

OHR Policy Guidelines

Implementation of Staff Rule 3.3 on Salary Policy

Determination of step upon promotion, recruitment, or movement to a different category

OHR/PG/2024/4/Rev.2– 30 July 2024

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**Summary of changes contained in the present revised guidelines
(OHR/PG/2024/4/Rev.2) dated 30 July 2024**

<i>Section/paragraph</i>	<i>Description of the revision</i>
I. Scope of Application	
Paragraph 1	To reflect the new effective date of 24 April 2024
Paragraph 6	To align the order of paragraphs with the Staff rule 3.3 (i.e. start with 3.3 (a) initial appointments/reappointments)
II.B Determination of step upon appointment or reappointment in the Professional and higher category	
Paragraph 21	To include P-1 level at the table and clarify relation between the education and required years of experience.
Paragraph 22	To determine the maximum allowable steps upon appointment or reappointment for P1 and P2. To correct the maximum allowable step for P3.
II. Determination of step upon temporary assignment involving a change of category into the Professional and higher category from another category	
Paragraph 29	To include reference to form P.269.B that can be used to calculate the amount of SPA for the FS-5 and below.
III.B Determination of step upon appointment or reappointment in the FS category	
Paragraph 33	Introduced to clarify Delegation of Authority.
Paragraph 34	To determine the maximum allowable steps upon appointment or reappointment for FS-2.
IV. A Minimum academic, experience and un examinations and tests requirements for the general service and related categories	
Paragraph 43 (b)	To clarify required education.
Paragraphs 45-46	To introduce tables for step determination for GS and related categories.
IV. B Determination of step upon appointment or reappointment in the GS and related categories including NPOs	
Paragraph 47	Footnote introduced to clarify what is considered relevant work experience.
Annex II	Frequently asked questions are removed from policy guidelines and are now available in a standalone document in the HR policy portal.

I. Scope of application

1. Pursuant to the General Assembly Resolution 78/275 approved on 24 April 2024 on the Amendments to the Staff Regulations and Rules, the General Assembly has directed the Secretary-General to withdraw the provisional amendments to staff rule 3.3. As a result, staff rule 3.3 will read as follows effective 24 April 2024:

“(a) On appointment, a staff member shall normally be placed at the first step of the level of his or her post, unless otherwise decided by the Secretary-General.

“(b) On promotion, a staff member who holds a fixed-term or a continuing appointment shall be placed at the lowest step of the level to which he or she has been promoted that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level.”

2. This document explains how the provisions of staff rule 3.3 are to be applied.
3. For the purposes of this rule, “promotion” is defined as selection of an internal staff member to a higher-level position within the same category. The determination of step in these cases will follow staff rule 3.3 (b), i.e., application of the “two-step” formula contained therein (see Form P.269).
4. Internal staff members who change categories (including recruitment of General Service staff and related categories to the Professional category) are not promotions and are to be treated for the purpose of step determination as a new appointment under staff rule 3.3 (a). When a staff member changes category, a new letter of appointment must be issued reflecting the different conditions of service of the new category.
5. The table below summarizes the application of staff rule 3.3:

Action	JO selection	TJO selection
Initial appointment	staff rule 3.3 (a)	staff rule 3.3 (a)
Reappointment	staff rule 3.3 (a)	staff rule 3.3 (a)
Change of category	staff rule 3.3 (a), including G to P selection following competitive examination	staff rule 3.3 (a); except temporary assignment of G to P ¹ -> under Staff Rule 3.3 (b) to determine SPA payment.
Selection to higher-level within the same category	staff rule 3.3 (b)	staff rule 3.3 (b) to determine SPA payment

¹ G to P is used for short to refer to temporary movements from the GS and related categories to the P category and above. It encompasses all movements to the P category from other categories that require the passing of a competitive examination to move to the P category and it includes movements from the FS 5 level and below to the P category.

6. Therefore, these guidelines apply to²:
- a) all initial appointments or reappointments under staff rule 3.3 (a), regardless of appointment type;
 - b) selections for positions in a different category than the one held by the staff member under staff rule 3.3 (a), regardless of whether the change of category is the result of a TJO selection for a temporary vacancy or a JO selection for recruitment to fill a vacancy; and
 - c) “promotions” under staff rule 3.3 (b).

Inter-organization movements pursuant to staff rule 4.9.

