



1 January 2025

Administrative instruction

Rental subsidies and deductions

The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of the Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of defining the terms and conditions of rental subsidies and deductions, as part of the post adjustment system under staff rules 3.6, 3.7 and 3.16, hereby promulgates the following:

Section 1

General provisions

1.1 The purpose of the rental subsidy is to facilitate the settlement of new staff members and to encourage mobility within the common system by subsidizing the rental costs of eligible staff members.

1.2 The present instruction is structured as follows:

- (a) Part I: eligibility requirements for rental subsidy;
- (b) Part II: terms and conditions of the scheme applicable at all duty stations, unless otherwise specifically stated;
- (c) Part III: additional terms and conditions applicable at group 1 duty stations, as designated by the International Civil Service Commission (ICSC);¹
- (d) Part IV: additional terms and conditions applicable at group 2 duty stations, as designated by ICSC;
- (e) Part V: terms and conditions under which a rental subsidy may exceptionally be paid to internationally recruited General Service staff members.

¹ The list of group 1 duty stations can be found in annex II to the ICSC booklet on the United Nations post adjustment system, available at <https://unicsc.org/Resources/COLD/Booklets/PABooklet.pdf?r=03096175>.



Part I

Eligibility requirements for rental subsidy

Section 2

Eligibility

2.1 The present instruction shall apply to the following:

(a) Staff members in the Professional and higher categories who are regarded as international recruits under staff rule 4.5;

(b) Staff members in the Field Service category who are regarded as international recruits under staff rule 4.5;

(c) Internationally recruited General Service staff members who meet the conditions specified in part V of the present instruction;

(d) Staff members subject to conditions of local recruitment as per staff rule 4.4 who are temporarily assigned to positions in the Professional category and in the Field Service category and when the assignment involves a change of official duty station as per staff rule 4.8.

2.2 Eligible staff members may receive rental subsidy when they are authorized by the Organization to proceed on travel on appointment or assignment that involves relocation from beyond commuting distance, even when the travel is within the same country. The commuting distance at duty stations should be established by the local administrative or human resources offices by taking into account the local conditions at the duty station. In New York, the reasonable commuting distance shall be a 50-mile radius from the United Nations Headquarters premises.

2.3 Staff members recruited locally at the duty station in accordance with staff rule 4.5 (b) may be considered eligible for rental subsidy, provided all applicable conditions are met.

2.4 No rental subsidy shall be paid for rented accommodation at the duty station where the staff member is on assignment and in receipt of a daily subsistence allowance.

2.5 Staff members who are assigned to a new duty station, on an assignment that involves a change of official duty station, with a lower post adjustment than at the previous official duty station where they had been serving, and who, under staff rule 3.6 (b), continue to receive the post adjustment at the previous official duty station for a maximum period of six months, shall remain eligible to receive a rental subsidy for rented accommodation at the previous official duty station during that period. No rental subsidy shall be paid for rented accommodation at the new official duty station while a rental subsidy is paid for rented accommodation at the previous official duty station.

2.6 Staff members who are appointed at group 1 duty stations shall be eligible to receive the rental subsidy in accordance with part III below, taking into account previous continuous residence at the duty station immediately preceding the appointment.

2.7 Staff members who are appointed at group 2 duty stations shall be eligible to receive the rental subsidy for the duration of their assignment in accordance with part IV below.

2.8 For duty stations in group 1, when a change of official duty station or a new appointment involves a return to a place where a former or a serving staff member previously resided, the payment of the rental subsidy shall begin anew only when the

staff member has been absent from the previous duty station for six months or more and where the return to the previous duty station necessitated a change of residence.

2.9 Pursuant to section 2.8 above, for former staff members who were previously in receipt of the rental subsidy and subsequently re-employed after separating from the Organization for a period of less than six months, or for serving staff members who were in receipt of the rental subsidy prior to taking up an assignment of less than six months that involved a change of official duty station, the payment of the rental subsidy shall be considered to have been suspended during the period of absence at the previous official duty station, and continued on return to the same official duty station.

