



Secretariat

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English only

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INFORMATION CIRCULAR N° 4254/Rev.23

Subject: Rates for short-term Professional staff and translators and revisers engaged for short-term service

1. The rates of short-term Professional staff and locally-recruited translators and revisers engaged for conference or other short-term service by the United Nations Office at Geneva have been revised, effective 1 November 1998, to reflect the application of a revised post adjustment multiplier of 66.7, effective as of the same date.
2. The rates for non-locally recruited short-term translators and revisers have also been revised, effective 1 November 1998 to reflect the application of revised cost of living supplements effective as of the same date.
3. The revised rates are reproduced in annexes I, II and III to the present circular.

Maryan Baquerot  
Director  
Division of Administration

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\* Administrative Assistants may request from Publishing Service sufficient copies to permit the distribution of one copy to each Professional staff member at present working in their Service on a short-term contract.

## ANNEX I

**UNITED NATIONS OFFICE AT GENEVA**  
**RATES FOR TRANSLATORS AND REVISERS ENGAGED FOR SHORT-TERM SERVICE**  
(Gross salaries subject to staff assessment)  
(in United States dollars\* )

Effective : 1-November-1998

Functions		LOCAL DAILY RATES			LOCAL MONTHLY RATES		
		Base pay	Post adj. 5/	Total	Base pay	Post adj. 5/	Total
<b>Translator I</b> 1/	Gross	159.50		<b>231.50</b>	4,294.00		<b>6,228.30</b>
	Net	117.25	72.00	<b>189.25</b>	3,156.00	1,934.30	<b>5,090.30</b>
<b>Translator II</b> 2/	Gross	197.65		<b>283.65</b>	5,322.00		<b>7,636.50</b>
	Net	140.65	86.00	<b>226.65</b>	3,787.00	2,314.50	<b>6,101.50</b>
<b>Translator III</b> <b>Reviser I</b> 3/	Gross	236.80		<b>337.50</b>	6,376.00		<b>9,084.00</b>
	Net	164.20	100.70	<b>264.90</b>	4,421.00	2,708.00	<b>7,129.00</b>
<b>Translator IV</b> <b>Reviser II</b> 4/	Gross	266.40		<b>377.80</b>	7,171.00		<b>10,165.80</b>
	Net	181.75	111.40	<b>293.15</b>	4,892.00	2,994.80	<b>7,886.80</b>
<b>Reviser III</b>	Gross	297.05		<b>419.15</b>	7,995.00		<b>11,276.60</b>
	Net	199.25	122.10	<b>321.35</b>	5,363.00	3,281.60	<b>8,644.60</b>

1/ Including beginner precis-writers and editors; and verbatim reporters.

2/ Including fully qualified translator/precis-writers and editors.

3/ Including translators III employed on editing or precis-writing duties.

4/ Senior translators only.

5/ Post adjustment multiplier = 66.7

\* at the rate of SF1.34 to one US dollar.

## ANNEX II

**RATES FOR TRANSLATORS AND REVISERS ENGAGED FOR SHORT-TERM SERVICE**

(Gross salaries subject to staff assessment)

(in United States dollars)

Effective : 1-November-98

Functions		NON-LOCAL DAILY RATES			NON-LOCAL MONTHLY RATES		
		Base pay	C.O.L. suppl.	Total 5/ 6/	Base pay	C.O.L. suppl.	Total 5/ 6/
<b>Translator I</b> 1/	Gross	159.50		<b>195.25</b>	4,294.00		<b>5,254.50</b>
	Net	117.25	35.75	<b>153.00</b>	3,156.00	960.50	<b>4,116.50</b>
<b>Translator II</b> 2/	Gross	197.65		<b>240.35</b>	5,322.00		<b>6,471.30</b>
	Net	140.65	42.70	<b>183.35</b>	3,787.00	1,149.30	<b>4,936.30</b>
<b>Translator III</b> <b>Reviser I</b> 3/	Gross	236.80		<b>286.80</b>	6,376.00		<b>7,720.70</b>
	Net	164.20	50.00	<b>214.20</b>	4,421.00	1,344.70	<b>5,765.70</b>
<b>Translator IV</b> <b>Reviser II</b> 4/	Gross	266.40		<b>321.70</b>	7,171.00		<b>8,658.10</b>
	Net	181.75	55.30	<b>237.05</b>	4,892.00	1,487.10	<b>6,379.10</b>
<b>Reviser III</b>	Gross	297.05		<b>357.65</b>	7,995.00		<b>9,624.50</b>
	Net	199.25	60.60	<b>259.85</b>	5,363.00	1,629.50	<b>6,992.50</b>

