POLICY.PCG.2026.01 Talent Acquisition Policy

Authority:

This Policy is issued by the Director of the People and Culture Group (PCG) pursuant to POLICY.ED.2025.01 - UNOPS Legislative Framework Policy, on the basis of a delegation of authority from the Executive Director.

Effective Date:

This Policy shall become effective on 06 Nov 2026

Consequential changes:

This Policy shall supersede and abolish:

(a) sections 3.2.1., 3.2.2. and 3.2.3. of OD.PCG.2017.01 - Human Resources, Ethics and Culture of 13 July 2017;

(b) sections 4.1. to 4.6. of OI.PCG.2023.01 - Personnel Management Framework of 28 September 2023;

(c) the following processes in the UNOPS Policy and Process Portal:

(i) Establish Global Roster and Functional Bench;

(ii) Establish a Pool of Project Managers for Re-assignment and Re-hire due to Project Closure;

(iii) Establish Leadership Bench;

(iv) Identify Sourcing Method for a Vacant Position;

(v) Prepare Vacancy Announcement;

(vi) Manage Recruitment Involving Candidates that Have Relation with UNOPS Personnel Members;

(vii) Prepare Long-List and Short-List;

(viii) Assess Candidates;

(ix) Desk Review;

(x) Technical Assessment;

(xi) CBI (Competency-Based Interview);

(xii) Additional or Complementary Assessment Methods;

(xiii) Establish an Assessment Panel;

(xiv) Fill Vacancy Using Talent Benches;

(xv) Fill Vacancy Using Rosters;

(xvi) Fill Vacancy Using Pool of Endorsed Candidates;

(xvii) Fill Vacancy Using Partner Rosters;

(xviii) Fill Vacancy Using Regular Competitive Selection;

(xix) Fill Vacancy Using Desk Review (12 months) Selection (ICA only);

(xx) Fill Vacancy Using Informal Selection (ICA only);

(xxi) Reasons Justifying Informal Competition (Exceptions);

(xxii) Fill Vacancy Using Reassignment and Reinstatement of Staff;

(xxiii) Reassignment Following Reclassification for Staff;

(xxiv) Reassignment Leading to Lateral Moves for Staff;

(xxv) Fill Vacancy Using Reassignment and Re-hire of ICA;

(xxvi) Reassignment Following Reclassification of ICA;

(xxvii) Reassignment Leading to Lateral Moves of ICA;

(xxviii) Fill Vacancy Using Direct Selection;

(xxix) Fill Vacancy Using Emergency Hiring Procedures

(xxx) Fill Vacancy Using Junior Talent Programme (LICA only);

(xxxi) Perform Candidate Check;

(xxxii) Hiring Authority for Staff Member Positions – Appointment Authority;

(xxxiii) Manage Compliance Review;

(xxxiv) Manage Short-term Arrangement;

(xxxv) Manage Competency-Based Interview Certification.

[signature redacted]

Valerie Kushata, Director, People and Culture Group

Chapter 1 - General provisions

1. Purpose

1.1. The purpose of this Policy is to set out how UNOPS acquires talent, so that the personnel it hires have the skills UNOPS needs to fulfil its mandate.

2. Scope

2.1. This Policy applies to the recruitment of the following categories of personnel:

(a) personnel who will work as UNOPS staff members under the United Nations Staff Regulations and Rules;

(b) personnel who will work as individual contractors under UNOPS Individual Contractor Agreements (ICAs);

(c) partner personnel, where the agreement with the partner provides for this Policy to apply, and subject to the terms and conditions of that agreement.

2.2. This Policy does not apply to the recruitment of interns, United Nations or UNOPS volunteers, external affiliates, Junior Professional Officers, or individuals engaged on an ICA issued as a retainer contract or lump-sum contract.

2.3. Partner personnel are not UNOPS personnel, even where this Policy applies to their recruitment.

2.4. This Policy applies to filling a position that becomes vacant following its reclassification. Retaining the person who held a position immediately before it was reclassified is not a recruitment.

