

UNDP Recruitment and Selection Framework **Effective 1 July 2009**

Section 1.0 Description

Introduction

1. The paramount consideration in the recruitment and selection of UNDP staff members shall be... “*the necessity of securing the highest standards of efficiency, competence and integrity*”, as set forth in Article 101, paragraph 3, of the [UN Charter](#) and [UN Staff Regulation](#) 4.2.
2. The Recruitment and Selection Framework and related policies reflect the contractual reform mandated by the General Assembly in December 2008 ([A/RES/63/250](#)) and are based on the amended United Nations Staff Regulations and the new Staff Rules with effect 1 July 2009. This Framework and related policies supersede the previous policies on recruitment and selection as the result of the discontinuation of the 100-, 200- and 300-series Staff Rules as of 1 July 2009¹.
3. The recruitment and selection framework and policies are intended to give UNDP field offices and Headquarters hiring units the principles governing recruitment and selection and specific guidance for filling vacant posts at the local and international levels in accordance with the Charter and the Staff Regulations.
4. Unless otherwise indicated, this Framework and its related policies apply to the recruitment and selection for UNDP posts, leading to appointments under the Staff Rules, both local and international, up to and including ICS-13 (D-1/P-6). However, recruitment and selection of staff members for ICS-14 (D-2/P-7) level posts are the exclusive prerogative of the Administrator and will be guided by the principles of this policy to the extent possible.
5. The selection of candidates for the posts of UN Resident Coordinator/UNDP Resident Representative (RC/RR) follows a separate policy and procedure agreed upon by the Funds, Programmes and Agencies of the UN system. ([link](#))
6. Individuals who are recruited for service limited to another entity (UN Agency, Fund or Programme) but who are administered by UNDP on behalf of such an entity, are selected in accordance with the procedure agreed upon by that entity and UNDP.

¹ While current ALDs running beyond 1 July 2009 will be honored until their expiry date and will therefore continue to be governed by the 300-series Staff Rules and the UNDP ALD Guidelines (which will be abolished on 31 December 2010), no ALD will be offered on and after 1 July 2009 and therefore, no recruitment for an ALD can be carried out on or after 1 July 2009.

Section 2.0 Relevant Policies

Governing Framework, Principles, Conditions and Authority

7. This Section provides the overall framework for recruitment in UNDP. It highlights the most relevant Staff Regulations, describes the guiding principles behind all staff recruitment and selection activities and lays out the necessary conditions for selection of candidates for UNDP posts, including their qualifications, demonstrated competencies and performance; integrity; diversity; including geographic distribution (link to SR 104.5) and gender parity; residency; staff status age and other related matters. Lastly, the internal controlling authority for recruitment in UNDP is outlined.

Relevant Staff Regulations

8. This policy shall conform to relevant UN Staff Regulations including but not limited to:

Regulation [1.2 (c)]: *Staff members are subject to the authority of the Secretary-General² and to assignment by him or her to any of the activities and offices of the United Nations.*

Regulation [4.1]: *As stated in Article 101 of the Charter, the power of appointment of staff members rests with the Secretary-General.*

Regulation [4.2] *The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.*

Regulation [4.3]: *In accordance with the principles of the Charter, selection of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.*

Regulation [4.4]: *Subject to the provisions of Article 101, paragraph 3, of the Charter, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to the requisite qualifications and experience of persons already in the service of the United Nations.*

² The authority to appoint and administer UNDP staff members under the Staff Rules has been delegated by the Secretary-General to the Administrator of UNDP, and therefore any mention of the Secretary-General in the present document is to be understood as referring to the UNDP Administrator.

Principles for UNDP Recruitment and Selection

9. The recruitment and selection of staff members at UNDP will be guided by the following five principles:

Competition: Selection will follow a visible and fair competitive process for all vacancies, regardless of post, contractual modality or hiring unit, except when such a competitive process is not practicable;

Objectivity: Screening will be conducted with professional rigor, with candidates measured against clearly articulated criteria, job skills and competencies and corporate priorities;

Transparency: The recruitment and selection criteria and all phases of recruitment processes will be transparent to staff and candidates to the fullest extent possible;

Diversity: UNDP's workforce will reflect diversity and will strive to include equal numbers of men and women, and staff members representing as wide a geographic distribution as possible;

Accountability: Hiring managers will be held accountable both for their selection proposals and the manner in which they have followed the processes leading up to them.