Part II

Terms and conditions applicable at all duty stations

Section 3

Rent paid by the staff member

Definition

3.1 For the purposes of the present instruction, the expression “rent paid by the staff member” shall be the recurring amount indicated in the lease agreement which the staff member, as a tenant, agrees to pay for the right to live in the rented dwellings, minus all rebates and gratuities and charges towards, but not limited to, furniture, car parking and gym and/or club membership. No rental subsidy shall be paid to staff members who live in their own homes or do not pay rent for their dwellings.

Staff members’ obligations

3.2 Staff members shall disclose to the Organization all rebates and gratuities granted to them by the landlord (e.g., one month’s free rent, temporary reductions in rent, etc.). These reductions will be taken into account in determining the actual monthly rent paid by apportioning such rebates over the lease term of the rental.

3.3 Pursuant to sections 5.3 to 5.6 below, the staff member is required to retain, for a period of five years from the date of submission of the claim, in the original form or signed scanned copies thereof, all documentation related to the rental subsidy, including but not limited to lease agreements. The staff member will also be required to submit such documentation upon request from the Organization within 30 calendar days from the date of the request. The documentation may be requested at any time for monitoring and compliance purposes.

Sublets

3.4 Dwellings rented through a subleasing arrangement shall give rise to an entitlement to a rental subsidy provided the sublet is legal and appropriate documentation is provided by the staff member. This normally requires the prior written consent of the landlord or the appropriate legal entity.

Subsidies from other sources/sharing of rent

3.5 If the staff member receives a rental subsidy from a source other than the Organization, or shares the rent of the dwelling with someone other than the spouse or dependent children, and the lease is in the name of the staff member, the rental subsidy scheme shall apply only to that portion of the rent paid by the staff member. If the lease is not in the name of the staff member, no rental subsidy shall be paid.

One-time payment of an agent's fee

3.6 In addition to the rental subsidy for rent paid by the staff member as defined under section 3.1, a subsidy may be paid to eligible staff members in respect of a one-time payment fee paid to a licensed/registered real estate agent/broker for services rendered in obtaining accommodation at the duty station. The amount of the subsidy for such a fee shall be calculated as provided in section 4.10 below, upon presentation of appropriate documentation by the staff member. A subsidy for the agent's fee shall be paid only once during the period of a staff member's assignment to a duty station.

Requirement of residents to live in the dwelling as a condition for payment of the subsidy

3.7 The staff member who is applying for rental subsidy must occupy the dwelling on a full-time basis in order to receive a subsidy, and shall not be eligible to receive a subsidy if the dwelling is leased on a full-time or part-time basis to another person(s). If the staff member has declared in the rental subsidy application certain dependants as residing with him or her in the dwelling, these individuals must continue to reside in the dwelling as their primary residence for the duration of the lease, as a condition for the continued payment of the subsidy. The staff member shall immediately report if there is a change in residence by these individuals.

3.8 For rental subsidy purposes, a staff member's family shall be considered as comprising the spouse (whether dependent or not) and recognized dependent children actually residing with the staff member at the duty station on a regular basis. However, when a staff member's dependent children are absent from the duty station in connection with their studies, every two children studying away from the duty station shall be counted as one in determining the reasonable maximum rent level applicable to the staff member.

Section 4**General regime governing computation of a rental subsidy****Individual threshold**

4.1 Staff members are expected to bear the rental costs, without subsidy, up to a predetermined amount called the "individual threshold". The individual threshold amount is calculated by applying percentage rates to the staff member's net income. Those percentage rates are established by ICSC for staff in receipt of a spouse or single parent allowance and for staff not in receipt of those allowances. The individual threshold for staff in receipt of transitional allowance shall be calculated by reference to the percentage rate applicable to staff not in receipt of a spouse or single parent allowance. ICSC establishes such rates on the basis of the average rent-to-income ratio at each duty station. For the purpose of the present instruction, the staff member's net income consists of the net base salary, including special post allowance, if any, post adjustment and spouse allowance or single parent allowance, as applicable.