3. Definitions and interpretation

3.1. In this Policy, the following terms have the meanings set out below:

(a) **"applicant"**, in relation to a vacant position, means a person who has applied for that position;

(b) **"Approving Authority"** means a person who, under Annex I of POLICY.RCG.2026.02 - Delegation of Authority, has authority to approve the decision concerned for the position concerned, namely:

(i) for a staff member position, a person with that authority in respect of staff members;

(ii) for an ICA position, a person with that authority in respect of ICA personnel;

(iii) for a position for partner personnel, a person under (i) or (ii), depending on the type of contract;

(c) **"Assessment Panel"** means a panel to assess applicants for a vacant position and make recommendations to the Approving Authority;

(d) **"assignment"** means the movement of a current UNOPS personnel member to another position in UNOPS;

(e) **"classified TORs"** means Terms of Reference that have been classified or reclassified, in accordance with the International Civil Service Commission (ICSC) Master Standards, by a person who has completed the formal training and certification that UNOPS or another UN system organization requires for classifying positions;

(f) **"compliance review"** means an independent review, by the reviewing board for the position, of whether a recruitment complied with this Policy, before the Approving Authority decides on it;

(g) **"endorsed candidate"** means a person who, in one of the ways set out in section 8, has been pre-approved for positions in a particular job family and at a particular job level;

(h) **"hiring manager"** means the UNOPS personnel member responsible for filling a vacancy, or their delegate;

(i) **"HR practitioner"** means a person who provides generalist human resources support services;

(j) **"Individual Contractor Agreement"** or **"ICA"** means the UNOPS legal instrument used to engage the services of individuals who are not staff members;

(k) **"internal applicant"** means an applicant who meets all of the following criteria:

(i) they are a current UNOPS staff member holding a permanent, continuing or fixed-term appointment, a current UNOPS ICA personnel member, or a personnel member on secondment or loan to UNOPS;

(ii) they were selected for their current position through a standard recruitment process, were retained in it following its reclassification, were placed in it with the approval of the Executive Director, or are on secondment or loan to UNOPS;

(iii) they are not engaged on an ICA issued as a retainer contract or lump-sum contract, and are not a United Nations or UNOPS volunteer, a person recruited under Emergency Procurement Procedures, or partner personnel;

(l) **"job family"** means the established grouping of related jobs that share similar characteristics in their core function, required knowledge, skills and abilities, general nature of work or career paths; any question whether two positions are in the same job family shall be decided by the PCG Director;

(m) **"job level"** means the ICSC level at which a position is classified;

(n) **"job network"** means an established grouping of job families based on common skills and on similarities in the nature of their work, which may include job families in different areas of technical expertise;

(o) **"panel interview"** means an interview conducted by an Assessment Panel;

(p) **"partner personnel"** means personnel with contracts that are issued by UNOPS on behalf of a partner under which the personnel's contractual rights are enforceable against, and their contractual responsibilities are owed to, the partner and not UNOPS;

(q) **"qualified"**, in relation to an applicant, means meeting all of the requirements in the vacancy announcement;

(r) **"reclassification"** means the formal review, and resulting change, of the job level of an existing position;

(s) **"standard recruitment process"** means the recruitment process set out in Chapters 4 to 7;

(t) **"suitability"** means being right for a position, judged by a person's competencies and motivation and their likely contribution to its purpose;

(u) **"Temporary Appointment"** means a temporary appointment under the United Nations Staff Regulations and Rules;

(v) **"temporary hire or assignment"** means a hire or assignment with an initial duration of less than one year, made under Chapter 8;

(w) **"UNOPS personnel"** means:

(i) UNOPS staff members, whose employment is governed by a letter of appointment issued under the Staff Regulations and Staff Rules of the United Nations;

(ii) affiliate personnel, whose engagement with UNOPS is not governed by such a letter of appointment, including those engaged on non-reimbursable loan agreements, ICA holders, volunteers and interns;

(x) **"UNOPS personnel member"** means a member of UNOPS personnel.

3.2. Whether an applicant is suitable for a vacancy shall be judged having regard to the competencies set out in the vacancy announcement and to the purpose of the position, as described in it.

3.3. Where this Policy requires the best applicant to be identified, the best applicant is the one who is best for the vacant position, taking together their qualifications, judged having regard to the requirements and any desirable criteria in the vacancy announcement, and their suitability. If two or more applicants are equally good on that basis, organizational needs shall be taken into account, including diversity, equity and inclusion and organizational culture priorities.

