United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

TO: Ms.Jan Beagle
A: Assistant Secretary-General
For Human Resources Management

DATE: 1st November 2006

REFERENCE:

THROUGH:
S/C DE:

FROM: Margareta Wahlmstrom
DE: Assistant Secretary-General for Humanitarian Affairs and Deputy Emergengy Relief Coordinator

SUBJECT: **Ms. Maria Luisa Murphy. Request for further extension**
OBJET: **beyond the mandatory age of retirement.**

1. Ms. Maria Luisa Murphy, Executive Officer, OCHA, reached the mandatory age of retirement in January 2005. In this regard and in view of exigencies of service, approval was obtained from your office to retain her services through 30 November 2006.

2. As mentioned in our previous memorandum of 20 July 2006, the position of Executive Officer was advertised twice in Galaxy and, unfortunately, the selected candidate was not cleared in accordance in accordance with ST/SGB/2005/7. Moreover, due to OCHA's internal restructuring, this position has now been upgraded to the D-1 level, as per advice from the Classification section.

3. In order to proceed with the advertisement of the position in Galaxy, a vacant D-1 post in Geneva was identified. A formal request has already been sent to the Controller and although, he has agreed, in principle, he is waiting for the formal agreement of the ACBQ. Once the approval is received, the vacancy announcement will be posted immediately in Galaxy.

4. Finally the upgrading of the position coincides with the Delegation of Authority on the administration of OCHA staff in the field, for which, Ms. Murphy is the lead in planning, coordinating and implementing such delegation to be successful.

5. In view of these critical factors, an extension of two months will allow for the vacancy to be posted in Galaxy an a suitable candidate to be identified. In view of the

extensive area of responsibility, the extension, will also facilitate proper hand-over of duties and responsibilities to the incoming candidate as well as smooth implementation of authority mentioned above.

6. Thank you for your kind consideration.

cc: Mr. Rashid Khalikov, OCHA
Ms. Kumiko Chaki-Kawamura, OHRM
Ms. Sumiyo Sudo Rao, OHRM

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To: **Director of the Operational Services Division**
Office of Human Resources Management

Request for extension of appointment beyond retirement age

I. ***Staff member Information***			☐ ***Initial Request*** ☐ ***Extension***
Index Number:	**280630**	*EOD:*	**25/08/1967**
Name:	**Maria Luisa Murphy**	*DOB:*	14/01/1945
Functional Title:	**Executive Officer**	*Cat./level:*	**P-5/11**
Dept./Office:	**OCHA**	*Duty Station:*	**New York**

II. ***Reasons for the request:*** *(Please indicate the reasons in terms of exigency of service and benefits to the Organization)*

Ms. Murphy was due to retire on 31/01/2005. Due to delays on the first circulation of the VA, and DM non clearance of the recommended short-listed candidate in accordance with ST/SGB/2005/7, her extension beyond retirement age until 30/04/06 was approved by OHRM. The VA ws re-advertized and OHRM approved her further extension trough 31 July 2006. For the second time, the selected candidate was not cleared and further extension of Ms. Murphy was requested and she has been extended until 30 November 2006. Moreover, and due to the internal OCHA's restructuring, the position of Executive Officer has been classified at the D-1 level.

III. ***Task to be accomplished:***

Oversee the overall administration of the department, with Offices in NYHQ, Geneva and the field. Assist the USG and senior management in the devolopment and implementation of the department strategic, administrative and financial framework. Advise senior management on budgeting, financial, human resources, general admistration and management policy issues. Take the lead in securing the required resources for the department from UN regular budget resources and trust funds including coordinating the preparation of the programme budget and annual extrabudgetary cost plans. Administer the Central Emergency Revolving Fund. Take the lead in planning and coordinating with OHRM the full range of staff and human resources management related issues, particularly when implementing the delegation of authority.

IV. ***Recommended period of extension:***	*from:* **01/12/2006** *to:* **31/01/2007**

V. ***Current Status of process to fill the post*** *(indicate date as appropriate)*			
VA issued on:		*VA Number:*	
Deadline for application:		*Others:*	
Candidates submitted to Department on:			
AP review:	***(Yes/No)***		
Expected EOD of replacement:			

VI. ***Executive Officer/Chief of Administration recommendation:***

In order to proceed with the advertizement of the position at the D-1 level, a vacant D-1 post in Geneva will be used for this purpose. A formal request has already been sent to the Controller and although he has agreed in priciple, he is waiting for the formal agreement of the ACBQ. Once the approval is received, OCHA will advertize the D-1 position in Galaxy. In the meantime and due to the exigencies of services, we are requesting a further extension of Ms. Murphy'services until 31 January 2007.

I herewith certify that the internal consultation mechanism has been followed and that this recommendation has been endorsed by the Head of the Department/Office.

Margareta Wahlstrom,Asg-Ocha-Ny — **01/11/2006**
Executive Officer/Chief of Administration — Date

VII. ***OSD recommendation:***

VIII. ***Superannuation Committee recommendation***

IX. ***Decision - Assistant-Secretary General (OHRM)***

☐ **Approved** ☐ **Not approved**

Assistant Secretary-General
Office of Human Resources Management

Date