4.2 An entitlement to a rental subsidy may arise only when the amount of rent paid by the staff member exceeds the individual threshold amount, as defined in section 4.1 above.

4.3 When a staff member is married to another staff member and both meet the conditions for the payment of a rental subsidy, the following provisions shall apply:

(a) If both spouses are eligible for the payment of a rental subsidy at different duty stations, the subsidy shall be payable to each on the basis of his or her respective income;

(b) If both spouses are eligible for the payment of a rental subsidy at the same duty station, only one subsidy shall be paid. It shall be computed on the basis of the higher of the two incomes;

(c) If only one of the spouses is eligible for the payment of a rental subsidy, only the income of the eligible staff member shall be used for computation purposes;

(d) If both spouses are eligible for the payment of a rental subsidy at the same duty station in group 1, and they arrive at that duty station at different intervals, the total period of payment of the rental subsidy shall not exceed seven years counted from the first day following the end of the period during which the spouse who arrived first at the duty station was paid the daily subsistence allowance element of the settling-in grant.

Reasonable maximum rent level

4.4 No subsidy shall be paid for the portion of the rent paid by the staff member in excess of the reasonable maximum rent level. The reasonable maximum rent level is determined taking into account the family size of the staff member and the rental costs at the duty station. The reasonable maximum rent level shall be established and recorded in Umoja by the Office of Human Resources, taking into consideration relevant information provided by ICSC.²

4.5 At all duty stations, the reasonable maximum rent level that will be applicable to heads of entities will be the one used for the largest family size.³ In addition, an upward adjustment of 10 per cent shall be made in the applicable reasonable maximum rent level for staff at the D-1 and D-2 levels. An upward adjustment of 20 per cent shall be made for staff at the Assistant Secretary-General level and above.

Reimbursement rate

4.6 The reimbursement rates are defined by sections 12.1 and 12.2 for duty stations in group 1 and by section 13.1 for duty stations in group 2. The rental subsidy shall be computed by applying the reimbursement rates to the portion of the rent paid by the staff member or the applicable reasonable maximum rent level, whichever is lower, that exceeds the individual threshold amount calculated in accordance with sections 4.1 to 4.3.

Maximum and minimum amounts of the rental subsidy

4.7 The amount of the rental subsidy shall not exceed 40 per cent of the rent paid by the staff member, or of the applicable reasonable maximum rent level, whichever is lower. However, the 40 per cent ceiling may be waived or raised by ICSC for specific group 2 duty stations when commercial rents are considerably higher than the rental component of the post adjustment index.

4.8 For eligible internationally recruited General Service staff members, the amount of the rental subsidy shall also be subject to the maximum amounts specified in section 15.3.

² Reasonable maximum rent levels for New York are set out in annex III to the information circular on rental subsidies and deductions ([ST/IC/2023/9](#)), or as superseded or communicated to staff through information circulars or other means. Heads of entity at other duty stations will inform staff about the reasonable maximum rent levels set by the Office of Human Resources and applicable at the duty station concerned.

³ “Head of entity” has the meaning set forth in footnote 1 of the Secretary-General’s bulletin [ST/SGB/2019/2](#), or as superseded.

4.9 No rental subsidy shall be paid if the computation made in accordance with the provisions of the present instruction results in a monthly amount equal to or lower than \$10, or the equivalent amount in local currency.

Computation of the subsidy for an agent's fee

4.10 The subsidy for an agent's fee shall be computed as follows:

(a) When the amount of rent paid by the staff member does not exceed the amount of reasonable maximum rent level, the subsidy for an agent's fee shall be calculated by applying the reimbursement rate specified in section 4.6 to that part of the fee that exceeds the monthly individual threshold amount defined by sections 4.1 to 4.3;

(b) When the amount of rent paid by the staff member exceeds the amount of reasonable maximum rent level, the agent's fee shall be reduced in the proportion that the reasonable maximum rent level bears to the amount of rent paid by the staff member. The subsidy shall be calculated by applying the reimbursement rate specified in section 4.6 to that part of the reduced fee that exceeds the monthly individual threshold amount defined by sections 4.1 to 4.3.

