

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 under temporary appointments

Advertisement of vacancies:

1. The responsibility for the advertisement of temporary 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. New temporary posts may only be advertised by Division Directors for posts at headquarters, or Regional Directors for posts at field duty stations.
2. The vacancy will be advertised by appropriate means. If time permits, this will normally include advertisement in the electronic post application system, available at www.unfpa.org/employment.
3. Principle of simultaneous internal and external advertisement: UNFPA advertises vacant posts for applications from internal and external applicants simultaneously.
4. A vacant post may be advertised solely for applications from internal applicants at the discretion of the manager with delegated authority, in consultation with the Director, Division for Human Resources (DHR), if there is an important reason for doing so.
5. Post number: The post advertisement should state the post number.
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 one week between advertisement and closing date, but in the interest of time the post may be advertised shorter.
7. 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.

UNFPA

Policies and Procedures Manual:

Personnel Policies and Procedures

Personnel of UNFPA: Temporary Appointments: Staffing

Human Resources

Receipt of applications:

8. 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.
9. DHR is under no obligation to issue confirmations of receipt of application but may do so at its own discretion.

The shortlist:

10. The line manager prepares a shortlist of applicants who appear to best meet the required competencies for the post. 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.

Selection tools:

11. Competency-based applicant interviews should be the common selection tool. Members of any interview panel and interviewees may participate in the interview by remote communication.
12. If time does not permit interviews, or for other important reasons, a comparison of the shortlisted applicants on the basis of their applications may be undertaken.
13. Other selection tools may be applied (*e.g.* written tests), as required.