3.4. Any record that this Policy requires shall be retained on the recruitment file.

4. Guiding principles

4.1. The following principles shall guide UNOPS talent acquisition:

(a) Highest standards: recruitment shall meet the highest standards of efficiency, competence and integrity;

(b) Transparency: recruitment criteria shall be transparent to personnel and applicants, as far as possible;

(c) Confidentiality: everyone involved shall treat recruitment processes as confidential;

(d) Non-discrimination: applicants shall be evaluated, and recruitment decisions made, without any form of discrimination;

(e) Diversity: recruitment shall foster a diverse workforce and encourage applications from all backgrounds, genders, geographical regions and nationalities, recognizing and valuing the intrinsic aspects of individual identity, including age, gender, gender identity, race/ethnicity, ability and sexual orientation;

(f) Collaboration: UNOPS shall collaborate on recruitment with other United Nations entities, as affirmed in the Mutual Recognition Statement endorsed by the Executive Heads of UN entities;

(g) Accountability: senior leaders, hiring managers, HR practitioners, applicants and other personnel taking part in recruitment are accountable for their contributions and decisions, and senior leaders shall ensure that the recruitments they are responsible for comply with this Policy;

(h) Suitability: recruitment shall ensure that applicants are suitable for the position for which they are considered.

Chapter 2 - Common provisions

5. Obligations of applicants

5.1. An applicant is responsible for:

(a) providing accurate and complete information during the application process;

(b) taking part in the assessment process with honesty and integrity;

(c) engaging with UNOPS actively and promptly throughout the process;

(d) disclosing any family relationship (including by marriage) that they have with a UNOPS personnel member;

(e) disclosing any actual, perceived or potential conflict of interest, and any other matter that could affect, or could reasonably be seen to affect, their integrity, objectivity, independence or impartiality;

(f) indicating in their application any claim to be an endorsed candidate under section 8.1. (g), and providing evidence of it if requested.

6. Mobility

6.1. UNOPS international personnel in positions not linked to the duration of a project shall apply for positions within UNOPS in line with the requirements of any mobility framework in place, unless they are 63 or more years of age.

7. Eligibility

7.1. No person shall be selected for a position if any of the following applies:

(a) on the date on which their engagement is to start, the person is under 18, or is 65 or older;

(b) the person would have to separate on grounds of age within a year of starting the engagement or, in the case of a temporary hire or assignment, before the engagement ends;

(c) the person is a parent, child, sibling, stepparent, stepchild or stepsibling of a UNOPS personnel member;

(d) the person is a spouse, recognized partner, grandparent, grandchild, aunt, uncle, nephew, niece or cousin of a UNOPS personnel member who is in a position superior or subordinate in the line of authority to the vacant position;

(e) the person is listed in a UNOPS or other UN list or database of persons who are precluded from UN employment;

(f) the person was separated from service by UNOPS or another organization for misconduct;

(g) the person was found by UNOPS or another organization to have engaged in conduct of a type that UNOPS considers to be misconduct warranting separation from service;

(h) the person resigned or otherwise separated from service with UNOPS or another organization while they were the subject of an investigation or disciplinary process, unless they cooperated fully with it until its conclusion;

(i) the person was separated from service for abandonment of post;

(j) the person's appointment or contract with UNOPS or another organization was terminated for unsatisfactory service or performance.

7.2. No current UNOPS personnel member shall be selected for a position if, on the date on which the vacancy announcement is posted or, if no announcement is posted under section 18.2., on the date of the hiring manager's recommendation, either of the following applies:

(a) they have been in their current position for less than two years, unless they are prevented from serving two years in it by circumstances beyond their control, other than underperformance;

(b) they do not have a performance rating of at least “fully met expectations” for each of the two most recently completed UNOPS performance cycles during which they were a UNOPS personnel member.

7.3. For the purposes of this Policy:

(a) in calculating a period of service in a position, periods on Special Leave Without Pay (for a staff member) and periods of unpaid leave (for an ICA personnel member) are disregarded;

(b) if a performance rating is not available for a cycle, a positive statement from the person’s supervisor for that cycle or, if that supervisor is unavailable, from that supervisor’s own supervisor for that cycle, shall be accepted instead of the rating;

(c) a person who has completed fewer than two UNOPS performance cycles as a UNOPS personnel member shall be assessed for the ratings requirement in section 7.2. (b) on the cycles they have completed or, if they have completed none, on a statement under section 7.3. (b) covering their period of service.