4.11 Notwithstanding the provision of section 4.10 above, the subsidy for an agent fee shall not exceed twice the amount of the reasonable maximum rent level applicable to the staff member.

Section 5

Application for rental subsidy and self-certification

5.1 Eligible staff members shall submit their applications for rental subsidy through the employee self-service portal of Umoja and in accordance with the information circular on rental subsidies and deductions issued by the Assistant Secretary-General for Human Resources ([ST/IC/2018/9](#) or as superseded).

5.2 Computation of the amount of the subsidy shall be made for the period of the validity of the lease agreement and as long as there is no change in any of the factors mentioned below. The staff member shall submit an application each time the lease is renewed. The staff member shall also submit an application as soon as any of the following changes have occurred:

(a) Change in dwelling, which includes vacating the dwelling for which the rental subsidy has been claimed;

(b) Change in the rent, as well as in rebates and gratuities, for the same dwelling;

(c) Changes in the staff member's family as defined in section 3.8.

Self-certification of rental subsidy requested by the staff member

5.3 Applications for rental subsidy require self-certification by the staff member. Self-certification is an important step in the application process, whereby the staff member assumes the responsibility for the completeness and accuracy of the data and acknowledges that he or she is aware of the requirements and of the obligations in relation to the application and the receipt of a subsidy. The self-certification mechanism recognizes that the primary responsibility for certification rests with the staff member and not the Organization. Specifically, through the self-certification mechanism, the staff member attests to:

(a) The correctness of the information he or she has provided in the application form;

(b) Understanding of the documentation requirements, as provided under section 3.3 above;

(c) Understanding of the obligation to retain the documentation for the specified period under section 3.3 and to submit it upon request for monitoring and compliance purposes;

(d) Understanding of the obligation to inform the Organization, through a rental subsidy application, of any of the changes specified in section 5.2 above;

(e) Understanding of the obligation to inform the Organization of any housing assistance received as described in section 8 of the present instruction;

(f) Understanding that the Organization may conduct a compliance review of the staff member's claim for rental subsidy;

(g) Understanding the consequences of submitting incomplete, unsubstantiated or false information as discussed in sections 5.6 and 5.7 below.

Monitoring and compliance

5.4 The offices responsible for administering staff members' entitlements will conduct periodic monitoring and compliance exercises of the claims of staff members for rental subsidy. This is done for the purpose of verifying the accuracy of the data and information provided by the staff member on his or her application for rental subsidy or deduction and ascertaining the proper use of the benefit according to the terms and conditions of the present instruction.

5.5 For the purposes of this monitoring and compliance exercise, the staff member may be requested to submit the required original documentation or signed scanned copies thereof supporting the claim for rental subsidy or deduction. Staff members are obligated to provide the requested documentation within 30 calendar days following the date of the request. As part of the monitoring process, the Organization may review the requested documentation, contact the landlord and any other individuals and verify the information in the application in any other relevant way.

5.6 Pursuant to section 5.5, failure to present the required documentation upon request, failure to report changes (such as the provision of housing assistance, change in accommodation, including vacating the dwelling for which rental subsidy has been claimed, change in the rent, changes in family size) or any act of falsification of data, fabrication or counterfeiting of supporting documentation presented in connection with the rental subsidy application may result in one or more of the following:

(a) Immediate termination of the rental subsidy;

(b) Recovery of prior subsidy payments pursuant to provisions of [ST/AI/2009/1](#) on recovery of overpayments made to staff members, or as amended;

(c) Any other administrative and/or disciplinary measures in accordance with staff rule 10.2, including dismissal for misconduct.

Section 6

Effective date of changes in factors used in computing a rental subsidy

6.1 Changes in the staff member's income, the threshold percentage, the reasonable maximum rent level or the reimbursement rate are accounted for automatically. When such a change occurs the resulting adjustment in the amount of the rental subsidy shall be effective as from the date of the change in the relevant factor.

