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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: VACANCY MANAGEMENT AND STAFF REDEPLOYMENT-PROMOTION  
POLICY FOR STAFF IN THE GENERAL SERVICE AND  
RELATED CATEGORIES AT HEADQUARTERS

Addendum

1. The purpose of this addendum is to outline the policy and procedures relating to the promotion of staff members in the General Service and related categories at Headquarters under the vacancy management and staff redeployment programme as outlined in administrative instruction ST/AI/338 of 22 December 1986. Information circular ST/IC/87/59 set forth the guidelines applicable for the review of staff in the General Service and related categories at Headquarters who were placed against higher level posts in 1985 or 1986 and who continue to encumber such posts. The Appointment and Promotion Panel at Headquarters has begun this review.

2. Paragraph 3 of administrative instruction ST/AI/338 indicated that assignment of a staff member to a higher-level post could only be authorized within the context of the vacancy management and staff redeployment programme. Therefore, staff members selected in accordance with the established procedures for a post one level higher than their present level as from the beginning of 1987 may have their promotion implemented as of the beginning of the seventh month after the staff member has assumed the full functions of the higher-level post. The Office of Human Resources Management (OHRM) will authorize the promotion upon consideration of the factors outlined below.

Satisfactory performance

3. Promotion will be implemented to the next higher level after the six-month period, subject to the department or office submitting to OHRM a memorandum

certifying satisfactory performance by the staff member of the functions of the higher level post, and following the concurrence of the relevant appointment and promotion body.

Seniority in grade

4. Normally the minimum time-in-grade requirements for promotion should be satisfied at the time of placement. These seniority requirements are:

G-1 to G-2	one year
G-2 to G-3	one year
G-3 to G-4	two years
G-4 to G-5	three years
G-5 to G-6	four years
G-6 to G-7	four years

However, in exceptional circumstances staff members may be selected for a post one level higher without meeting the seniority requirements. In such cases, the promotion will still be implemented in accordance with paragraph 3 above.

5. The time-in-grade requirements for promotion in the Security and Trades and Crafts categories are under review. They will be specified in a further addendum to administrative instruction ST/AI/338.

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