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Office for the Coordination of Humanitarian Affairs

INTER-OFFICE MEMORANDUM

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

DATE: 30 March 2007

FROM: Rashid Khalikov
DE: Officer-in-Charge
Office for the Coordination of Humanitarian Affairs

SUBJECT: **Request for extension beyond retirement age -**
OBJECT **Ms. Maria Luisa Murphy, Executive Officer, OCHA**

1. Thank you for your memorandum of 27 February 2007 on the above subject, advising us of your approval to the further extension of Ms. Maria Luisa Murphy's appointment beyond retirement age until 30 April 2007.

2. The vacancy announcement for the D-1 post of Executive Officer was issued on13 February 2007 with a deadline of 14 April 2007. The 15 and 30-day list of candidates were just released. We are currently reviewing the applications to determine their suitability and setting up the interview for the first batch of candidates tentatively for next week, subject to the availability of the candidates and the Interview Panel Members. As stated in Ms. Wahlstrom's memorandum of 6 February 2007, OCHA is committed to act expeditiously with the review of applications, the interview process and evaluation of the applications in Galaxy. However, to have a wide pool of candidates, we will also review the 60-day list as soon as released. This will take about another two months to complete the selection process and obtain the appropriate clearance required to have the selected candidate on board.

3. In view of the above, and for the reasons stated in the attached form, we should be grateful in obtaining the approval of OHRM to extend the staff member's appointment for another two months through 30 June 2007.

4. Thank you for your kind consideration.

Cc: Ms. Sumiyo Sudo Rao

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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:	**Eecutive 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's extension is required to complete the recruitment formalities in Galaxy for her replacement as well as ensure a proper hand-over of duties and responsibiities to the incoming candidate. This is essential in view of the significant financial, human resources and administrative management functions. Ms. Murphy's extension has become even more critical with the recent approval of the ASG for OHRM in granting delegation of authority to OCHA for administration of its field staff serving under the 200 series of the Staff Rules. With this delegation comes the responsibility to ensure that modalities of the delegation with OHRM and UNOG will be successfully implemented, taking into account uniformity in the application of the policies and rules

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

Continue to oversee the overall administration of the department, with offices in NYHQ, Geneva and the field; Assist the USG and senior management (SM) in the development and implementation of the department's strategic, administrative and financial framework; Advise SM on budgeting, financial, human resources and general administration 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 coordinating the full range of staff and human resources amangement related issues and the implementation of the delegation of authority as stated in Section II above.

IV. ***Recommended period of extension:***	*from:* **01/05/2007** *to:* **30/06/2007**

V. ***Current Status of process to fill the post*** *(indicate date as appropriate)*			
VA issued on:	**13/02/2007**	*VA Number:*	**OCHA-412907-R-NY**
Deadline for application:	**14/04/2007**	*Others:*	
Candidates submitted to Department on:			
AP review:	***(Yes/No)***		
Expected EOD of replacement:			

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

The deadline for applications is not until 14/04/2007. An extension of two months will allow for the interview and relevant evaluations to be completed in Galaxy and a suitable candidate to be identified.

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.

R. Khalikov

Rashid Khalikov **30/03/2007**
Oic, Ocha
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