6.2 When there is a change in factors other than those specified in section 6.1, the effective date of the resulting change in the amount of the subsidy shall be:

- (a) The effective date of the new lease when there has been a change of dwelling;
- (b) The effective date of the change in rent when there has been a change in rent for the same dwelling;
- (c) The date from which a new child is recognized as the staff member's dependant when there has been an increase in the number of dependent children;
- (d) The date from which there has been a decrease in the number of dependent children;
- (e) The date of a staff member's marriage;
- (f) The date from which a staff member's marriage has ended, he or she has legally separated or the spouse has ceased to reside with the staff member for the major part of the year.

Section 7

Payment of a subsidy

7.1 A subsidy shall be payable from the first day of the lease agreement or from the first day following the end of the period of payment of the daily subsistence allowance element of the settling-in grant, whichever is later. For staff members recruited locally at the duty station in accordance with staff rule 4.5 (b), a rental subsidy shall be paid from the first day of the corresponding appointment, provided all applicable conditions are met.

7.2 Payment shall be made on a monthly basis over the duration of the lease, or until the staff member's entitlement ceases, whichever comes first. When the subsidy is payable for part of a month, it shall be prorated in the proportion that the partial month bears to the full calendar month.

7.3 The subsidy shall normally be paid in United States dollars. Should the staff member request payment of salary and allowances in another currency in accordance with the rules governing the currency of payment of salaries and allowances,⁴ the payment of the subsidy shall be made at the United Nations operational rate of exchange prevailing on the date the payment is made. No adjustment shall be made to account for changes in exchange rates once the payment has been made.

7.4 In situations where the landlord requires more than one month's rent in advance at the beginning of the lease and when this presents an unexpected hardship for the staff member or if the staff member does not have sufficient funds, the staff member may request a salary advance from the local administrative or human resources office in accordance with [ST/AI/2018/12](#) on salary advances, or as amended. Such salary advances may not be requested to pay for security deposits.

Section 8

Rental deductions

8.1 Staff members who receive housing assistance, whether from the Organization or another entity, including a Government, either housing free of charge or housing at rents substantially lower than the average rent used in calculating the post adjustment index for the duty station, shall normally be subject to rental deductions from their salaries through payroll.

8.2 The amount of the rental deduction shall be equal to 80 per cent of the difference between the rent paid by the staff member and the individual rental deduction

⁴ [ST/AI/2022/4](#) on payment and disbursement of salaries and related allowances, or as amended.

threshold, which is an amount equal to 64 per cent of the individual threshold amount, as defined in section 4.1 above. The amount of the rental deduction may be reduced or waived in accordance with section 8.3.

8.3 If the housing provided by the Organization or another entity, including a Government, is clearly below standard, the amount of the rental deduction may be reduced as per the criteria and rates set out in the annex to the present instruction. Upon the recommendation of the designated official at the duty station, the Assistant Secretary-General for Human Resources may authorize a waiver of the rental deduction if the exceptional criteria set out in the annex are satisfied.

8.4 For rental deduction purposes, staff members shall be required to report and certify at the time of recruitment whether they receive housing assistance or free accommodation provided by the Organization or another entity, including a Government.

8.5 In accordance with staff rule 1.5, staff members have the obligation to inform the Organization of any change in the situation as reported at the time of recruitment if this would have an effect on their status or entitlements. Failure to report such a change in a timely manner will result in recovery of overpaid amounts and any other appropriate action, as provided for in section 5.6 above.

Section 9

Relationship with other elements of the system of salaries, allowances and other benefits

Rental subsidies and deductions have no effect on other elements of the system of salaries, allowances and grants. The rental subsidy is non-pensionable and is not taken into account in determining separation payments. A staff member's income for the purpose of determining insurance premiums and subsidies shall not be considered as affected by rental subsidies or rental deductions.

