



12 January 2000

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## Administrative instruction

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### **Special conditions for recruitment or placement of candidates successful in a competitive examination for posts requiring special language skills\***

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1, hereby promulgates the following rules to establish the special terms and conditions of recruitment and placement of candidates successful in a competitive examination in posts requiring specific language skills administered by the United Nations:

#### **Section 1 Scope**

The present instruction defines the special terms and conditions for recruitment of external candidates and placement of internal candidates who are successful in a competitive examination administered by the United Nations for posts requiring specific language skills in the Professional category ("competitive language examination"), that is, interpreters, translators/précis-writers, editors, verbatim reporters and proofreaders/copy preparers, in accordance with the provisions of administrative instruction ST/AI/1998/7.

#### **Section 2 Conditions applicable to all candidates successful in a competitive language examination**

2.1 Candidates successful in a competitive language examination shall be placed on a roster, in overall ranking order. They shall be selected from the roster as vacancies occur, taking into account not only their ranking but also

the needs of service and the combination of languages and skills offered by individual candidates.

2.2 After recruitment or placement against a Professional language post, candidates successful in a competitive language examination are expected to serve for at least five years in language posts, provided they complete successfully their probationary or trial period, as appropriate, in accordance with sections 3.4, 4.4 and 4.5 of the present instruction, before they may be assigned to, or selected for, a post other than a language post. During that period, they may be reassigned to language posts at other duty stations according to the needs of the Organization.

2.3 Staff initially selected for language posts located away from Headquarters shall normally spend the first six months of their appointment in the appropriate service at Headquarters for training purposes.

#### **Section 3 Conditions applicable to external candidates who are successful in a competitive language examination**

3.1 For the purpose of administering competitive language examinations, staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular mission, office, fund or programme of the United Nations shall be considered external candidates.

3.2 External candidates successful in a competitive language examination shall normally be recruited at the P-2 level. However, candidates who fully meet the

\* *Personnel Manual* index No. 4270.

educational qualifications and years of relevant professional experience required for the P-3 language post concerned may be appointed at the P-3 level.

3.3 On recruitment, all external candidates shall be offered a probationary appointment.

3.4 (a) Upon completion of a two-year probationary period, staff members shall be reviewed by the Appointment and Promotion Committee (“the Committee”) in accordance with staff rules 104.13 (b) (i) and 104.14 (f) (ii) a. Staff members who fully meet the requirements set out in staff rule 104.13 (a) (i) shall be granted permanent appointments. If a staff member does not fully meet such requirements, a decision shall be made either to extend the probationary period for one year or to separate the staff member from service. A staff member whose probationary period is extended for one year shall be reviewed at the end of that period. If his or her performance is certified as being fully satisfactory, he or she may be offered a permanent appointment. If not, the staff member shall be separated from service.

(b) Staff members initially appointed at the P-2 level who are granted permanent appointments under paragraph (a) above shall be promoted to the P-3 level.

**Section 4**  
**Conditions applicable to internal candidates who are successful in a competitive language examination**

4.1 Internal candidates successful in a competitive language examination shall be assigned for a trial period of two years, during which the parent department or office shall block the post of the staff member. Staff members below the P-2 level shall be granted special post allowance to the P-2 level as of the date of commencement of the trial period. Staff members at the P-2 and P-3 levels shall be assigned at their respective levels.

4.2 If the fixed-term appointment of an internal candidate is due to expire before the end of the trial period, such appointment shall be extended to allow for the completion of the trial period.

4.3 Staff members with a special post allowance to the P-2 level or already at the P-2 level who complete the trial period successfully and are recommended for promotion by the department and the Office of Human Resources Management, shall be promoted to the P-3 level without referral to the Committee. Staff members already at the P-3 level who complete the trial period successfully shall be confirmed in their functions at the P-3 level.

4.4 Staff members on fixed-term appointment who complete the trial period successfully shall be considered by the Committee for permanent appointment, in accordance with paragraph 19 of section III.B of General Assembly resolution 51/226.

4.5 If a staff member’s performance cannot be certified as being fully satisfactory upon completion of the two-year trial period, a decision shall be made either to extend the trial period for a further period of one year or to discontinue the trial period. A staff member whose trial period is extended for one year shall be reviewed at the end of that period. If his or her performance is certified as being fully satisfactory, the provisions of sections 4.3 and 4.4 shall apply, as appropriate. If not, the staff member’s trial period shall be discontinued.

4.6 A decision to extend the trial period shall be made by joint agreement of the department and the Office of Human Resources Management without referral to the Committee. A decision to discontinue the trial period shall be made by joint agreement of the department and the Office of Human Resources Management and shall be reported to the Committee prior to implementation.

4.7 A staff member whose trial period is discontinued shall be reassigned to his or her prior post in his or her parent department if the trial period ends after two years or less, and may be reassigned to another post at the same level in the parent department if the trial period has been extended beyond two years. The special post allowance, if any, shall be discontinued and the staff member shall revert to his or her regular salary level. The time during which he or she was at a higher salary level shall be credited as service for the purpose of determining the next salary increment at the regular level.

**Section 5**  
**Final provision**

The present administrative instruction shall enter into force on 15 January 2000.

(Signed) Joseph E. Connor  
Under-Secretary-General for Management

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