Conditions for Selection

10. In filling a vacant post at UNDP, priority consideration will be given to the qualifications, demonstrated competencies and performance of the candidates in relation to the stated criteria of the post. Only candidates meeting the pre-defined requirements for a post as per the job description and the vacancy announcement can be selected. Other corporate priorities such as gender, nationality or geographic region, as described below, may also come into consideration in the selection among qualified candidates.

Priority consideration of UNDP internal candidates

11. To strengthen internal capacity and develop a more versatile workforce at UNDP, and to provide career opportunities for staff, Fixed Term Appointment (FTA) vacancies, whether for local or international recruitment, will normally be advertised internally consistent with the provisions of Staff Regulation 4.4 (see paragraph no. 61 on the four levels of vacancy advertisement). Temporary Appointment (TA) vacancies will be advertised externally (Level 4) since internal candidates on FTA, Permanent Appointments (PA) or Continuing Appointments (CA) will unlikely accept an appointment of a lower level.

Special measures in cases of abolition of post or reduction of staff:

12. Special consideration will be given to staff who are unassigned and meet the qualifications of the post in accordance with Staff Rule 9.6 (e):

“Except as otherwise expressly provided in paragraph (f) below and staff rule 13.1 [staff on permanent appointments], if the necessities of service require that appointments of staff members be terminated as a result of abolition of a post or reduction of staff, and subject to the availability of suitable posts in which their services can be effectively utilized, provided that due regard shall be given in all cases to relative competence, to integrity and to length of service, staff members shall be retained in the following order of preference:

- (i) staff members holding continuing appointments; [...]*
- (iii) staff members holding fixed-term appointments; [...]*

Integrity

13. Pursuant to the UNDP Legal Framework for Addressing Non-Compliance with UN Standards of Conduct, a staff member summarily dismissed or separated from the UN Common System for disciplinary reasons shall be banned from any future employment and contractual opportunities with the Organization. Furthermore, a staff member who has resigned from the UN Common System while under investigation or in the course of disciplinary action shall be banned from work with UNDP under any contractual modalities until he/she is fully cleared from the allegations of misconduct raised against him or her.

Family relationships

14. In order to avoid real or perceived family influence or conflicts of interest, appointment shall not be granted to a person who is related to a staff member of UNDP or, in a field office, is related to a UNDP staff member or to a staff member of another UN organization working in the same country ([refer to the Family Relationships Policy](#)). A staff appointment or a non staff contract cannot be offered to a person who bears any of the following relationships to a staff member of UNDP: father, mother, son, daughter, sister, or brother. An exceptional waiver may be granted only where another person equally well-qualified cannot be recruited. The hiring unit will submit a request for waiver to the Director, OHR, for approval and provide supporting documentation to substantiate that there was no other equally well-qualified candidate. Under no circumstances shall the family member be in the line of authority, either as a superior or subordinate, to the other See Staff Rule 4.7 (c), (i)
15. **Spouse:** Pursuant to Staff Rule 4.7 (b) and (c) and recognizing the importance of supporting dual careers, the spouse of a staff member may be appointed to a position, with the prior approval of the Director, OHR, provided that he or she:
 - (i) Is fully qualified for the position for which he/she is being considered;
 - (ii) Has been selected in accordance with the UNDP Recruitment and Selection policy requirements, including a full, transparent and open competitive selection process;
 - (iii) Is not given undue preference by virtue of his/her marriage or common law partnership; and

- (iv) Is not assigned to serve in a position in the line of authority, either as superior or subordinate to the other.
16. **Relatives of Heads of Office:** Under no circumstances shall a relative, including a spouse, be assigned to or recruited under any other contractual modality in the same office as the staff member who heads it (e.g. not in the same Country Office where the relative is the Resident Representative; or not in the same Regional Centre where the relative is the Regional Director, or not in the same Liaison Office or Headquarters Bureau where the relative is the Director).
17. The above provisions on Family Relationships apply to the recruitment of individuals at UNDP, irrespective of the type of contractual modalities applicable (TA, FTA, CA or PA appointments as well as Service Contract, Special Service Agreement (SSA)). Given their non remunerated and non staff status, United Nations Volunteers (UNVs) are exempt from this prohibition. For individuals who are recruited by UNDP on behalf of another organization or who are hired to work for another organization under a UNDP administered contract, UNDP will, prior to the recruitment, advise that organization of the existence of the family relationship with the individual employed by UNDP in the same duty station.