7.4. Sections 7.1. (e) to (j) also apply to approval as an endorsed candidate.

7.5. Where a position becomes vacant following its reclassification, and the person who held it immediately before the reclassification applies for it, the two-year rule in section 7.2. (a) does not apply to them.

Chapter 3 - Endorsed candidates

8. Endorsed candidates

8.1. A person is an endorsed candidate for a job family at a job level if any of the following applies:

(a) they hold a position that is part of that job family and at that job level, for which they were approved as the selected applicant in a standard recruitment process;

(b) they left a position described in (a) within the last three years;

(c) they were approved as an endorsed candidate for that job family at that job level within the last three years, following a standard recruitment process;

(d) they have passed a technical assessment administered or recognized by PCG for that job family, and were approved within the last three years as an endorsed candidate for another job family that is in the same job network as that job family, at that job level;

(e) the Executive Director approved their placement, other than as a temporary hire or assignment, in a UNOPS position that is part of that job family and at that job level, and they still hold that position or left it within the last three years;

(f) they were successfully competitively assessed for a position that is part of that job family and at that job level by an entity that is a party to a joint hosting agreement or partner agreement with UNOPS that provides for mutual recognition of recruitment decisions, and either they are to be engaged by UNOPS under that agreement, or they were engaged under it and hold the position for which they were engaged or left it within the last three years;

(g) they were successfully competitively assessed for a position that is part of that job family and at that job level by another United Nations entity that has signed the Mutual Recognition Statement, and either they were selected for that position and hold it or left it within the last three years, or they were placed by that entity, within the last three years, on a list of candidates pre-approved for such positions;

(h) they are deemed to be an endorsed candidate for that job family at that job level under section 24.2.

8.2. Where a person has been assessed by an entity referred to in section 8.1. (f) or (g), selected by it for a position, or placed by it on a list of candidates pre-approved for positions, the PCG Director decides which UNOPS job family and job level that assessment, position or list corresponds to.

8.3. An applicant who claims to be an endorsed candidate on the basis of the Mutual Recognition Statement shall say so in their application. If they do not, or if the claim cannot be confirmed, they shall not be treated as an endorsed candidate on that basis.

8.4. A person who is an endorsed candidate for a job family at a job level is also an endorsed candidate for that job family at every lower job level.

Chapter 4 - Advertising and applications

9. Vacancy announcement and applications

9.1. The hiring manager shall:

(a) ensure that classified TORs are in place for the vacant position;

(b) prepare a vacancy announcement that fully reflects the classified TORs;

(c) arrange for the vacancy announcement to be posted publicly for at least five calendar days.

9.2. If evidence shows a representation gap that needs to be addressed at UNOPS, in a region or in an area, the PCG Director may authorize vacancy announcements that include requirements intended to close the gap.

9.3. Only applicants may be considered for a vacant position advertised under this Policy. An application made outside the UNOPS recruitment system may be considered only if the PCG Director authorizes it.

9.4. When the vacancy announcement has closed, all the applicants who meet the requirements in the vacancy announcement are placed on a longlist, and the hiring manager shall review all the applications on it. If an application is screened other than by the recruitment system, the hiring manager shall record in writing, for each such applicant who is a UNOPS staff member or a current UNOPS ICA holder and is not placed on the longlist, which requirement they do not meet.

Chapter 5 - Screening

10. Consideration and recommendation

10.1. The hiring manager shall consider the qualified applicants who, on the date on which the vacancy announcement was posted, were endorsed candidates for the job family that the vacant position is part of, at the vacant position's job level, in the following tiers, in this order:

(a) UNOPS staff members and UNOPS ICA personnel members whose positions are being abolished and who, as a result, have fixed-term appointments that are not being renewed, or ICAs, other than ICAs issued under Chapter 8, that are being terminated;

(b) internal applicants who are expected to be assigned in line with mobility expectations;

(c) other internal applicants;

(d) all others.

