

### **Delegation of Human Resource Management Authority to the UNFPA-appointed Representatives**

1. Delegated management authority is introduced for human resource functions to the UNFPA-appointed Representative (heretofore resident UNFPA Country Directors), in line with General Assembly decision 50/438 of 20 December 1995 on UNFPA Institutional Arrangements.<sup>1</sup>
2. This document covers the delegation of authority with respect to nationally recruited UNFPA staff and Junior Professional Officers as outlined below.
3. In countries where the UNDP Resident Representative is also the UNFPA Representative, there is no change in the operational arrangements for the day-to-day management of the UNFPA Country Office. In such instances, the UNDP Resident Representative/UNFPA Representative may or may not be assisted by a non-resident UNFPA Country Director. In countries with a non-resident UNFPA Country Director, consultations between the UNDP Resident Representative/UNFPA Representative and the UNFPA Country Director should continue to take place, as per established practice.
4. Within the above framework, the basic UNDP/UNFPA personnel policies, procedures and practices will continue to apply. Any exceptions to, or departure from UNDP/UNFPA personnel policies, procedures and practices must be referred to UNFPA Headquarters, Division for Finance, Personnel and Administration.

<sup>1</sup> The new organizational arrangements following General Assembly decision 50/438 are contained in circular UNFPA/CM/96/12 and Add.1, UNFPA/REP/96/1 and Add.1, and UNFPA/RR/96/14 and Add.1 of 22 February 1996.

5. Official communications to UNFPA national staff implementing the decisions outlined below are to be signed by the UNFPA-appointed Representative, who will also clear the related Personnel Action Forms.

6. The UNDP Country Office will continue to provide the UNFPA Country Office with the required personnel administrative services.

7. We count on your full support in order to ensure compliance and accountability in this new delegation of authority to UNFPA-appointed Representatives, as follows:

I. **NATIONALLY RECRUITED STAFF FOR UNFPA COUNTRY OFFICES**

A. **Actions/Decisions by the UNFPA Representative**

8. The following actions/decisions with respect to the recruitment and administration of national staff in UNFPA Country Offices are taken by the UNFPA-appointed Representative. For further guidance, please refer to the relevant sections of the UNDP Personnel Manual which is available in the UNDP Country Office/Administration Section.

(i) **Recruitment:**

(a) **Post Classification**

- initiates request for post classification according to the approved category of the post in the APSS budget.
- signs off on the post description submitted by the Country Office to the UNFPA Headquarters/Personnel Branch for review and onward transmittal to the UNDP Headquarters, OHR/Compensation and Classification Section for determination of level.

(b) **Post Vacancy Management**

- develops post vacancy announcements for internal and external advertising by the UNDP Country Office/Administration Section.

(c) **Interview and Selection Process**

- receives all applications from the UNDP/Administration Section, arranges interviews and prepares a short list of candidates.

- For UNFPA NPO posts, UNFPA Headquarters/Personnel Branch must receive a set of documentation (Personal History Forms of the shortlisted candidates and results of interviews) with an indication of the preferred candidate for its clearance, prior to submission to the local Panel. Furthermore, UNFPA Representatives and UNDP Resident Representatives/UNFPA Representatives are reminded that the academic requirement for UNFPA NPO posts is a master's degree in social sciences, preferably in public health, health sciences with population subjects, public/business administration, demography/statistics or economics.

(d) Submission of Appointment to the Local Appointment and Promotion Panel

- transmits a short list of candidates and their particulars, indicating preferred candidate, to the UNDP/Administration Section for its submission to the local Appointment and Promotion Panel.

(ii) Appointment:

- takes final recruitment decision (including determination of recruitment level\*) and requests the UNDP/Administration Section to undertake the necessary administrative processing, e.g. job offer, induction, contract preparation, etc. For NPOs, the recruitment decision must be cleared by the UNFPA Personnel Branch, if the proposed candidate differs from (i)c above.
- clears all Personnel Action Forms.
- signs UNDP Letters of Appointment and Special Service Agreements (SSA).