Residency requirements

18. Depending on the duty station and category of post, certain specific residency requirements may be applicable before an offer of appointment is made. For instance, non-United States citizens who have permanent resident status in the United States are required to renounce such status, and to change to G-4 visa status upon appointment, except in a limited number of cases [[link to the SGB on G4 visa](#)].

Nationality

19. In accordance with Staff Rule 4.3, the United Nations shall not recognize more than one nationality for each staff member. The applicant, whether external to UNDP or already a UNDP staff member, must disclose all the nationalities he or she has acquired, even if only one nationality is recognized by the UN common system for the purpose of Staff Regulations and Rules. This rule applies to all staff appointments.

Nationality of General Service staff and National Officers

20. As, in accordance with the Staff Rules, posts in the General Service (GS) and National Officer (NO) categories are subject to local recruitment. GS and NO posts shall be filled, as far as possible, by persons recruited in the country and residing within commuting distance of each office.
21. NOs must hold citizenship of the country in which the duty station for which they are recruited is located. If an applicant who is considered for appointment as a National Officer has citizenship of more than one state, the nationality corresponding to the country where

the duty station is located shall be designated as the nationality for purposes of the Staff Regulations and Rules.

22. GS staff members are normally expected to be nationals of the duty station in which they are recruited.
23. Special provisions may be applicable in countries where non-nationals who are residents of the duty station have been accorded legal working status by the host government, or where the UNDP country office has been relocated outside of the host country.

Diversity and gender considerations

24. In order to achieve and maintain an equitable distribution of staff, preference may be given to equally qualified women and/or nationals of countries that are underrepresented in UNDP. Similarly, UNDP hiring managers are expected to reflect national diversities and balances in gender within country offices and Headquarters units. Special efforts will be made to include staff from minorities, indigenous groups and disadvantaged groups.

Minimum time-in-post

25. Pursuant to the [Rank-in-Post Policy](#) and without prejudice to the actual duration of an appointment and the rules governing appointment extension and separation, it is expected that an individual competitively selected for an international post remains in that post for at least four years. Staff will therefore become eligible to apply for posts after completion of the **third year** in the same post. This rule does not apply to internationally recruited staff members assigned to duty stations of the D and E hardship classification who are allowed to apply one year before the end of the normal tour of duty. As hardship classifications may change within the duration of an assignment, staff should check with OHR on the required time-in-post. Normally, assignment durations will be for the period of time based on the post classification and expectations at the time of taking up the assignment. This rule will apply with flexibility to UNDP staff members holding a 300-series appointment (ALD) running beyond 1 July 2009 and to TA holders, who wish to apply for UNDP vacancies as external candidates, as their appointments are for limited duration .
26. It is expected that GS and NO staff competitively selected for a local post become eligible to apply for a different UNDP post (either local or international) after completion of the **second year** in the same post, regardless of function or duty station.
27. The minimum 3-year time in post requirement for international staff and 2-year time in post requirement for local staff is waived in cases when:
 - (i) The post encumbered is abolished; or
 - (ii) The incumbent becomes unassigned as a result of a re-alignment/re-organization or change management exercise; or
 - (iii) The encumbered post is advertised as a result of re-classification; or

- (iv) In certain cases when the incumbent has been placed in a lower level post.
28. In addition, at the discretion of the Administrator/Associate Administrator, a shorter time-in-post period may be considered:
- (i) When the post for which the staff member wishes to apply would entail a lateral move within the same duty station;
 - (ii) On a case-by-case basis, when the staff member is requested to move in the interest of the Organization; or
 - (iii) At the request of the staff member invoking personal compelling reasons.

