



Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: IMPLEMENTATION OF THE INITIAL GENERAL SERVICE  
CLASSIFICATION EXERCISE AT ADDIS ABABA

INTRODUCTION

1. At its twenty-first session in 1985, the International Civil Service Commission (ICSC) approved job classification standards, based on a seven-level grading structure, for the General Service category at Addis Ababa. The purpose of the present instruction is to set out the policy and procedures for the implementation of the initial General Service classification exercise at Addis Ababa, based on the approved standards and grading structure. It also sets out the relevant appeals procedures.

I. CLASSIFICATION SYSTEM

2. The basic principle of the post classification system is that it is job-oriented. The classification of each post depends on the nature of the duties and responsibilities assigned to it and not on the personal qualifications or experience of the incumbent or of a candidate for the post.

3. The General Service classification standards for Addis Ababa consist of a point-factor matrix on the basis of which each post has been analysed, point ranges for grades, a glossary of terms, benchmark job descriptions and guidelines for application.

Initial classification

4. For the initial classification of General Service posts at Addis Ababa, a description of the duties and responsibilities was completed for each General

Service post or group of identical posts, including those which were vacant. The job description was signed by the staff member and certified by his/her supervisor.

5. Most of the classification analysis was conducted independently by two classifiers, one at Addis Ababa and one in New York. The results of the classification analysis were reviewed and approved on behalf of the Assistant Secretary-General for Human Resources Management. The Compensation and Classification Service, Office of Human Resources Management, has forwarded the results of the classification exercise to the Executive Secretary of the Economic Commission for Africa (ECA). Each staff member and the head of the relevant office/division will be notified accordingly.

## II. IMPLEMENTATION

6. The results of the classification exercise for Addis Ababa will be implemented as of 1 January 1988 in accordance with the procedures for implementation set out in annex I to the present instruction. The initial classification of a post will not negatively affect the existing contractual status, salary or other entitlements of the staff member concerned. In this regard, the procedures described in annex I ensure that, upon implementation of the results of the job classification based on the seven-level grading structure, the individual concerned will be able to attain the maximum of the salary range at his/her current level under the nine-level structure.

### Appeal against initial classification

7. The classification of a post may be the object of an appeal in cases where the office/division in which the post is located and/or the individual encumbering the post do not agree with the classification level of the post. Reviews of classification decisions regarding a specific post can be requested either by the head of the office/division concerned or by the individual incumbent, or both.

8. Staff members and/or offices/divisions wishing to appeal against the results of the initial classification exercise must submit their appeals in writing in accordance with the procedures outlined in paragraph 9 below. Such appeals shall relate either to the application of the classification standards or to the correctness or the completeness of the job description. Thus, while additional information may be submitted in relation to the correctness or completeness of the job description used to classify a post, no revised or new job description for a given job will be deemed receivable in the context of the appeal process.

9. The appeal procedures against classification decisions are as follows:

(a) Cases for appeal must be submitted, in writing, to the Executive Secretary of ECA within 60 days of the receipt of the classification notice. Submissions must include specific information concerning the reasons for the appeal and be accompanied by the job description on the basis of which the job was classified;

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(b) The Executive Secretary of ECA will request the Personnel Section, Administration and Conference Services Division, ECA, to review appeals for upgrading up to the G-5 level and to transmit appeals for upgrading to levels 6 and 7 or to the Professional category for review by the Compensation and Classification Service at Headquarters;

(c) If the Personnel Section, Administration and Conference Services Division, ECA, (for appeals for upgrading up to the G-5 level) or the Compensation and Classification Service at Headquarters (for appeals for upgrading to levels 6 and 7 or to the Professional category) do not concur with the upgrading requested they will communicate their reasons to the Executive Secretary of ECA or the Assistant Secretary-General for Human Resources Management, as applicable, who will refer the case to the ECA General Service Classification Appeals and Review Committee for review. He will inform the appellant and/or the head of the office/division in which the post is located that the case has been so referred. The terms of reference of the ECA/General Service Classification Appeals and Review Committee are contained in annex II to the present instruction;

(d) The Committee will present its recommendations to the Executive Secretary of ECA through the Personnel Section, Administration and Conference Services Division, ECA. The Executive Secretary of ECA will take a final decision concerning appeals for upgrading up to the G-5 level and forward the recommendations of the Committee concerning appeals for upgrading to levels 6 and 7 or to the Professional category to the Assistant Secretary-General for Human Resources Management for a decision;

(e) The Assistant Secretary-General for Human Resources Management will communicate his decision on those cases referred to him to the Executive Secretary of ECA, who will inform the individuals concerned, through the Personnel Section, Administration and Conference Services Division, ECA.

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Annex I

INITIAL CLASSIFICATION OF POSTS IN THE GENERAL SERVICE CATEGORY  
AT ADDIS ABABA

Procedures for implementation

1. The purpose of the present annex is to set out the procedures for implementation of the results of the initial classification exercise for posts in the General Service category at Addis Ababa.