In considering them, the hiring manager shall assess their qualifications and suitability for the vacancy on the basis of their applications and their endorsements.

10.2. Where there are such applicants, the hiring manager may do one of the following:

(a) recommend the one they consider the best of these applicants for the vacancy, from any tier;

(b) convene an Assessment Panel instead.

10.3. If the hiring manager recommends one of these applicants, they shall record in writing why that applicant is the best of them for the vacancy, and shall state briefly, if only by reference to that explanation, why each of the others who is a UNOPS staff member or a current UNOPS ICA holder was not recommended.

10.4. If the hiring manager convenes an Assessment Panel instead of recommending one of these applicants, they shall record in writing why they decided to do so. These applicants may still be shortlisted, and recommended by the panel.

10.5. Where there are no applicants to consider under section 10.1., the hiring manager shall convene an Assessment Panel.

11. Shortlisting and recommendation

11.1. This section applies whenever an Assessment Panel is convened.

11.2. The hiring manager shall prepare a shortlist from the applicants on the longlist, choosing those whose applications best meet the requirements and any desirable criteria in the vacancy announcement. The hiring manager shall record in writing why each applicant on the longlist who is a UNOPS staff member or a current UNOPS ICA holder was not shortlisted. The panel shall assess the applicants on the shortlist.

11.3. The panel shall recommend for the vacant position the best of the applicants it finds qualified and suitable.

11.4. The panel shall also recommend that each assessed applicant it finds qualified and suitable be approved as an endorsed candidate for the job family that the vacant position is part of, at the vacant position's job level.

Chapter 6 - Assessment Panels

12. Composition

12.1. An Assessment Panel shall have at least:

(a) a convenor, who shall be the hiring manager;

(b) a technical expert who knows the technical requirements of the position or job family concerned, or a person with insight into the needs of the business unit;

(c) an HR practitioner.

12.2. The convenor shall hold a job level at least equal to that of the vacancy, and shall be a UNOPS personnel member. For a position to be filled on a staff contract, the convenor shall be a staff member.

12.3. The technical expert, or person with insight into the needs of the business unit, shall hold a job level no more than one level below that of the vacancy or, if they are not UNOPS personnel, a position that PCG considers equivalent.

12.4. People from outside UNOPS may serve on an Assessment Panel, but a majority of its members shall be UNOPS personnel, except in the recruitment of partner personnel.

13. Assessment and recommendations

13.1. The Assessment Panel shall assess applicants solely on:

(a) their qualifications and experience relevant to the requirements and any desirable criteria in the vacancy announcement;

(b) their suitability.

13.2. The convenor shall ensure that assessments are designed and conducted fairly, without bias and treating all applicants equitably.

13.3. The convenor, in consultation with PCG, shall provide reasonable accommodation to any applicant who requests it, as long as this does not compromise the fairness and integrity of the process.

13.4. Panel interviews shall be held virtually. With a written justification, the PCG Director may authorize in-person interviews, as long as all applicants are interviewed in the same format.

13.5. Panel interviews, whether virtual or in person, shall be recorded, with the applicant's informed consent given before the interview begins. An applicant who declines to consent to the recording shall not be considered further.

13.6. At least two qualified applicants shall be assessed. If fewer than two are available, the hiring manager shall ask the PCG Director for instructions.

13.7. When making its recommendations, the Assessment Panel shall record in writing the reasons for them.

13.8. The Assessment Panel shall make its recommendations by consensus. If it cannot reach consensus, the convenor shall ask the PCG Director for instructions.

Chapter 7 - Approval, checks and notification

14. Approval

14.1. Only applicants who are qualified and suitable may be recommended.

14.2. After considering the recommendations and, if the recruitment underwent compliance review, the findings and recommendations of the reviewing board, the Approving Authority:

(a) shall decide whether to approve each recommendation made to them;

(b) may approve any applicant assessed in the recruitment whom they find qualified and suitable, whether or not recommended for that purpose, as an endorsed candidate for the job family that the vacant position is part of, at the vacant position's job level;

(c) if they decide not to follow a recommendation made to them, or approve as an endorsed candidate an applicant not recommended for that purpose, shall record their reasons in writing.

If the Approving Authority approves a recommendation for the vacant position, the applicant recommended is the selected applicant.

