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PROGRAMME BUDGET FOR THE BIENNIUM 1980-1981

PERSONNEL QUESTIONS

Administrative and financial implications of the draft  
resolution contained in document A/C.5/35/L.37

Statement submitted by the Secretary-General in accordance with  
rule 153 of the rules of procedure of the General Assembly

1. Under the terms of the operative paragraph of part III of the draft resolution and of its annex, the Secretary-General would be requested inter alia to improve and expand recruitment activities and to develop a roster of internal candidates. The administrative and financial implications are submitted below within the framework of the major organizational units of the Office of Personnel Services with particular reference to the pertinent paragraphs of the annex to the draft resolution.

I. DIVISION OF RECRUITMENT

2. Part II of the annex calls for the establishment of an annual work plan of recruitment. This activity would require the development of a reliable projection of vacancies in consultation with departments and offices away from Headquarters, the earmarking of posts at the P-1/P-2 level to be filled through internal and external competitive examinations, timely publicity, and monitoring of the implementation of the annual work plan of recruitment within the recruitment objectives laid down by the General Assembly. Two temporary posts, 1 P-4 and 1 G-4/2 would be required for these functions.

3. Under part III, paragraphs (b) and (c) of the annex, recruitment at the P-1/P-2 level would be made as a rule through competitive recruitment examinations. Based on the experience of language and other competitive examinations, the workload of the Professional Recruitment Service would increase as a result of the screening of candidates and other preparatory work for the examinations.

4. Under part IV, paragraph (d) of the annex, a dossier for each post open to recruitment would be established and made available for the Appointment and Promotion Committee and Board. This undertaking would put considerable pressure on the resources of the Recruitment Division both at the Professional and General Service levels.

5. Three temporary posts, one at the P-3 level and two at the G-4/2 level, would be required to reinforce the capacity of the Recruitment Division to tackle the functions referred to under paragraphs 3 and 4 above.

6. Under part I, paragraph (g) (i) of the annex to the draft resolution, timely and frequent publicity is to be made regarding vacancies and recruitment of personnel. It is estimated that an amount of \$50,000 would be required for this purpose.

## II. DIVISION FOR POLICY CO-ORDINATION

7. Under part IV (c) of the annex to the draft resolution A/C.5/35/L.37, a roster of internal candidates should be developed and organized along the same lines as the roster of external candidates and used in accordance with existing Staff Regulations and Rules. As stated in the comments of the Secretary-General on the third report of the Joint Inspection Unit on the implementation of the personnel policy reforms approved by the General Assembly in 1974 (A/35/418/Add.1), a basic personnel data file exists which needs to be supplemented by the data required to operate along the lines suggested by JIU. To modify this file and make the roster operational as early as possible in 1981, it would be necessary, first, to define the different occupations, and develop the appropriate grouping of these occupations required for recruitment, career development, training and other staff management purposes, and second, to develop the computerized system necessary to support the roster. The first task should be carried out in consultation with departments and offices and various units within OPS. The second task will consist in the modification of the Personnel Data System to include the elements of information required for career development and placement. This should be done initially for the nearly 5,000 staff members in the Professional category and above. This information must be kept continuously up to date as a result of appointments, transfers, promotions, retirements, separations and other staff movements, as well as of changes in the personal status and employment characteristics of each staff member as they occur. It also requires co-ordination with other related ongoing computer-based activities in the Organization, in particular, at the regional economic commissions and other offices away from Headquarters.

8. To carry out these tasks and to ensure that they are accomplished in a timely and effective way, it would be necessary to strengthen the Division of Policy Co-ordination, which is responsible for the development of personnel policy in the Secretariat and has particular responsibility for the co-ordination of occupations in the Organization and for the maintenance of information on the existing staff from among whom the internal candidates are chosen. The Planning and Information Section which has the responsibility for the work associated with the Personnel Data System referred to in the previous paragraph, has been required to increasingly

assist in the over-all development of personnel policy which is the responsibility of the Division as a whole. It is therefore proposed to establish a post of Deputy Director of the Division in order to increase the planning and administrative capacity of the Office of Personnel Services in implementing personnel policy directives and to strengthen the Planning and Information Section by the addition of one Professional and one General Service post.

9. The Division therefore would require the following additional resources:

(a) A new established post for a Deputy Director of the Division at the D-1 level. This Officer would be responsible for assisting in the development of policy guidelines in the implementation of personnel reforms in accordance with the directives of the General Assembly.

(b) One temporary post for an Administrative Officer at the P-4 level. This Officer would be responsible for developing in 1981 definitions of the different occupations, for determining how they should be grouped, taking into account the needs of the units in OPS which are responsible for recruitment, career development, training and staff management and for the publication of the classification of all posts at each level by occupation, in accordance with paragraph 1 (a) of the Annex to the draft resolution.

