UNITED NATIONS  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: |  | | | |

|  |  |  |
| --- | --- | --- |
| Net base Salary: | **US$** | Net per annum, which after reverse application (i.e. addition) of United Nations staff assessment gives an approximate gross salary per annum of **US$** .  Gross salaries are calculated for the purposes of the operation of the Tax Equalization Fund established by the General Assembly resolution 973(X) of 15 December 1955 to reimburse UN officials who have to pay national income taxes (charged by those Member States that did not ratify the General Convention or did so with a reservation with regard to its section 18 (b)). Gross salaries and staff assessment are not payable to UN officials. Net base salary may rise, where applicable and subject to satisfactory service, in accordance with the schedule of increments for this category and level set out in the Staff Regulations and Staff Rules. |
|  | |
| Post adjustment | | Post adjustment is a variable element of remuneration serving the purpose of equalizing the purchasing power of remuneration of UN officials in various locations around the world with the remuneration of UN officials in New York which is the base city. Post adjustment is expressed as a percentage of the net base salary that may vary from month to month and is added to the net base salary. The actual post adjustment paid to the staff member will be the one in effect at the official duty station on the month in which the staff member reports for duty. As of , the amount of post adjustment for a staff member in  is approximately equivalent to US$ per annum. |
| Effective Date of Appointment: | |  |

2. Allowances

The salary shown does not include any allowances to which you may be entitled.

3. Tenure of Appointment

This appointment is for a period of  from the effective date of appointment shown above. It therefore 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.

Should your appointment be thus terminated, the Secretary-General will pay such indemnity as may be provided for under the Staff Regulations and Staff Rules. There is no entitlement to either a period of notice or an indemnity payment in the event of dismissal for serious misconduct.

A Temporary Appointment shall normally not exceed 364 calendar days.

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.

1. 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 and to the Regulations and Rules of the United Nations Joint Staff Pension Fund.

A staff member whose appointment is for six months or more or who completes six months of service under shorter appointments without an interruption of more than 30 calendar days shall become a participant in the United Nations Joint Staff Pension Fund, provided that participation is not otherwise excluded in this letter.

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

The Regulations and Rules of the UN Joint Staff Pension Fund may be found at:

<https://www.unjspf.org/regulations-and-rules-of-the-unjspf/>.

5. Special Conditions

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|  |  |  |
| Date |  | NAME/TITLE/DEPT/OFFICE  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 |