement age is approved, the staff member will continue to be a participant in the United Nations Joint Staff Pension Fund until his or her eventual separation from service.

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Employment after age 60

10. A corollary of the age of retirement of Secretariat staff being fixed at 60 years is that staff will not normally be appointed above that age. However, staff above that age may be appointed on a short or fixed-term appointment, if no other suitable candidate is available:

(a) For service specifically with a United Nations mission, under the 100 series of Staff Rules, or

(b) For service as technical assistance project personnel, under the 200 series of Staff Rules, or

(c) For conference and other short-term service under the 300 series of Staff Rules, provided that the period or periods of service under such an appointment do not exceed six months in any one period of 12 consecutive months.

11. No former staff member shall be so appointed within three months of retirement at or after the age of 60.

12. Since participation in the United Nations Joint Staff Pension Fund is no longer limited to staff under 60 years of age, all staff aged 60 years or more on appointment or reappointment will participate in the Pension Fund under the same conditions as staff under that age.

Service under a special service agreement after age 55

13. A former staff member who has been separated from service at or after age 55 may be engaged under a special service agreement as an individual contractor or as a consultant under ST/SGB/177, ST/AI/295 and ST/AI/296, provided that:

(a) No former staff member who has been separated from service at or after the age of 55 may be engaged as an individual contractor or as a consultant during the three months following his or her separation from service as a staff member, without the prior approval of the Assistant Secretary-General for Personnel Services;

(b) In accordance with section VIII of General Assembly resolution 37/237 of 21 December 1982 on the use of experts and consultants in the United Nations, no former staff member who is in receipt of a pension benefit from the United Nations Joint Staff Pension Fund shall receive from any United Nations funds more than \$12,000 in any one calendar year in emoluments for work performed by him or her under contract or a special service agreement.