Part III

Additional terms and conditions for rental subsidy at group 1 duty stations

Section 10

Special eligibility requirements

10.1 A rental subsidy may be paid to eligible staff members at group 1 duty stations provided they are in one of the following categories:

- (a) Newcomers, that is, newly appointed staff members and staff members transferred or reassigned from another duty station;
- (b) Staff members affected by force majeure, that is, staff members who are forced to change dwelling owing to circumstances beyond their control. The situations under which staff members may qualify for rental subsidy under force majeure shall be limited to the following:
 - (i) Demolition of the dwelling, extensive damage or lack of access to the dwelling owing to elements beyond the control of the staff member;
 - (ii) Forced eviction/repossession by the landlord through legal proceedings;
 - (iii) Conversion of the dwelling from rental to cooperative or condominium;

(c) Only one change in dwelling is allowed under force majeure for a staff member in the course of a continuous assignment at the same official duty station. The subsidy shall be discontinued in case of any subsequent change of dwelling.

10.2 A rental subsidy shall not be paid pursuant to section 10.1 (b) (ii) above where the forced eviction is the result of a breach of the staff member's obligations under the terms of his or her lease.

10.3 Staff members are required to submit appropriate documentation attesting to the circumstances listed in section 10.1 (b) (i)–(iii) above in order to determine eligibility for a rental subsidy under force majeure.

Section 11

Duration of a rental subsidy

11.1 A rental subsidy may be paid to eligible staff members at group 1 duty stations for the following periods:

(a) For newcomers, seven continuous years counted from the first day following the end of the period during which the staff member was paid the daily subsistence allowance element of the settling-in grant received on arrival at the duty station. For staff members recruited at the duty station who did not receive a settling-in grant on appointment, the seven-year period shall be counted from the date of the initial arrival at the duty station;

(b) In cases of force majeure, five years counted from the first day of the new lease after the occurrence of the force majeure.

11.2 Staff members on special leave with pay will continue to receive rental subsidy, subject to eligibility, for the maximum period of seven years.

11.3 Staff members on special leave without pay will not receive rental subsidy for the period they are on special leave without pay. Eligibility for rental subsidy may resume upon submission of a new application upon return from special leave without pay. Periods of special leave without pay will suspend the computation towards the maximum period of seven continuous years.

11.4 When a staff member in receipt of the rental subsidy as a newcomer is affected by force majeure:

(a) During the first two years following arrival at the duty station, he or she shall continue to receive the rental subsidy for a total period of seven years, at the rates for newcomers set out in column A of the table in section 12.1 below;

(b) After two years or more following arrival at the duty station, he or she shall receive the subsidy at the rates set out in column B of the table in section 12.1 for staff members affected by force majeure, provided, however, that the entire period of payment of the subsidy, either as a newcomer or under force majeure, does not exceed seven years.

Section 12

Reimbursement rate

12.1 The reimbursement rate determined on the basis of the following table shall be applied to that portion of the rent paid by the staff member that exceeds the individual threshold amount as defined in section 4.1, up to the reasonable maximum rent level determined by application of sections 4.4 and 4.5.

<i>Year</i>	<i>A</i> <i>Newcomers (percentage)</i>	<i>B</i> <i>Staff members affected by force majeure (percentage)</i>
1	80	80
2	80	80
3	80	60
4	80	40
5	60	20
6	40	—
7	20	—

12.2 When electricity charges are included in the rent, the following amounts, or equivalent in local currency, shall be deducted from the total monthly rent payable to determine the amount of rent to be used for purposes of determining the rental subsidy: studio or one-bedroom dwelling, \$30; two-bedroom dwelling, \$40; three-bedroom dwelling, \$50; four-bedroom dwelling, \$60; and dwelling with five or more bedrooms, \$70.

Maximum amount of the rental subsidy

12.3 In accordance with section 4.7, the rental subsidy paid to a staff member shall not exceed 40 per cent of the rent paid by the staff member, or 40 per cent of the applicable reasonable maximum rent level determined by the Office of Human Resources in accordance with sections 4.4 and 4.5, whichever is lower.