Eligibility for posts at higher grades

29. Internal candidates are eligible to apply for any higher level positions for which they meet the minimum academic, experience and time-in-post requirements.
30. Rank-in-Post requires consistency between the level of the classified post, the qualifications of the selected candidate to that post and the grade to which he/she is placed. Therefore, in the event that a fully qualified candidate cannot be found following a competitive selection process, either the hiring unit re-advertises the post with the view of getting additional applications, or has the job description revised and reclassified at a lower grade and proceeds with a new advertisement and selection process.
31. Concretely, this means that hiring units must not select and appoint an individual who does not meet all the requirements for a post as advertised in the expectation that he/she will eventually develop the necessary skills and competencies or acquire the minimum qualifications for the post, and place him/her in a lower level than the post as classified and advertised.
32. Selection of internal candidates or candidates from the UN common system for posts of two or more grade levels, within the same category, higher than their current position is not allowed under normal circumstances. (This restriction does not apply to GS staff applying to P1 through P3 positions). If the selection of a candidate to a post of two or more levels than his/her current position is exceptionally considered, the following will apply:
- (i) The hiring unit will have to clearly demonstrate how, despite the grade differential such a candidate is fully qualified; and
 - (ii) The hiring unit will have to substantiate that other internal candidates in the intermediate level who meet the requirements for the post have been fully considered but have not been found suitable;
 - (iii) The relevant Compliance Review Board or Panel (CRB/CRP) will scrutinize such exceptional selection and review the justification provided by the hiring unit as required above.

Former staff

33. With due consideration to the circumstances under which an individual separated from UNDP or the UN Common System (which must be verified through reference checks as stipulated in the [UNDP Policy on Minimum Academic and Relevant Work Experience Requirements](#) for Recruiting Staff in UNDP (Including Step Determination) and without prejudice to paragraph 13 above on Integrity, former UNDP staff members may be recruited through re-employment or re-instatement depending on the period that has elapsed between the separation and the resumption of the new functions and the contractual modalities applicable (see Staff Rule 4.3). Furthermore, the re-hired staff member may be required to reimburse part or full monies received for the separation.

Age limitations

34. The mandatory retirement age is sixty-two, or for staff enrolled in the United Nations Joint Staff Pension Fund (UNJSPF) before 1 January 1990, sixty. Therefore, internal and external candidates who have reached the mandatory retirement age shall not be considered for vacant posts. If they are less than 12 months in age from mandatory retirement age, they may be considered only with the understanding that the appointment does not affect their mandatory retirement date nor is such, or any, appointment justification for a waiver to the mandatory retirement rule. External candidates who are less than 18 years of age shall not be considered for a vacant post.

Recruitment of government personnel

35. When UNDP offers an appointment to a candidate who is being employed by a Government or by a Governmental entity and cannot resign from the Government for pension purposes, UNDP shall ensure that the Government is fully aware of and agrees to the release of the person to serve UNDP as a staff member and who will be answerable to UNDP only, and not to the Government, while in UNDP service. Such staff member shall serve UNDP only in an exclusively international capacity, as specified in Staff Regulation 1.1(a). The exclusively international responsibilities of the staff member shall be fully documented and incorporated into the written arrangements between the UNDP, the Government and staff member concerned. The written arrangement shall also state, among other provisions, that in the performance of UNDP duties, the staff member “*shall neither seek nor accept instructions from any government or from any other source external to the Organization*”.

Exceptions to the selection procedures for vacant UNDP posts

36. Staff Regulation 1.2(c) provides that “*staff members are subject to the authority of the Secretary-General and to assignment by him or her to any of the activities and offices of the United Nations.*” UNDP staff members have an obligation to accept any assignment by the Administrator or the Associate Administrator.

37. The Administrator, or the Associate Administrator for appointments/reassignments at the D-1 level and below normally relies on the present Framework and the related recruitment and selection policies, including the [Rotation Policy](#) to meet the staffing needs of UNDP. However, when the requirements of the Organization are so urgent, or the situation so critical, such as in the case of emergency or crisis situations, that commencing a competitive process to staff the post would not be practicable, they may exceptionally decide to select an applicant or re-assign a UNDP staff member from one post to another outside of the present framework and the recruitment and selection policies. This provision also applies to certain movements of staff to facilitate early recovery activities as per the Criteria for the Application of Fast-Track Procedures [\[link\]](#)
38. Such appointments and reassignments will be considered highly exceptional and remain subject to the review by the relevant Compliance Review Board or Panel when such executive decisions entail a selection for higher level posts.

