UNITED NATIONS  NATIONS UNIES

# LETTER OF APPOINTMENT

(*For UNICs Staff Only*)

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 such Staff Rules or 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 of **[DATE OF OFFER LETTER]      ,** remains true and complete as at the date of your acceptance of this appointment.

1. Assignment

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Functional Title: | |  | | | | | |
| Department/Office/Mission: | | | |  | | |  |
| Category: |  | | | | Level: |  | |
| Official Duty Station: | | |  | | | | |

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| --- | --- | --- | --- |
| Assessable Salary: |  | | Gross per annum, which after United Nations staff assessment gives an approximate net salary of  per annum. |
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|  | | |
| 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 the  day of .

A Temporary Appointment may be terminated by the Secretary-General prior to its expiration date, in accordance with the relevant provisions of the UN Staff Regulations and the 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 the Staff Rules. There is no entitlement to either a period of notice or an indemnity payment in the event of dismissal for serious misconduct.

The 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.

4. Information Note

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

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

You may access the Staff Regulations and Staff Rules at the following addresses:

English <https://hr.un.org/page/human-resources-handbook-hr-handbook>

French <https://hr.un.org/fr/page/manuel-des-ressources-humaines-0>

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/OFFICE/DEPT  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 in the Staff Rules and relevant administrative issuances. I have further acquainted myself with the Staff Regulations and Rules and relevant administrative issuances.

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