**UNITED NATIONS** **ST**

**Secretariat**

ST/AI/1998/7
23 March 1998

ADMINISTRATIVE INSTRUCTION

# COMPETITIVE EXAMINATIONS FOR RECRUITMENT AND PLACEMENT IN POSTS REQUIRING SPECIFIC LANGUAGE SKILLS IN THE PROFESSIONAL CATEGORY*

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin ST/SGB/1997/1 and for the purpose of defining the conditions under which staff members at the P-3 level and below and external candidates may take competitive examinations for placement or recruitment in posts requiring specific language skills in the Professional category, promulgates the following:

## Section 1

## General provisions

Competitive examinations may be held from time to time for purposes of placement or recruitment in posts requiring specific language skills in the Professional category, in accordance with the needs of the Organization. Specific arrangements for such examinations shall be announced through information circulars to staff members and notices for external candidates, as and when necessary, which will provide, inter alia, information concerning application procedure.

## Section 2

## Eligibility

2.1 A staff member at the P-3 level and below may apply to take a competitive examination for placement in a post requiring specific language skills in the Professional category, provided he or she:

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* Personnel Manual index No. 4370.

(a) Meets the minimum entrance criteria for that examination, as set out in the relevant information circular;

(b) Holds a United Nations appointment valid at least until the end of the month when the written examination is scheduled to take place;

(c) Has a satisfactory record of performance.

2.2 An external candidate may apply to take a competitive examination for recruitment to a post requiring specific language skills in the Professional category, provided he or she meets the minimum entrance criteria for that examination, as set out in the relevant notice.

2.3 Staff members and external candidates shall provide relevant documents, if necessary, as evidence in support of their meeting the eligibility requirements listed in sections 2.1 and 2.2.

## Section 3

## Applications

Staff members and external candidates who wish to submit an application shall complete the appropriate form and submit it with all required documentation to the Office of Human Resources Management by the deadline indicated in the information circular and notice, which shall inform them well in advance of upcoming examinations.

## Section 4

## Specialized board of examiners

4.1 A specialized board of examiners will be set up for each examination. Specialized boards will normally be composed of staff members of the Secretariat; however, staff members of the specialized agencies or outside experts may also be employed. Each specialized board will have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management and a chairperson elected by the members of the specialized board.

4.2 Every application shall be subject to review by the specialized board of examiners in order to determine whether it meets the conditions set out in the present instruction.

4.3 All staff members and eligible external candidates shall be notified of the specialized board of examiners' decision regarding their application. The specialized board of examiners' decisions are final.

Section 5

Final provisions

The present instruction shall enter into force on 23 March 1998.

(Signed) Joseph E. CONNOR
Under-Secretary-General for Management

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