

TO: Mr. John Holmes
A: Under-Secretary-General
for Humanitarian Affairs

DATE: 29 October 2009

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

SUBJECT: **2009/2010 Managed Reassignment Programme**
OBJET: **for Junior Professional Staff**

1. I am pleased to inform you of the launch of the **2009 Managed Reassignment Programme (MRP)** for Junior Professionals which is being conducted in accordance with ST/AI/2001/7. The objective of this programme is to provide junior professional staff with new opportunities for a diversified career path, for the acquisition of new skills and overall with a solid foundation for their career advancement.
2. The milestones and overall timeline for the exercise are as follows:
 - **29 October – 6 November:** confirmation of posts and participants in the exercise.
 - **9 November:** the compendium will be distributed electronically to all participating staff members in the MRP. All eligible participants are encouraged to apply for up to five posts and will have four weeks to submit applications to the Office of Human Resources Management.
 - **7 December:** Deadline for applications of MRP candidates.
 - **7 December – 25 December:** OHRM will send the applications to the respective departments/offices for the managers to review the applications, evaluate the candidates, conduct competency-based interviews where appropriate, and indicate their preferences to OHRM in ranked order within three weeks of receipt of the applications.
 - **By 11 January:** matching of the MRP participants by OHRM.
 - **18 January:** ASG OHRM approves final reassignments.
3. The current round of the MRP will be administered for staff appointed at and promoted to the P-2 level between 1 November 2006 and 30 October 2007 through the National Competitive or General Service to Professional Examinations.
4. Attached is a complete list from your department of P-2 staff members appointed or promoted between 1 November 2006 and 30 October 2007 and/or staff who deferred their participation in a previous MRP. You are requested to confirm the information on the list. If a staff member is listed as "eligible" and has already met the mobility requirement through a lateral move, or promotion, kindly reflect this as well. Please note that staff members currently on special leave without pay, sick leave or on a temporary reassignment normally will not participate in the current exercise. Kindly submit the amended and confirmed list by **6 November 2009** to ohrm-mrp@un.org, including names of staff in your office who you consider to be eligible and whose names were not in the original list.

5. It would be appreciated if you would take the appropriate action to ensure that staff members and their managers are informed about their participation and the launch of the exercise.
6. We are attaching a blank Vacancy Announcement Form which should be completed for each P-2 post encumbered by a participating staff member or each vacant or soon-to-be vacant P-2 post. Please note that any post currently covered on a TVA should be submitted as a vacant post to us. Completed vacancy announcement forms should be sent to ohrm-mrp@un.org by **6 November 2009**.
7. If you have any questions or require additional information, you may contact Ms. Eva Garcia at: garcia25@un.org, ext: 3-4760.
8. We count on your support to ensure the success of this important programme, which is a key element in the Organization's efforts to develop our junior Professional staff.

cc: Ms. Gopaul
Ms. Haji-Ahmed
Ms. Avedon
Mr. Kisob