14.3. Before deciding, the Approving Authority may ask for a recommendation to be reconsidered. The Assessment Panel or the hiring manager, whichever made the recommendation, shall then reconsider it and submit a recommendation to the Approving Authority in the same way as the first. If the hiring manager made the recommendation, they may instead convene an Assessment Panel.

15. Checks

15.1. An applicant's informed consent shall be obtained before any check is carried out in connection with a recruitment process, and all information gathered shall be treated as confidential. An applicant who declines to consent shall not be considered further.

15.2. If a criminal record check reveals a criminal record, UNOPS may withdraw the offer or terminate the contract in accordance with the terms of the contract and the applicable regulations and rules.

16. Notification

16.1. Once the selected applicant has accepted the offer and any checks in connection with the recruitment process have been completed, the other applicants shall be notified through the UNOPS recruitment system that they have not been selected. The hiring manager shall ensure that this is done.

Chapter 8 - Temporary hires and assignments

17. Grounds and scope

17.1. A person may be hired temporarily or, if they are a current UNOPS personnel member, assigned temporarily under this Chapter for any of the following reasons:

(a) short-term needs lasting less than one year, including to replace a UNOPS personnel member temporarily for such a period;

(b) needs that require qualifications of a highly specialized, rare or unique nature, if there is a significant chance that few applicants with those qualifications will be available;

(c) critical, unforeseen needs, when a standard recruitment process would cause significant operational issues, financial losses or failure to meet obligations;

(d) needs arising in a recognized and approved emergency.

17.2. A recruitment under this Chapter follows the steps set out below. The rules on endorsed candidates, advertising and applications, screening, Assessment Panels and approval (Chapters 3 to 6 and section 14) do not apply to it; the rest of this Policy does, including the rules on eligibility (section 7), on checks and notification (sections 15 and 16), and on staff post abolition (Chapter 9).

18. Recruitment process

18.1. The hiring manager shall:

(a) ensure that classified TORs are in place;

(b) arrange for a temporary vacancy announcement to be posted for at least five calendar days;

(c) review the applications and recommend to the Approving Authority an applicant who applied in response to the temporary vacancy announcement and meets its requirements or, if no announcement was posted under section 18.2., identify and recommend a person who meets the requirements of the position;

(d) record in writing which reason in section 17.1. applies, the reasons for the recommendation, how the person was identified if no announcement was posted, and, for each qualified applicant who is a UNOPS staff member or a current UNOPS ICA holder and is not recommended, the reasons for not recommending them.

18.2. The temporary vacancy announcement need not be posted for a temporary hire or assignment to meet needs arising in a recognized and approved emergency, if the PCG Director authorizes this.

18.3. The Approving Authority shall decide whether to approve the hiring manager's recommendation.

18.4. The Regional People Business Partner for the region in which the position is located or, if the PCG Director designates another person for the unit concerned, that person, shall oversee recruitments under this Chapter.

19. Contract and lien

19.1. If the selected applicant is a current UNOPS staff member or ICA personnel member who does not hold a contract issued under this Chapter, they shall:

(a) retain their existing contract and be temporarily assigned to the vacant position;

(b) have a lien on their primary position, unless they and the supervisor of that position agree otherwise.

19.2. A UNOPS personnel member who holds a lien on a position is treated as being in that position for the purposes of this Policy.

19.3. A selected applicant who is not a current UNOPS staff member or ICA personnel member, or who holds a contract issued under this Chapter, shall be issued a new ICA.

19.4. Where the nature of the work requires a staff contract, a selected applicant who would otherwise keep their existing ICA or be issued a new one shall be issued a new Temporary Appointment instead.

19.5. Section 19.1. does not apply to a staff member selected under Chapter 9 for a temporary staff member position. Instead, the termination of their appointment shall not take effect before the temporary position ends. If their appointment would otherwise expire before then, it shall be extended until the temporary position ends, and Chapter 9 continues to apply until then.

19.6. If a selected applicant who already holds a contract with UNOPS is to be issued a new one under section 19.3. or 19.4., the existing contract shall end before the new one begins. If it would not otherwise have ended by then, the offer shall be conditional on their resigning from it.