Recruitment on behalf of other entities

39. In instances when UNDP field offices are requested to recruit and administer staff on behalf of other UN Funds, Programmes and Agencies, such entities are encouraged to follow UNDP recruitment policies. However, the recruitment and selection policies of those entities shall take precedence over this policy, wherever there is an inconsistency between the two policies.

Delegations of authority to appoint UNDP staff members

40. The authority to appoint UNDP staff members under the Staff Rules has been delegated by the Secretary-General to the Administrator of UNDP.
41. The recruitment and selection process used to fill a vacant post at UNDP depends on several factors, including the nature of the post (rotational or non-rotational) [\[link to glossary for definition\]](#)), the contractual modality and whether authority to make the appointment has been delegated from the Administrator to other members of senior management at UNDP Headquarters locations and field offices.
42. The Administrator has further delegated authority to Bureaux Directors to appoint UNDP staff members within their respective Bureaux/offices, as follows:
 - (i) Headquarters-based international and local TAs;
 - (ii) FTA locally recruited staff (GS) within their Bureau at Headquarters
 - (iii) FTA internationally recruited professional staff at HQ recruited for development projects; and,

- (iv) Certain FTA internationally recruited non-rotational management project posts at Headquarters.
43. OHR retains oversight authority over these policies and their application to recruitment and selection processes. Hiring Managers are accountable for conducting all recruitments according to these procedures and for ensuring that all candidate recommended to the relevant UNDP CRB/CRP were selected according to these policies.
44. The Administrator has further delegated authority to UNDP Resident Representatives, Heads of Liaison Offices and Regional Centre Directors to appoint UNDP staff members within their respective offices, in accordance with applicable UNDP recruitment and selection policies as follows:
- (i) Local FTA appointments including GS and NO positions;
 - (ii) International development project based FTA and TA appointments ;
 - (iii) International TAs based in their country office (administered by OHR/SAS Copenhagen).
45. In every case, the delegated authority to recruit staff requires that all recruitments and selections are taken in accordance with the applicable Staff Regulations and Rules and UNDP recruitment policies.
46. The following table summarizes the delegated authority for the recruitment and selection of staff by nature of post, contractual modality and series of appointment:

POSTS	CENTRALIZED HQ/OHR	DELEGATED TO BUREAUX DIRECTORS (*with OHR oversight and final approval)	DELEGATED TO RESIDENT REPRESENTATIVES; HEADS OF LIAISON OFFICES & REGIONAL CENTRE MANAGERS (*with OHR having policy oversight and Hiring Managers accountable for policy adherence)
ROTATIONAL INTERNATIONAL POSTS	RC/RR: Inter-agency selection process		
	Country Director, DRR (P), DRR(O), DCD (O) and DCD (P) and equivalent Headquarters-based posts : Selection through candidate pools		
	Other: Recruitment and selection process same as for international FTA non-rotational posts		
NON-ROTATIONAL POSTS	International FTA	International and local TAs at Headquarters locations	Local FTAs
		Local FTAs at New York Headquarters*	International FTAs in Regional Centres/Country

			Offices *
			International TAs.

Compliance Review Bodies

47. The Compliance Review Board (CRB) at Headquarters and the Compliance Review Panels (CRP) at the local and regional level are advisory bodies established to review the compliance of the hiring units with the applicable recruitment and selection policy and procedure. The CRB and CRP have similar composition and functions as the Central Review Bodies referred to in Staff Rule 4.15 (For the composition and terms of reference of the CRB and CRPs [link]). No offer of FTA can be made without the review of the relevant CRB/CRP as appropriate.

