

Project-related (former 200 Series) Recruitment Process

1. GENERAL

1.1 Project personnel positions for one year or longer located at Headquarters duty stations, such as Geneva, Nairobi, New York and Vienna, and located at the Headquarters of the Secretariats of the Regional Commissions, such as Addis Ababa, Bangkok, Beirut or Santiago, require a Vacancy Announcement with a 60-day deadline. In rare exceptional circumstances where a strong justification is provided due to an immediate operational requirement, such Vacancy Announcements may carry a 30-day deadline.

1.2 Project personnel positions for one year or longer located at Headquarters duty stations or located at the Headquarters of the Secretariats of the Regional Commissions and whose functions relate directly to carrying out field-related technical cooperation implementation, may be advertised with a 30-day deadline. In exceptional circumstances where a strong justification is provided due to an immediate operational requirement, such Vacancy Announcements may carry a 15-day deadline.

1.3 Project personnel positions for one year or longer located at a field duty station and whose functions relate directly to carrying out field-related technical cooperation implementation, may carry a 30-day deadline and in exceptional circumstances where a strong justification is provided, a 15-day deadline.

2. Recruitment Process – field-related technical cooperation

2.1 For posts with secured funding:

- a) The programme case officer (PCO) establishes terms of reference (TOR) for the project position. These TOR should preferably be based on a generic job profile (GJP) or may be based on classifiable TOR;
- b) For positions with classifiable TOR or job profiles, the Executive Office shall advise the PCO that using a classifiable TOR or job profile will require a classification review and issuance of a classification notice as well as CR body approval of the VA/EC. A classification review and issuance of a classification notice as well as review of the VA/EC by a CR body is not necessary when the TOR are based on a GJP;
- c) The PCO requests issuance of a vacancy announcement with a 30-day (default) circulation period. Upon request, the announcement period may be reduced to 15 days; the VA carries a clause stating that “*This position has funding for a finite period.*”;
- d) Henceforth, the usual workflow of the staff selection system is adhered to.

2.2 For posts still subject to funding allocation:

- a) The PCO establishes the TOR for the project position simultaneously with the finalisation of the project document; the provisions of 2.1 (a) and (b) above for the TOR apply;
- b) The PCO requests the issuance of a vacancy announcement with a clause that ***“The filling of this position is subject to funding availability” and that “This position has funding for a finite period.”*** By default, the VA carries a 30-day circulation period. Upon request, the announcement period may be reduced to 15 days;
- c) Henceforth, the usual workflow of the staff selection system is adhered to;
- d) Prior to onboarding, funding will have to be secured.

2.3 Implementation of ***“Vacancy for Roster Purposes”*** project:

Open-ended vacancy announcements may be issued for roster purposes and PCOs may review and recommend the inclusion of successful candidates into the Roster for future placement against project positions. Vacancy announcements shall be closed when the projected requirements for the functions have been met. Such open-ended VAs should not be applied to positions referred to under paragraph 1.1. above.

- a) The PCO establishes the TOR for the expected project positions; the provisions of 2.1 (a) and (b) above for the TOR apply;
- b) The PCO requests the issuance of a vacancy announcement with a clause that ***“Vacancy for Roster Purposes – Multiple duty stations” and that “These positions have funding for a finite period.”*** ;
- c) Henceforth, the usual workflow of the staff selection system is adhered to;
- d) The Executive Office/local HR office seeks the approval of the Department Head for the placement of all successful candidates in the Roster for selection as the requirements emerge.