

TO: Heads of Department/Office

DATE: 27 March 2008

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THROUGH:

S/C DE:

FROM: Sandra Haff-Ahmed, Officer-in-Charge  
DE: Office of Human Resources Management

SUBJECT: **Staff Selection System: Efficiency Measures for Evaluation  
and Selection of Candidates**

The Office of Human Resources Management has been closely monitoring the problems with submission of cases in the Staff Selection system and the reasons that might cause delays in the Central Review Body (CRB) approval processes. In an effort to assist key clients and to promote greater efficiency in the functioning of the system, we have embarked on the following course of action:

- a) Existing Generic Job Profiles have now been reviewed and streamlined for consistency, accuracy and application of standard terms for qualification and competency requirements. We will forward to you shortly the updated Generic Job Profiles for your approval and/or comments, before the revisions are finalized and put in effect.
- b) Training has been enhanced. A comprehensive Orientation and Training Programme has been developed based on a survey of CRB members across the Organization. This programme was piloted in New York and Geneva late last year and has been offered to the members of CRBs at all duty stations. Along with the CRB training programme, OHRM continues to conduct briefing sessions for PCOs, providing up-to-date information on policy and procedural requirements.
- c) We are updating the PCO Guidelines for Building Vacancy Announcements and the Evaluation Criteria and the PCO Guidelines for Evaluation of Candidates and Submission of Recommendation for Filling of a Vacancy. Both documents will come into effect shortly and will be introduced along with the revised job profiles.

I would like to thank you for your cooperation in ensuring that all provisions of the Staff Selection System are observed by your department or office. Your commitment is essential to meeting the human resources mandates of the General Assembly.

cc: Mr. Nambiar  
Ms. Barcena  
Ms. Lopez  
Ms. Maxfield  
Heads of Administration, OAH  
Executive Officers, HQ  
Section Chiefs, OHRM