

Annex I**Guidelines for the advertisement and selection of staff for posts in the professional and higher categories at field duty stations and at headquarters and procedures for posts in the general service category at headquarters**Application:

1. These guidelines apply to the following posts:
 - Non-rotational posts in the international professional and higher categories at field duty stations and at headquarters;
 - Rotational posts in the professional and higher categories at field duty stations and at Headquarters, if the rotational post is being filled outside the rotation exercise;
 - Posts in the general service category at headquarters.

Advertisement of vacancies:

2. The responsibility for the advertisement of new posts is delegated to Regional Directors for posts at field duty stations, and Division Directors for posts at headquarters. The responsibility for the advertisement of posts vacated due to separation or reassignment is delegated to Division Directors for posts at headquarters, Regional Directors for posts at regional offices, Representatives or Country Directors for posts in country offices, and Heads of Office for posts in countries without a UNFPA Representative. The Division for Human Resources (DHR) has established a fully automatic, electronic post application system, available at www.unfpa.org/employment. DHR maintains an inventory of vacancy announcements.
3. Principle of simultaneous internal and external advertisement: UNFPA advertises vacant posts for applications from internal and external applicants simultaneously.
4. Managers with delegated authority, in consultation with the Director, DHR, may advertise a vacant post solely for applications from internal applicants if there is an important reason for doing so.
5. Post number and designation as rotational: The post advertisement should state the post number and whether the post is designated as rotational.
6. Closing date/minimum time of advertisement of vacancies: A post vacancy announcement should include a closing date for the receipt of applications. There should normally be a minimum time frame of two weeks between advertisement and closing date.

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7. Notices: Post vacancy announcements should include the following notices in the relevant language:
- “Notice: There is no application, processing or other fee at any stage of the application process.”
 - “Avis: Il n’y a pas de droits a acquitter, que ce soit au moment du depot de candidature ou après.”
 - “Aviso: No existe ninguna tarifa o cuota que deba ser pagada en ningún momento del proceso de selección.”
8. The post vacancy announcements should include the following notices in the relevant language with regard to HIV/AIDS status:
- “UNFPA does not solicit or screen for information in respect of HIV or AIDS and does not discriminate on the basis of HIV/AIDS status.”
 - “L'UNFPA ne demande ni ne vérifie le statut sérologique VIH/SIDA de ses salariés et ne tolère aucune discrimination liée à celui-ci.”
 - “UNFPA no solicita ni requiere información sobre VIH/SIDA de sus empleados ni tolera la discriminación en base al estado seropositivo de VIH/SIDA.”
9. At the discretion of _____ the manager with delegated authority, additional means of advertisement may be pursued. These include, but are not limited to: Hard copy advertisements, in-house display of advertisements, electronic dispatch of advertisements to persons presumed to have an interest in the job, advertisement in mass media, advertisement at international, regional or national recruitment fairs/conferences, “headhunter” firms and professional associations.

Receipt of applications:

10. DHR may accept applications by any means, *e.g.* by mail, facsimile, e-mail or other electronic means. DHR is under no obligation to consider late applications.
11. DHR is under no obligation to issue confirmations of receipt of application but may do so at its own discretion.

First screening:

12. DHR may conduct a first screening of all applications received in response to a post vacancy advertisement.
13. If DHR does so, it should, *inter alia*, eliminate from the list of applicants those persons who, on the face of the application submitted, appear not to have the necessary qualifications or competencies required for the post. This also applies to internal applicants if the internal applicant, on the face of the application submitted, does not have the necessary qualifications or competencies.

Forwarding applicants to line manager:

14. DHR should prepare a list of applicants (excluding, if applicable, those removed during first screening) and forward it to the line manager for review and preparation of a shortlist.
15. The list of applicants should identify those applicants who have the following characteristics:
 - Internal applicants;
 - Permanent appointments;
 - Internal applicants who encumber posts subject to abolition;
 - Internal applicants otherwise pending placement.

The shortlist:

16. The line manager prepares a shortlist of applicants who appear to best meet the required competencies for the post.
17. The shortlist should include a minimum of three applicants. Should the shortlist include less than three applicants, the line manager shall provide a written explanation and attach it to the shortlist.
18. DHR may add staff to shortlists under the relevant provisions of UNFPA human resources policies (including staff on abolished posts under the UNFPA Separation policy).
19. DHR retains a right to review the line manager's decision with regard to the maintenance of objective factors when preparing the shortlist.
20. The line manager shall properly consider the rules governing internal applicants and applicants on abolished posts (see the section on abolition of post in the UNFPA Separation policy) before deciding that an applicant is not placed on the shortlist.

Assessment centers:

21. DHR may prescribe that all or individual candidates for appointment or assignment to a class of posts or to a specific post are subject to assessment by an assessment center.
22. The use of assessment centers as a selection tool seeks to supplement the technical assessment of a candidate's functional skills with an evaluation of the applicant's management, leadership, behavioral and other social skills. Typically, assessment centers include several stages of remote online assessment, situational group and personal interviews, role-plays and panel interviews. Other assessment methodologies may apply. The assessments are normally conducted by psychologists and other social science professionals.

23. Assessment centers provide a feedback report to UNFPA. The assessment contained in the feedback report constitutes an important, although not the sole basis for any selection recommendation.

Interview panel:

24. DHR, in consultation with the line manager, will establish an interview panel with the following minimum requirements:
- The line manager's designee (or the manager him/herself);
 - A representative of DHR;
 - At least one other person.
25. Normally, the interview will be competency based. Every applicant included in the shortlist should be invited to participate in an interview. When interviewing internal applicants, interview panels shall, among various factors, pay appropriate attention to past satisfactory service.
26. Members of the interview panel and interviewees may participate in the interview by remote communication.

Other selection tools:

27. DHR may administer other selection tools, such as written tests or the submission of drafting samples.