Recruitment and Selection Policies and Procedures for all UNDP Posts

48. UNDP has established a separate recruitment and selection policy and procedure for each of four post groups. These post groups are:
- (i) FTAs: international professional rotational posts covered by candidate pools;
 - (ii) FTAs non- rotational international professional posts and rotational posts not covered by candidate pools;
 - (iii) FTAs National Officer posts in Country Offices and General Service posts at Headquarters, Regional Centres and Country Offices;
 - (iv) TAs: international or local, all levels and locations
49. While each post group has its own recruitment and selection requirements, these requirements are all based on the same principles as outlined in this framework, and are governed by the relevant Staff Rules. Please see (LINKS) for the applicable recruitment and selection policy and procedure for each post group.

Common recruitment and selection standards for all staff

50. All recruitment and selection of staff members in UNDP must follow a rigorous, transparent, fair and professional process. As the Organization works in a rank-in-post environment, each and every staff recruitment and selection must adhere and be fully accountable to corporate standards described below and the procedures described in the relevant policies. Moreover, all staff responsible for performing recruitment and selection actions are accountable to perform these functions according to the relevant UNDP recruitment and selection policies.
51. Each recruitment and selection must include three basic elements unless a competitive selection is considered not practicable as per paragraphs 37 and 38 above:
- (i) Vacancy announcement of a budgeted and classified post;
 - (ii) Competitive, job-specific assessment of skills and competencies as well as competitive assessment of corporate values and ethics; and

- (iii) A thorough verification of relevant qualifications and credentials.

Vacant posts

- 52. No selection process shall commence without an available, budgeted, classified and approved post [Please see POPP OPB for policy on TA and FTA post establishment]. The post must be supported by an up-to-date post description, which describes the functions, competencies, impact and requirements of the post, including academic qualifications, relevant work experience, language fluencies.
- 53. The selection process shall not commence unless the position to be filled is a vacant post. A “vacant post” is defined as a post or position approved for six months or longer that is without an incumbent or whose incumbent is expected to move in the current or following year, and for which no right of return (i.e. specific lien) has been granted to the staff member. TA vacancies may be recruited for less than six months.

Reclassification of post

- 54. The [Rank-in-Post policy](#) and the Classification and Reclassification policy [link] specify the circumstances under which an encumbered post must be reclassified and the subsequent requirements for re-advertisement and competitive recruitment process to be followed.
- 55. Under the [Rank-in-Post policy](#), any post reclassified to a higher or lower level must be advertised for competitive selection. If classification does not result in a change of the classified level and a post remains at the same level but the revised job description contains new functions from another technical area requiring a new set of functional or technical competencies and qualifications, such posts must be also advertised for competitive selection. For further guidance on the business process and procedures for job classification, please refer to the policy on [Job evaluation](#) [link].
- 56. Unless a specific lien on the previous post has been exceptionally granted, a staff member who is selected for and appointed to a vacant post has no right of return to the previous post he or she encumbered. Thus, the post formerly encumbered by the staff member shall become vacant and recruitment to fill the position may be initiated.

Vacancy Management

- 57. The recruitment of international FTA posts is centralized at Headquarters and carried out by OHR/BOM for the following posts:
 - (i) HQ based international professional posts budgeted as management project;
 - (ii) Rotational posts irrespective of funding or location (Resident Representative, CD, DCD, DRR
 - (iii) Senior management positions irrespective of funding (D1, D2, ASG);
 - (iv) LEAD posts
 - (v) Any position that is considered corporate for the purpose of centralized recruitment.

58. The recruitment of any other international FTA post (P1 to P7 – previously from L1 to L7 levels) which are for development project functions and certain management project functions at HQ whose duration is not ongoing will be decentralized and carried out by the Hiring Units in accordance with the Staff Regulations, Rules and applicable UNDP policies.
59. All initial appointment of international professional FTAs, irrespective of hiring authority, must be submitted to the UNDP Headquarters Compliance Review Board (CRB). The accountability for these submissions rests with the hiring managers.