19.7. A UNOPS ICA holder whose ICA ends because they are issued a Temporary Appointment under section 19.4. keeps any lien they have under section 19.1. (b) and, if they have one, shall be issued a new ICA for their primary position when the Temporary Appointment ends, with the same standing under this Policy as the ICA that ended. Section 23.1. applies to that move as it does to a selected applicant. If the primary position is abolished while they hold the Temporary Appointment and have a lien, the lien ends, and, until the Temporary Appointment ends, they are treated, for section 10.1. (a), as a UNOPS ICA personnel member whose position is being abolished and whose ICA, as a result, is being terminated.

20. Duration

20.1. The duration of a temporary hire or assignment, including any extension, shall be less than one year. With the prior written approval of the PCG Director, it may be extended to a total of up to one year and 364 days.

20.2. For a temporary hire or assignment to meet needs arising in a recognized and approved emergency, the duration may be extended beyond one year and 364 days, with the prior written approval of the PCG Director. This does not apply to a person holding a Temporary Appointment.

Chapter 9 - Staff post abolition

21. Staff post abolition

21.1. If a UNOPS staff member holding a permanent, continuing or fixed-term appointment that is being terminated because their post is being abolished applies for a vacant staff member position, including a temporary one, the PCG Director shall decide on their application before any other applicant is considered, as required by United Nations Staff Rule 9.6. (c). This applies whether or not they have yet been given notice. A staff member selected in this way is treated as having been selected through a standard recruitment process.

21.2. If the PCG Director does not select the staff member, the reasons shall be recorded in writing, and the recruitment continues.

Chapter 10 - Compliance review

22. Compliance review

22.1. Only recruitments in which an Assessment Panel is convened undergo compliance review.

22.2. A compliance review shall be conducted by:

(a) for a staff member position, the reviewing board for staff member positions;

(b) for an ICA position, the reviewing board for ICA positions;

(c) for a position for partner personnel, the reviewing board under (a) or (b), according to the type of contract.

22.3. The recruitment file shall be made available to the reviewing board. On completing the review, the reviewing board shall submit its findings and recommendations to the Approving Authority, who shall consider them before deciding. A new recommendation for a different applicant, made after the review, shall also go to the reviewing board before the Approving Authority decides.

Chapter 11 - Break in service

23. Break in service

23.1. Where a selected applicant moves from one contract to another, the following break in service shall be observed:

(a) from a staff contract to an ICA: one week or, if both contracts are issued under Chapter 8, one month;

(b) from an ICA to a staff contract: one week or, if both contracts are issued under Chapter 8, one day;

(c) from an ICA to another ICA: one day.

23.2. Section 23.1. does not apply if a current UNOPS staff member or ICA personnel member who does not hold a contract issued under Chapter 8 is temporarily assigned under Chapter 8 without being issued a new contract.

Chapter 12 - Final provisions

24. Transitional arrangements

24.1. A recruitment whose vacancy announcement was posted before this Policy takes effect shall be completed under the rules in force when it was posted. A person selected in that recruitment who starts in the position after this Policy takes effect is treated as having held it on the date this Policy takes effect, so that the rules below for people already in post apply to them.

24.2. A UNOPS personnel member who meets either of the following criteria on the date this Policy takes effect is deemed to be an endorsed candidate for the job family that their current position is part of, at that position's job level. This applies for as long as they remain in that position, and for three years after they leave it. This does not apply to anyone engaged on an ICA issued as a retainer contract or lump-sum contract on the date this Policy takes effect. The criteria are:

(a) they underwent a competitive recruitment process for their current position under the policies in force before this Policy took effect;

(b) they have been in their current position for at least three years and have a performance rating of at least "fully met expectations" for each of the three most recently completed UNOPS performance cycles.

24.3. The requirement in section 3.1. (k) (ii), on how an internal applicant was selected for their current position, does not apply to a UNOPS personnel member who meets either of the criteria in section 24.2.

25. Exceptions

25.1. Pursuant to section 10.2. of POLICY.ED.2025.01 - UNOPS Legislative Framework Policy, only the Executive Director, the Deputy Executive Director (Management and Policy) and the PCG Director may grant an exception to this Policy.

26. Designation

26.1. The PCG Director may designate another person to exercise any of the PCG Director's powers or functions under this Policy, except those under section 25.1.