A. Level

2. If the classified grade level of the post is numerically higher than the present grade level of the staff member, the incumbent of the post will normally be placed at the classified level on the new salary scale, subject to the following criteria:

(a) If the classified grade level of the post is numerically greater by one or two levels than his or her present grade level, the staff member will be placed at the classified level with effect from 1 January 1988;

(b) If the classified grade level of the post is numerically greater by three levels than his or her present grade level, the staff member will be placed at a level numerically greater by two levels than his or her present level, with effect from 1 January 1988. Upon certification by the head of office/division of satisfactory performance during 1988, the staff member may be placed at the classified level on 1 January 1989.

3. If the classified grade level of the post is numerically the same as the present grade level of the staff member, the staff member will be placed at that level.

4. If the classified grade level of the post is numerically lower than the present grade level of the staff member, the incumbent of the post will normally be placed at the classified level on the new salary scale subject to the following criteria:

(a) If the classified grade level of the post is numerically lower by one level than his or her present grade level, the staff member will be placed, with effect from 1 January 1988, at the classified level;

(b) If the classified grade level of the post is numerically lower by two levels than his or her present grade level, the staff member will be placed, with effect from 1 January 1988, at the classified level, except for staff members currently at the G-4 level who will be placed at the G-3 level on the new scale;

(c) If the classified grade level of the post is numerically lower by three or more levels than his or her present grade level, as an exceptional measure the

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staff member will be placed, with effect from 1 January 1988, two levels below his or her present grade level.

5. Cases of staff members who were incumbents and performing the functions of a given post and who during the one-year period preceding the implementation date (1 January 1988) were moved to another post classified at a level lower than that of his or her previous post will be the object of a special review by the ECA General Service Classification and Appeals Review Committee to determine whether they have a claim to the higher level, so as to ensure that they are not negatively affected.

#### B. Step

6. If the classified grade level of the post is numerically higher by one level than the present grade level of the staff member, the step at the new grade level will be determined by applying a computation similar to the one applicable under staff rule 103.9 in cases of promotions.

6. If the classified grade level of the post is numerically higher by two or three levels than the present grade level of the staff member, the step at the new grade level will be determined by applying the procedure outlined in paragraph 2 above in two stages, once to determine the step at the next higher level and then to determine the step at the level at which the staff member will be placed.

8. If the classified grade level of the post is the same as the staff member's present grade level, the staff member will maintain his or her present grade level and will be placed at the step which is closest to (equal to or higher than) his or her present salary. He/she will continue to be eligible, if and when applicable, for step increments at that level.

9. If the classified grade level of the post is numerically lower by one level than his or her present grade level, the staff member will be placed at the step in the classified level which is closest (equal to or higher than his or her present salary) and will continue to be eligible, if and when applicable, for step increments at that level.

10. If the classified grade level of the post is numerically lower by two levels than his or her present grade level, the staff member will be placed at the step in the classified level which is closest (equal to or higher) than his or her present salary and will continue to be eligible, if and when applicable, for step increments at that level. The same procedure will apply for staff currently at the G-4 level whose posts have been classified at the G-2 level, except that they will be placed at the G-3 level.

11. If the classified grade level of the post is numerically lower by three or more levels than his or her present grade level, the staff member will, as an exceptional measure, be placed at the grade two levels below his or her present level at the step closest to (equal to or higher than) his or her present salary and will continue to be eligible, if and when applicable, for step increments at that level.

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Annex II

TERMS OF REFERENCE OF THE ECA GENERAL SERVICE CLASSIFICATION  
APPEALS AND REVIEW COMMITTEE

Composition

1. The ECA General Service Classification Appeals and Review Committee is established with effect from \_\_\_\_\_.
2. The Committee shall be appointed by the Executive Secretary, ECA, as follows:
  - (a) A chairman appointed by the Executive Secretary after consultation with staff representatives;
  - (b) Two members and three alternates nominated by the administration;
  - (c) Two members and three alternates nominated by the staff representatives;
  - (d) The Committee shall elect a vice-chairman from within its membership;
  - (e) The presence of at least two members or alternates together with the chairman or vice-chairman will be necessary to constitute a quorum.
3. The term of office of the Committee shall initially be for one year.
4. Staff of the Personnel Section, Administration and Conference Services Division, ECA, are not eligible for appointment to the Committee.
5. A secretary shall be assigned to the Committee by the Chief, Administration and Conference Services Division, ECA.

Functions

6. The Committee shall review all appeals referred to it pertaining to the initial classification of General Service posts at ECA. The Committee shall be guided in its review of appeals by the job classification standards and shall use as a reference the related benchmark job descriptions. The Committee shall ensure that all appeals relate either to the application of the common classification standards or to the correctness or completeness of the job descriptions.
7. The Committee will forward its recommendations on all cases referred to it to the Executive Secretary of ECA.
8. The Committee shall establish its own procedures. It shall determine the information it requires to carry out its tasks in addition to the written submission of the party registering the appeal. The Committee may invite a member of the Personnel Section, Administration and Conference Services Division, ECA, or any other staff member to provide any information it may require.

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