Part IV

Additional terms and conditions for rental subsidies at group 2 duty stations

Section 13

Reimbursement rate

13.1 The reimbursement rate for the computation of a rental subsidy at group 2 duty stations shall be 80 per cent of that portion of the rent paid by the staff member that exceeds the individual threshold amount, provided the rent paid by the staff member does not exceed the reasonable maximum rent levels determined by the Office of Human Resources for the duty station.

Duration of rental subsidy

13.2 Staff members may continue to receive rental subsidy without a specified time limit, subject to eligibility.

13.3 Staff members on special leave with pay will continue to receive rental subsidy, subject to eligibility.

13.4 Staff members on special leave without pay will not receive rental subsidy for the period they are on special leave without pay. Eligibility for rental subsidy may resume upon submission of a new application upon return from special leave without pay, subject to eligibility.

Section 14

Combined rent

14.1 When eligible staff members are assigned to a duty station outside the capital city of the country of the duty station, their rental expenses at the duty station, if any, and the rental paid for the family's accommodation at another location in the country of the duty station may be considered as a single rent for the purposes of the rental subsidy, subject to the following conditions:

- (a) The staff member is obliged to rent accommodation at both locations;
- (b) In the opinion of the Secretary-General, the duty station where the staff member is assigned lacks schools and/or medical facilities appropriate to the needs of the staff member's family;
- (c) The staff member's family has travelled at the expense of the Organization to the country of the duty station and settled in the capital city or another city in the country of the duty station with appropriate educational and/or medical facilities.

14.2 The combined rent mechanism under section 14.1 shall not apply in the following situations:

- (a) When the staff member's family is left in the home country or in a third country;
- (b) When the staff member's family is settled at locations in the country of the duty station other than the staff member's duty station for reasons not related to the education or health care of the family members;
- (c) When the staff member is assigned to a non-family duty station. In such cases, a rental subsidy shall be paid only in respect of accommodation rented by the staff member at the duty station.

Part V

Additional terms and conditions applicable to internationally recruited General Service staff members

Section 15

Rental subsidy for internationally recruited General Service staff

15.1 Internationally recruited General Service staff shall be eligible for a rental subsidy when the following conditions are met: their nationality, within the meaning of staff rule 4.3, is other than that of the country of the duty station, and they do not have permanent resident status in that country.

15.2 Except as provided for in section 15.3, the terms and conditions for the payment of a rental subsidy to eligible internationally recruited General Service staff members shall be those set out in the present instruction.

15.3 Eligible staff members will receive rental subsidy in the form of a flat sum of \$200 per month for staff members without a dependent spouse or child and \$250 per month for staff members with such a dependant.

Section 16
Final provisions

16.1 The present administrative instruction shall enter into force on 1 January 2025.

16.2 Administrative instruction [ST/AI/2018/3](#) is hereby abolished.

(Signed) Catherine **Pollard**
Under-Secretary-General for Management Strategy, Policy and Compliance

Annex

Reductions or waiver of rental deductions

In case of substandard accommodations provided free of charge or at a nominal cost by the United Nations or another entity, including a Government, the deductions referred to in section 8.3 of the present instruction shall be computed as follows:

1. The rental deduction will be reduced by 50 per cent for the following types of accommodation:
 - (a) Standard hotel or guest house accommodation; or
 - (b) House or villa where staff members have their own bedroom but share a bathroom, living space or kitchen.
2. The rental deduction will be reduced by 75 per cent for the following types of accommodation:
 - (a) Prefabricated container accommodation;
 - (b) Barracks or dormitory type of accommodation, including where staff members have a single bedroom but share bathroom facilities;
 - (c) Where staff members do not have a dedicated work space and are required to work out of their accommodation; or
 - (d) Any type of accommodation where staff members are required to share a bedroom.
3. A full waiver of the rental deduction shall be granted upon the recommendation of the designated official at the duty station and with the authorization of the Assistant Secretary-General for Human Resources for the following types of accommodation:
 - (a) Tented accommodation;
 - (b) Accommodation partially or entirely underground or fully covered with protective material, resulting in a bunker-like environment; or
 - (c) Where staff members are required to sleep in their office.