(iii) Contractual Arrangements:

- takes decision regarding extension/non-extension of contracts and requests UNDP/Administration Section to issue Personnel Action Forms.
- obtains UNFPA Headquarters/Personnel Branch clearance prior to submission to the local Panel of the recommendation for conversion of fixed-term into permanent appointment of UNFPA staff.
- obtains UNFPA Headquarters/Personnel Branch clearance regarding termination of permanent appointment of UNFPA staff.

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\*May assign step higher than step V on initial appointments only in very exceptional cases.

(iv) Reassignment:

- takes decision to reassign UNFPA staff within the UNFPA Country Office, in consultation with UNFPA Headquarters/Personnel Branch, as appropriate.

(v) Within Grade Step Increment, Longevity Step, Salary Advance:

- takes decision to grant or withhold within grade step increment and longevity step.
- takes decision to grant salary advances of a discretionary nature within the limitations as identified in the Staff Rules and Regulations.

(vi) Advance Annual Leave:

- takes decision to grant advance annual leave.

(vii) Formal Warnings to Staff:

- issues oral or written reprimands to staff for unsatisfactory conduct.

(viii) Officer-in-Charge:

- appoints the Officer-in-Charge of the UNFPA Country Office in his absence, as per circular referred to in the footnote on page 1.

(ix) Performance Appraisal Review (PAR)

- chairs the local Management Review Group (MRG) for the review of performance and promotion proposals for UNFPA national staff effective January 1997 for the review of staff for the year 1996 and onward; please refer to the revised PAR Guidelines which have now been re-issued (UNFPA/CM/96/29; UNFPA/REP/96/18; UNFPA/RR/96/33, dated 31 March 1996).
- Current established guidelines and practices will continue to apply for the review of staff for the year 1995 (to be conducted in 1996).

(x) Promotion

- takes final decision on the recommendations of the local Appointment & Promotion Panel (A&PP) on promotion of UNFPA national staff effective 1 January 1997; the Promotion Guidelines will be revised accordingly and re-issued at a later date (for promotion deliberations to be conducted in 1997).

- Current established guidelines and practices will continue to apply for the promotion review of staff effective 1 January 1996 (to be conducted in 1996).

**B. Actions/Decisions by UNFPA Headquarters**

9. The following matters must be referred to UNFPA Headquarters/Division for Finance, Personnel and Administration for action/decision:

- requests for mission or detail assignments, secondments, and special leave without pay;
- extensions of staff beyond retirement age;
- disciplinary measures (suspension, dismissal for misconduct);
- any exceptions to Staff rules, UNDP/UNFPA personnel policies, procedures and practices;
- selection of NPO must be cleared by DFPA, as indicated under A(i) and (ii) above.

**II. NATIONALLY RECRUITED PERSONNEL FOR UNFPA-SUPPORTED PROJECTS**

10. The delegated management authority for human resource functions to the UNFPA appointed Representative, as outlined above, also applies to nationally recruited personnel for UNFPA-supported projects. The revised Guidelines for the Recruitment and Administration of National Project Personnel have also been re-issued (UNFPA/CM/96/28; UNFPA/REP/96/17; UNFPA/RR/96/32, dated 31 March 1996).

**III. JUNIOR PROFESSIONAL OFFICERS (JPOs)**

11. In addition to national staff, this circular also delegates to the UNFPA-appointed Representative the authority with respect to JPOs assigned to Country Offices in the following:

(i) Placement:

- Clearance for JPO placements is required only from the UNFPA Representative. In Country Offices without a UNFPA-appointed Representative, the UNDP Resident Representative/UNFPA Representative and the non-resident UNFPA Country Director, as applicable, will clear JPO placements.

(ii) Performance Evaluation:

- The UNFPA Representative will chair the MRG for the review of UNFPA JPOs.