

Annex II

Guidelines for advertisement and selection of staff for posts in the national officers category and posts in the general service category at field duty stations under temporary appointments

Application:

1. These guidelines apply to the following posts:
 - Posts in the national officers category at field duty stations;
 - Posts in the general service category at field duty stations.

Advertisement of vacancies:

2. Post vacancies are advertised only at the duty station where the vacancy occurs. The responsibility for the advertisement of temporary posts vacated due to separation or reassignment is delegated to 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 Regional Directors for posts at field duty stations.
3. Many posts are advertised through generic post advertisements. For non-generic post advertisements, the field duty station should draft a specific vacancy announcement, which shall always be based on an approved, classified and budgeted job description. The field duty station may seek advice from the Division for Human Resources (DHR).
4. Principle of simultaneous internal and external advertisement: UNFPA advertises vacant posts for applications from internal and external applicants simultaneously.
5. 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, DHR, if there is an important reason for doing so.
6. Post number: The post advertisement should state the post number.
7. Closing date/minimum time of advertisement: The post advertisement should include a closing date by which applications should be received. 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.
8. Posts should be advertised by appropriate means. Internal advertisement may include distribution of hard copy advertisement at the office, in-house display of the advertisements, and electronic dispatch by e-mail of the advertisement to all staff at the duty station. External advertisement may include advertisement in local media, at the

level of the United Nations country team or, if the field duty station maintains an internet website, on that website.

9. In addition, the manager of the field duty station may electronically or by other means dispatch the advertisement to persons presumed to have an interest in the post. He/she may also distribute the vacancy announcement to institutions of the national government.

Receipt of applications:

10. The manager at the field duty station may accept applications by any means, including by mail, facsimile, e-mail or other electronic means. The manager is under no obligation to consider late applications.
11. The manager is under no obligation to issue confirmations of receipt of application as a part of his/her normal course of business but may do so at his/her own discretion.

Preparation of a shortlist:

12. The manager shall prepare 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 manager of the field duty station shall provide a written explanation and attach it to the shortlist.

Selection tools:

13. The manager of the field duty station shall normally establish an interview panel meeting the following minimum requirements:
 - The manager's designee (or the manager him/herself);
 - At least two other persons (the participation of at least one person from another United Nations agency is encouraged).
14. Competency-based applicant interviews should be the common tool for arriving at a selection recommendation. Members of the interview panel and interviewees may participate in the interview by remote communication.
15. If time does not permit interviews, a comparison of the shortlisted applicants on the basis of their applications may be undertaken.
16. Other selection tools may be applied (*e.g.* written tests), as required. Nationality requirement for the National Officers category:
17. Applicants to posts in the national officers category must be nationals of the country concerned (see [Staff Rule 4.4 \(b\)](#)).