

TO: Heads of Departments and Offices

DATE: 16 December 2008

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THROUGH:

S/C DE:

FROM: Catherine Pollard, Assistant Secretary-General  
DE: for Human Resources Management

REFERENCE:

SUBJECT: **Extensions Beyond Retirement Age**

OBJET:

1. I am writing to advise you that, despite periodic reminders sent since the issuance of ST/AI/2003/8, numerous requests for extensions of appointments beyond retirement age continue to be submitted even in cases where a vacancy announcement has not been issued at least six months in advance and appropriate timely measures have not been taken to fill the vacancy. Furthermore, many of these requests have been submitted at the very last minute or after the staff member's appointment has already expired, for which we have been frequently asked to grant extensions on an *ex post facto* basis.

2. As you are aware, the General Assembly has taken this matter very seriously and has requested that OHRM report on this matter on a regular basis. As stated in the administrative instruction cited above, "Heads of departments and offices shall regularly monitor all vacancies that are foreseen to occur in their department or office, normally as a result of staff reaching mandatory age of separation, and shall take all necessary steps to ensure that such vacancies are advertised in accordance with the requirements of section 4 of administrative instruction ST/AI/2006/3 at least six months before the anticipated vacancy occurs. No extension shall be granted if that requirement is not met."

3. Please be advised therefore, effective immediately, since programme managers have sufficient time to plan and identify replacements well in advance of anticipated retirements, OHRM will not be looking favourably upon any such requests for extensions. It is essential that managers adhere to the dates on which staff are due to retire and plan accordingly.

4. As always, your cooperation in all such matters is greatly appreciated.

cc: All Executive Officers at Headquarters  
All Chiefs of Personnel at Offices Away from Headquarters