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| UNITED NATIONS | UN | NATIONS UNIES |
| **LETTER OF APPOINTMENT** | | |

To:

You are hereby offered a **TEMPORARY APPOINTMENT** in the Secretariat of the United Nations, in accordance with the terms and conditions specified below, and subject to the provisions of the Staff Regulations and Staff Rules and relevant administrative issuances, together with such amendments as may from time to time be made to such Staff Regulations and Staff Rules and administrative issuances. This appointment is offered on the basis, *inter alia*, of your certification of the accuracy of the information provided by you on the personal history profile. By accepting this appointment, you accordingly confirm and certify that all information relevant to your fitness and suitability to meet the highest standards of efficiency, competence and integrity and your ability to perform your functions, which you provided when applying for the position or thereafter in accordance with the offer you accepted**,** remains true and complete as at the date of your acceptance of this appointment.

1. Assignment

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Functional Title: | |  | | | | | |
| Department/Office/Mission: | | | |  | | |  |
| Category: |  | | | | Level: |  | |
| Official Duty Station: | | |  | | | | |
| Professional Domicile: | | |  | | | | |
| Travel on Recruitment: | | |  | | | | |

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| --- | --- | --- | --- |
| Salary: | | **Daily Rate** | **Monthly Rate** |
|  | Gross salary rate  (net rate plus staff assessment): |  |  |
|  | Net salary rate |  |  |

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| Effective Date of Appointment: |  |

2. Tenure of Appointment

This appointment is for a period of  from the effective date of appointment shown above. It expires without prior notice on .

A Temporary Appointment may be terminated by the Secretary-General prior to its expiration date, in accordance with the relevant provisions of the Staff Regulations and Staff Rules or the relevant terms of this appointment. No termination indemnity will be paid.

A Temporary Appointment does not carry any expectancy, legal or otherwise, of renewal. A Temporary Appointment shall not be converted to any other type of appointment with the Secretariat of the United Nations.

3. Information Note

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation or sexual abuse, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.

Your particular attention is drawn to staff regulation 3.3 relating to the Staff Assessment Plan.

You may access the Staff Regulations, Staff Rules and administrative issuances at <https://hr.un.org/handbook>.

1. Special Conditions

(a) The holder of this Letter of Appointment shall accept assignments during the period of this contract if he/she is then available for such assignments. He/she will be a United Nations staff member only during the days when so assigned and employed.

(b) The special conditions of employment under When Actually Employed contracts contained in ST/AI/2010/4/Rev.1 shall be applicable to the present appointment if such special conditions differ from those established for Temporary Appointment.

(c) The special conditions contained in:

(i) the Agreement between the United Nations Common System/Chief Executives Board for Coordination and the AIIC regulating the conditions of employment for short-term conference interpreters, in effect on the date of issuance of the current letter of appointment, shall apply to this appointment subject to Staff Regulations and Staff Rules governing Temporary Appointments;

- OR -

(ii) the Agreement between the United Nations System/Chief Executive Board for Coordination and AITC regulating the conditions of employment of short-term translators and persons serving in related functions, in effect on the date of issuance of the current letter of appointment, shall apply to this appointment subject to Staff Regulations and Staff Rules governing Temporary Appointments.

(d) Participation in the United Nations Joint Staff Pension Fund is excluded.

(e) In accordance with the mandatory earnings limit established by General Assembly Resolution 57/305 of 15 April 2003 and the opinion of the Advisory Committee on Administrative and Budgetary Questions of 6 October 2008, this offer and consequent appointments are subject to a maximum limit of 125 days actually worked per calendar year. This maximum applies to remuneration you may have received or will receive during this calendar year from the United Nations, including the remuneration received for contractual translation work, as well as from other entities of the United Nations common system, including the Funds and Programmes. Should the maximum of 125 days actually worked for the calendar year be exceeded, appropriate recovery/re‑payment of amount(s) in excess of the limit of 125 days actually worked will be effected.

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| Date |  | On behalf of the Secretary-General |

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To: Secretary-General

I hereby accept the appointment described in this letter, subject to the conditions therein specified and to those laid down in the Staff Regulations and Staff Rules and relevant administrative issuances. I have further acquainted myself with the Staff Regulations and Staff Rules and relevant administrative issuances.

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|  |  |  |  |  |
| Date |  | Staff Member |  | Index Number |