

TO: All Heads of Department and Office

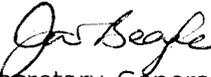
DATE: 28 March 2007

A:

JLE

THROUGH:

S/C DE:

FROM: Jan Beagle 
DE: Assistant Secretary-General
Office of Human Resources Management

SUBJECT: **Utilization of rosters for the selection of staff**

OBJET:

1. The General Assembly, in its resolution 61/244, requested the Secretary-General to promote the full utilization of existing rosters for recruitment. Accordingly, I would encourage you to ensure that rosters of candidates are given fullest consideration when making selections for vacant posts in your department/office.
2. The roster is an integral feature of the staff selection system that expands the pool of available candidates and helps to expedite the selection process.
3. There are currently on the roster many candidates who were recommended but not selected for posts advertised in Galaxy. If you wish to take advantage of the option to select from among these candidates, you can do so at the appropriate time-mark without further review by a central review body, thus speeding up the process of filling vacancies in your department/office.
4. Please contact Ms. Sandra Haji-Ahmed, Director, Operational Services Division, OHRM, if you have any further questions on the use of rosters in the selection of staff.

cc: Executive & Administrative Officers/Chiefs of Human Resources
Ms. Sandra Haji-Ahmed