


UNDP/ADM/99/5  
14 January 1999

To: All Staff

From:   
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Associate Administrator

Subject: Post Titles

1. Your attention is drawn to circular UNDP/ADM/96/26 of 15 April 1996, establishing a common standard of UNDP to post titles. It is fundamental, in the interest of consistency and clarity, that these be strictly adhered to. The essential elements are elaborated below.

**Note:** To also emphasize the transition from the use of "categories" to a unified nomenclature, which was announced by the Administrator in circular UNDP/ADM/97/39 of 1 July 1997, the traditional references to Professional and General Service are altered in this circular. Reference is made instead to "International Civil Servant (ICS)" grades 1 - 14. ICS 1 to 7 is used in lieu of "General Service" grades 1 - 7. ICS 8 - 12 is used in lieu of "Professional" grades P1 to P5 and NO-A to NO-E. ICS 13 and 14 is used in lieu of "Director" grades D-1 and D-2. To facilitate the transition, the old category labels are shown in parentheses in each case, in the text. The terms "National Professional Officer" and "Junior Professional Officer", although somewhat anachronistic for UNDP, remain unchanged for the time being.

### The Official Post Titling System

2. Each post title must consist of two parts, a prefix (e.g. Programme, Administrative, etc.) which describes the occupational group of a post and a suffix which is descriptive of the complexity and/or the level of work carried out. Posts in the grades ICS 8 to 14 (Professional and Higher categories) without major managerial responsibilities, must have title suffixes as follows:

Level:	Title Suffix:
ICS 8/9 (P-1/P-2)	Analyst
ICS 10/11 (P-3/P-4)	Specialist
ICS 12 (P-5) and above	Advisor

3. Posts in grades ICS 8 and above (Professional and Higher categories) with managerial functions, which before or since the issuance of circular UNDP/ADM/96/26 have carried the title Chief or Director, will maintain these titles, as will posts which have been designated Deputy Chief or Deputy Director. The title Director is applied to managerial positions at the ICS 14 (D-2) level or higher, and exceptionally at the ICS 13 (D-1) level. The title Chief is applied to other managerial posts found primarily in the ICS 11 (P-4) to ICS 13 (D-1) levels.

4. For the grades ICS 3 - 7 (General Service category), the post title suffixes remain as follows:

Level:	Title Suffix:
ICS 3/4 (G-3/G-4)	Clerk
ICS 5 (G-5)	Assistant
ICS 6/7 (G-6/G-7)	Examiner, Technician, or Associate

5. Posts in the Secretarial occupation group remain with the following titles:

Level:	Title:
ICS 3 - 5 (G-3/G-5)	Secretary
ICS 6 (G-6)	Personal Assistant

6. For all cases, the use of adjectives such as junior, senior and principal has been discontinued.

7. In country offices, the use of the titles of Resident Representative, Deputy Resident Representative and Assistant Resident Representative remains largely unchanged. Titles for Deputy and Assistant Resident Representative posts may also reflect the broad occupational focus of the post with the specification of Programme or Operations following the title; for example: Deputy Resident Representative (Programme) or Deputy Resident Representative (Operations).

8. For posts in the National Professional Officer category, the same titling sequence will be used as for international posts in grades ICS 8 and above (Professional posts). Junior Professional Officer (JPO) posts maintain their current titles, since this is a matter that involves a large number of bilateral agreements between UNDP and sponsoring Governments.

9. For posts in the grades ICS 1 to 7 (General Service 1 - 7) in country offices, post titles are established by reference to the Global Classification Standards for the grades ICS 1 - 7 (General Service category) in Non-Headquarters Duty Stations. These post titles, which have been in use since 1987, will remain applicable. Updating of titles for

these posts in country offices will continue to occur as part of the classification process for these posts.

#### Functional titles

10. The functional title is the title which applies to the staff member in his/her post. The functional title will be used for the Personal Data Record (formerly, the "fact sheet"), Personnel Actions, staff lists prepared for the Executive Board and for other purposes, correspondence from the Office of Human Resources, Laissez-Passer, HQ Grounds Pass, Certificates of Service, and related official uses.

11. Normally the functional title of the staff member will be the post title derived from the post titling system. This will generally be the case even when the grade level of the posts is higher than the personal grade of the staff member. However, there may be situations where a "functional title" is needed which varies from the established post title. For example, in cases where a staff member is serving temporarily in a Resident Representative post without formal confirmation of appointment or serving temporarily as Director or Chief, the functional title "Officer-in-Charge" will be applied. There may be other situations when it would not be appropriate to use the post title as the staff member's functional title. In all such instances, when it is necessary to establish a functional title for the staff member that is different from the post title, it will be agreed upon jointly by the unit and OHR's Staffing.

12. In other situations, the staff member may be of a higher personal grade than the grade of the post. In such cases, the unit and OHR's Staffing may agree jointly upon an appropriate functional title, drawing upon the new list of available post titles.

#### Use of non-official individual titling

13. It is understood that in some instances informal titles may be used by incumbents which fit more closely the circumstances in a particular setting. The use of such informal titles should be cleared by the Resident Representative in case of staff at the country office level, and by the head of the Bureau, Division or Office for staff at Headquarters. These personalized titles will be permitted, on an optional basis, for: business cards, unit business and correspondence, name plates, and related matters.

14. While appreciating that no system of post titles will satisfy everyone, the system introduced in 1996 has assisted to consolidate a consistent approach to post titling which more accurately describes work functions and is not based on a system of categories. This circular clarifies circular UNDP/ADM/96/26 of 15 April 1996 and must be implemented to ensure uniform standards and structural coherence.