United Nations ST/AI/1999/1

Secretariat

1 February 1999

Administrative instruction

Delegation of authority in the administration of the Staff Rules*

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 delegating further the authority to administer the Staff Rules, promulgates the following:

Section 1

Delegation of authority

Annexes II, IV and V to administrative instruction ST/AI/234/Rev.1, entitled "Administration of the Staff Regulations and Staff Rules", lists matters under the Staff Rules that are within the authority of the Assistant Secretary-General for Human Resources Management and matters that are within the authority of heads of departments or offices and heads of offices away from Headquarters. Pending a general review of those provisions, the present instruction is a further delegation of this authority.

Section 2

Delegation of authority to extend fixed-term appointments

With respect to the administration of staff rule 104.12 (b), heads of departments or offices have the authority to extend fixed-term appointments for up to two years with respect to staff members in the General Service and related categories and in the Professional and higher categories up to the D–1 level and for staff recruited after a competitive examination or after review by the appointment and promotion bodies, subject to satisfactory performance, medical clearance and the availability of funds.

Section 3

Delegation of authority to grant special leave

With respect to the administration of staff rule 105.2 (a), heads of departments or offices have the authority:

(a) To grant special leave without pay for periods of up to two years;

(b) To grant special leave with full pay in the case of adoption of a child.

Section 4

Delegation of authority to approve travel on home leave

With respect to the administration of staff rule 105.3, heads of departments or offices have the authority:

(a) To approve travel to a country other than the recognized country of home leave during a particular home leave year, under staff rule 105.3 (d) (iii) *b*;

(b) To approve separate travel of dependants not in the same home leave year as the staff member, under staff rule 105.3 (j).

Section 5

Delegation of authority to approve repatriation grants

With respect to the administration of staff rule 109.5, heads of departments or offices have the authority to approve

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repatriation grant, in accordance with the conditions set out in staff rule 109.5.

Section 6

Delegation of authority to approve special post allowance

With respect to the administration of staff rule 103.11, heads of departments or offices have the authority to approve payment of a special post allowance for all categories of staff up to the D–2 level.

Section 7

Final provisions

7.1 The present instruction shall enter into force on 1 February 1999, except that section 5 will enter into force on the day a new administrative instruction, consolidating instructions ST/AI/269 and ST/AI/300 and personnel directive PD/1/80, enters into force.

7.2 The corresponding provisions in annexes II, IV and V to administration instruction ST/AI/234/Rev.1 are hereby abolished.

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