Vacancy Announcement

60. The Vacancy Announcement (VA) for the post must state all the competencies and other corporate requirements for the position, in conformity with the post description and corporate standards. It may also indicate qualifications that are desirable for the post. Only those qualifications (required or desirable) that are indicated in the in the VA should be used to assess candidate suitability for the post.
61. UNDP has established four separate categories to advertise VAs. For posts that fall under the hiring managers decentrally managed authority, in consultation with OHR/HR, it is their purview to decide which Level or Levels a position should be open to. The four levels include:
 - (i) Level 1 - ‘Internal’ open to internal UNDP candidates only (i.e. PA/CA UNDP staff members and UNDP FTA holders whose selection was reviewed by an Advisory Body (APB/APP, or CRB/CRP));
 - (ii) Level 2 - ‘UNDP’ with staff contracts: open to all Level 1 category staff as well as UNDP FTA holders whose selection was not reviewed by an Advisory Body (APB/APP, or CRB/CRP), JPOs with an EOD before 1 July 2009, and ALD-3s and above;
 - (iii) Level 3 – ‘UN Common System’: open to all Level 1 and 2 staff as well as holders of PA/CA/FTA of entities of the UN Common System;
 - (iv) Level 4 – ‘External’: open to all Level 1, 2 and 3 staff as well as UNDP TA holders and any other external candidate (including SSAs, SCs and UNVs).
62. FTA and TA vacancies will normally be posted for a minimum of two weeks, although a TA vacancy may be posted for a minimum of one week if an emergency situation requires a shorter period of Advertisement.
63. All International FTA vacancies must be posted on the UNDP corporate website

Applications for the post

64. All persons who apply for a vacant post, in addition to submitting an application and resume, must complete a UNDP Personal History Form (P-11). The UNDP P-11 provides relevant information on a candidate’s personal and professional background, academic

record, work history, prior UN experience, residence status, languages, nationality, family relationships and other matters that are essential to making an informed selection decision. The UNDP P-11 is the authoritative source for critical information on a candidate for verification and serves as the basis for detailed reference-checking. Therefore, **only those persons who have submitted a completed and updated UNDP P-11, certifying that the information contained therein is fully accurate, may be given further consideration for the post.**

Recruitment and selection strategies and techniques

65. Depending on the type of post and post requirements, the strategies, methodologies and techniques used to recruit and select the most suitable candidates for the position may vary. For most rotational posts, the selection process is done through candidate pools (refer to [Selection and Reassignment Policy International Rotational Posts](#)). For the other posts, hiring managers should consult OHR or the local HR unit (HR), as appropriate, in deciding which level of post vacancy announcement should be employed and on the most effective approaches for filling the post.
66. Prior to commencement of the recruitment and selection process, the hiring manager, in consultation with OHR or HR, shall decide on the strategies, methodologies and techniques to be used for identifying and evaluating candidates at every stage of the process, based on the requirements of the post, including the relative weight to be assigned to each assessment technique in the overall evaluation of the candidates. The recruitment and selection process shall be transparent. Achieving corporate diversity requirements (gender and nationality) must be reflected in these strategies and techniques.

Review of qualifications

67. Only those qualifications specified in the VA may be considered in the review of candidates for the position.
68. Long-listing and short-listing procedures must be followed and documented for every staff recruitment in UNDP. Such supporting documentation will be reviewed by the relevant CRB/CRPs, as required, for compliance with the applicable recruitment and selection policy, this Framework and the Staff Rules.
69. Only candidates who fully meet the required qualifications for the position, as specified in the vacancy announcement, may be short-listed for the post.

Verification of candidate information and reference checking

70. No recruitment and selection process is complete without proper and thorough verification of critical information, including academic qualifications, languages, nationality, prior UN employment, and detailed reference checks. The UNDP Personal History Form (P-11) is mandatory for all recruitments and selections and relevant candidate information on these matters requires verification and, in particular, the candidate's employment history for

purposes of reference-checking. Please see [UNDP's Policy on Academic Qualifications](#) which spells out specific criteria for verifying academic qualifications and [UNDP's Policy on Family Relations](#).

71. Given the importance of the verification process to the proper selection of a candidate, under no circumstances may a proposed initial appointment be submitted to the CRB/CRP, or an offer of appointment be extended or otherwise communicated to a candidate, without the hiring unit first having completed all reference checks and found them to be satisfactory.
72. Procedures and standards for these verification processes are described in the relevant recruitment and selection policy.