United Nations Nations Unies

INTEROFFICE MEMORANDUM MEMORANDUM INTERIEUR

DATE: 11 January 2010

TO: **Ms. Cristina GOMEZ**
Head of Recruitment Cell
UNSOA

FROM: Craig Boyd
Director, UNSOA

SUBJECT: **Sub-delegation of Recruitment Authority of Head of Recruitment Cell, UNSOA**

1. The purpose of this memorandum is to further delegate the recruitment authority granted to me by the Under-Secretary-General, Department of Field Support. The authority delegated herein to you is personal. You do not possess the authority solely by virtue of your office.

2. You are hereby granted the authority to recruit and select national and international candidates up to the P-4 level, in accordance with the fax from the Under-Secretary-General, Department of Field Support to the Director of UNSOA, dated 11 May 2009.

3. You are entrusted with delegated recruitment authority and you are, therefore, responsible and accountable to exercise this authority in compliance with established procedures and to ensure that no error, in fact or law, or prejudice is committed in the process.

4. Failure to abide by the provision of this sub-delegation may result in its withdrawal and/or appropriate administrative or disciplinary action being taken.

5. This sub-delegation of authority will enter into effect upon receipt of your confirmation, through your signature below, that you understand, accept and will abide by the provisions outlines above.

6. This sub-delegation of authority shall remain in full force and effect until the expiration of your assignment as Head of Recruitment Cell, UNSOA unless hereafter amended or withdrawn.

7. I have read the above and agree to accept the delegation set forth herein.

NAME AND TITLE OF SUB-DELEGEE: Cristina Gómez, Head/UNSOA Recruitment
DATE: 12/01/2010