1/ Including beginner precis-writers and editors; and verbatim reporters.

2/ Including fully qualified translator/precis-writers and editors.

3/ Including translators III employed on editing or precis-writing duties.

4/ Senior translators only.

5/ At the request of the translator, as indicated at the beginning of the assignment, non-local rates shall be paid in US dollars.

6/ In addition entitled to subsistence allowance in accordance with the rules applied to the regular staff.

## ANNEX III

**RATES FOR SHORT-TERM PROFESSIONAL STAFF (other than translators and revisers)**

(Gross salaries subject to staff assessment)

(in United States dollars at the rate of 1.34 Swiss francs per US\$)

Effective: 1-November-1998

Grades		DAILY RATES				MONTHLY RATES			
		LOCAL REMUNERATION			Non-local remuneration 2/	LOCAL REMUNERATION			Non-local remuneration 3/
		Base	Post adj. 1/	Total		Base	Post adj. 1/	Total	
<b>P.1</b>	Gross	109.54		<b>166.94</b>	109.54	2,948.50		<b>4,485.90</b>	2,948.50
	Net	85.62	57.40	<b>143.02</b>	85.62	2,304.58	1,537.40	<b>3,841.98</b>	2,304.58
<b>P.2</b>	Gross	143.83		<b>215.83</b>	143.83	3,871.50		<b>5,802.50</b>	3,871.50
	Net	107.56	72.00	<b>179.56</b>	107.56	2,895.08	1,931.00	<b>4,826.08</b>	2,895.08
<b>P.3</b>	Gross	178.70		<b>264.70</b>	178.70	4,810.00		<b>7,127.20</b>	4,810.00
	Net	129.06	86.00	<b>215.06</b>	129.06	3,473.75	2,317.20	<b>5,790.95</b>	3,473.75
<b>P.4</b>	Gross	218.63		<b>320.73</b>	218.63	5,884.92		<b>8,637.62</b>	5,884.92
	Net	153.32	102.10	<b>255.42</b>	153.32	4,126.92	2,752.70	<b>6,879.62</b>	4,126.92
<b>P.5</b>	Gross	265.28		<b>385.98</b>	265.28	7,140.42		<b>10,391.42</b>	7,140.42
	Net	181.07	120.70	<b>301.77</b>	181.07	4,873.83	3,251.00	<b>8,124.83</b>	4,873.83
<b>D.1</b>	Gross	300.68		<b>434.78</b>	300.68	8,093.25		<b>11,707.05</b>	8,093.25
	Net	201.28	134.10	<b>335.38</b>	201.28	5,417.67	3,613.80	<b>9,031.47</b>	5,417.67
<b>D.2</b>	Gross	339.76		<b>488.46</b>	339.76	9,145.08		<b>13,150.38</b>	9,145.08
	Net	223.08	148.70	<b>371.78</b>	223.08	6,004.67	4,005.30	<b>10,009.97</b>	6,004.67

1/ Post adjustment multiplier = 66.7

2/ In addition entitled to : daily subsistence allowance (DSA) in accordance with the rules applied to the regular staff OR daily post adjustment if higher than DSA.

3/ In addition entitled to : daily subsistence allowance (DSA) in accordance with the rules applied to the regular staff OR monthly post adjustment if higher than DSA.