(c) One established post at the G-4 level for a Clerk/Typist for the Planning and Information Section.

(d) Consultancy funds for the modification of the Personnel Data System to meet the objectives set forth above and to establish procedures to retrieve the information by means of an on-line system (estimated requirement: \$5,000).

(e) Forty-eight work-months for coding and verification of information on internal candidates, as well as for the entry of qualifications, nationality and sex of selected candidates in accordance with Part IV (g) of the annex to the draft resolution (estimated requirement: \$9,200).

(f) Two computer terminals and one printer for the Career Development and Placement Unit of the Division for Personnel Administration to retrieve information and two computer terminals for the Personnel Data Unit to load and verify the information (estimated requirement: \$15,400).

### III. TRAINING AND EXAMINATIONS SERVICE

10. Part III, paragraphs (b) and (c) of the annex, call for recruitment at the P-1 and P-2 levels as a rule by competitive examinations.

11. To enable the Secretariat to effectively implement the above-mentioned provisions, it would be necessary to strengthen the capacity in terms of staff of the Training and Examinations Service for the full duration of the transitional period, since existing managerial and administrative resources in this Service are fully utilized in implementing established and growing programmes. Additional resources under the heading of consultancy and travel would also be required.

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#### Established posts

12. During the transitional period, 1981 through 1982, it would be necessary to develop and establish policies and procedures for the implementation of the programme of external examinations. Consultations would also have to be held with Member States as well as with departments and offices in the Secretariat to set up and co-ordinate an effective administrative machinery for the over-all organization of external examinations. The additional posts required to implement the wider programme of external examinations, called for by the draft resolution, are set out below.

13. One established post, at the First Officer (P-4) level, would be required to prepare examination papers, review specialized papers submitted by Departments and Offices and participate in the organization and administration of the external examinations. This Officer would need to be provided with secretarial (G-4/2) support to deal with correspondence, filing and other clerical work. Additionally, a United Nations External Examination Board would have to be established as soon as possible to define standards, review applications and to oversee examination procedures. It should be serviced by a secretary at the Second Officer (P-3) level who would also serve as ex officio member representing the Office of Personnel Services, supported by a General Service staff member at the G-2/G-4 level. Two established posts, one P-3 and one G-4/2, would therefore be required.

#### Temporary assistance

14. It is foreseen that additional temporary assistance estimated at four work-months at the General Service level would be needed at examination centres away from Headquarters.

#### Consultants

15. The preparation of some parts of the external examinations requiring high-level expertise not available in the Secretariat would require the assistance of outside consultants for an estimated requirement under this heading of \$10,000. Additionally, provision would also have to be made for a first marking of external examination papers by independent and impartial outside specialists before the final review by Board Members. The estimated requirement for this task would amount to \$10,000.

16. The printing of the examination papers under completely secure conditions would necessitate financial resources estimated at \$20,000.

#### Travel

17. Board Members would be required to travel as necessary to examination centres to interview those candidates who had passed the written portion of the examination. On the assumption that 10 Member States will participate in the programme in 1981, and that at least three Board Members would need to travel to each oral examination centre, the travel resources required are estimated to amount to \$31,000.

#### Summary of requirements

18. Should the General Assembly adopt the draft resolution contained in document A/C.5/35/L.37, additional resources would require to be appropriated as follows:

## Section 28C - Office of Personnel Services:

	\$	\$	\$
(a) Division for Policy Co-ordination			
Salary and common staff costs (one D-1 and one G-4/2 established posts and one P-4 temporary post)	87 600		
General temporary assistance	69 200		
Consultants	<u>5 000</u>	<u>161 800</u>	
(b) Division of Recruitment			
Salaries and common staff costs (one P-4, one P-3, and three G-4/2 temporary posts)	134 900		
Advertising and promotion	<u>50 000</u>	<u>184 900</u>	346 700
Section 28J - Staff Training Activities			
Salaries and common staff costs (one P-4, one P-3 and two G-4/2 established posts)	66 200		
General temporary assistance (four work months)	4 000		
Consultants	20 000		
External printing	20 000		
Official travel of staff	<u>31 000</u>		141 200
Section 28G - Electronic Data Processing and Information Systems Division:			
Rental and installations of equipment	15 400		15 400
Section 28D - Office of General Services:			
Common services	83 500		<u>83 500</u>
		Grand total	<u><u>586 800</u></u>

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19. In summary, should the draft resolution be adopted, additional estimated requirements for the 1980-1981 biennium under Section 28 of the programme budget would amount to \$506,800. In addition, an amount of \$67,000 for staff assessment would be required under Section 31, offset by a credit in like amount under Income Section 2.

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