7. Movement of staff members on secondment or transfer from UN common system organizations, are governed by the provisions of the “*Inter-Organization Agreement concerning Transfer, Secondment or Loan of Staff among the Organizations applying the United Nations Common System of Salaries and Allowances*” as follows:
- a) Should the staff member transfer or come on secondment to a position in the same category and at the same level, the step and seniority in grade held in the releasing organization is honoured;
 - b) If the transfer or secondment is for a higher-level position within the same category, the step-in grade will be calculated as per staff rule 3.3 (b), i.e., application of the “two-step” formula; and
 - c) if the transfer or secondment, involves a change of category, the provisions of staff rule 3.3 (a) will apply, i.e., a new determination of step in grade will be made in accordance with these guidelines.

Employment of former staff members and retirees

- 8. Former staff members who are not in receipt of pension benefits will be reassessed under the provisions of staff rule 3.3 (a) upon reappointment.
- 9. Former staff members in receipt of pension benefits will also have their step determined under staff rule 3.3 (a) but the step offered cannot exceed the one they held before separation upon retirement in accordance with the provisions of ST/AI/2003/8 on *Retention in service beyond the mandatory age of separation and employment of retirees*.

² Please note that these guidelines do not apply to the recruitment for positions in the Professional and higher category that require special language competence, and which are covered by other guidelines.

II. Change of category or recruitment into the Professional and higher category under staff rule 3.3 (a)

A. Minimum academic and experience requirements for the Professional and higher category

10. The minimum academic qualifications required for appointment to positions in the Professional and higher category is a first-level university degree from an accredited (recognized) academic institution³. In some instances, certification of specialized training or license relevant to the job family, such as military and police academy diplomas, may be accepted in lieu of a recognized degree for the positions whose classified job descriptions provide for such alternative. In such cases, this information will be contained in the educational requirements of the job opening. Where there is no language accepting equivalences, no staff member is to be recruited into the Professional and higher category without meeting the requirement of the recognized first-level university degree.
11. An advanced degree is required for certain levels and in such cases, additional years of qualifying work experience may be accepted in lieu of the advanced university degree. The UNESCO “World Guide to Higher Education” may be used as a guide in determining the level of degrees in individual countries. Information may also be obtained from other reliable sources, such as official internet sites, permanent missions and/or the educational institution concerned.
12. Please see the table in Annex I for the minimum requirements in terms of relevant work experience and academic qualifications for the various levels in the professional and higher category that do not require special language competence.
13. In counting relevant work experience, HR specialists should consider work experience that would contribute to professional competencies/skills and that would prepare a candidate to perform the functions of the post for which the candidate is being selected. Work experience after the completion of the first-level university degree would fall under this category in most instances.
14. Work experience obtained prior to completing the first-level university degree will not normally be considered. However, in some cases, such experience may be considered when it is:
 - a) at the substantive and professional level; and
 - b) obtained in the fields specified in the job opening.
15. Work experience obtained in the General Service and related categories in the UN common system at the GS-6, GS-7, FS-4, FS-5, S-5 to 7, and TC-6 to 8 levels, National Professional Officer or Language Teacher category may be considered as relevant work experience, provided that the experience meets the above-mentioned criteria under paragraphs 13 and 14.
16. Experience obtained in certain job families (such as security, police, or military) where certification of specialized training or licence relevant to the job family are deemed to be equivalent to the first-level university degree, may also be

³ For a definition of what constitutes a recognized degree, please refer to ST/AI/2018/5.

considered as relevant work experience, provided that the experience meets the above-mentioned criteria under paragraph 14.

17. Any other situation must be evaluated carefully on its own merits and may only be considered in exceptional circumstances and upon proper justification of meeting the requirements under paragraph 14 above.
18. Work experience can be acquired on a full-time or part-time basis. Work experience acquired on a part-time basis should be credited proportionately to the time worked provided that the experience meets the above-mentioned criteria under paragraphs 13-17. When there is no information on the proportion of the time worked, part-time experience will be credited at 50%. This applies to self-employment, including consultancies and volunteer work. Internships will always be counted at 50%, even if they were on a full-time basis.
19. Work experience acquired during periods of full-time study will always be credited as part-time work experience and will be credited proportionally to the time worked. Therefore, when full-time study takes place concurrently with part-time work, work experience cannot be credited at 100%. Conversely, it should be possible to credit full-time work experience at 100% while undertaking part-time study.

B. Determination of step upon appointment or reappointment in the Professional and higher category

20. Staff rule 3.3 (a) calls for appointments, whether initial appointment or reappointment, to be made normally at the first step of the level for which the candidate has been selected.
21. Should the selected candidates possess additional years of experience or educational qualifications over and above the requirements for step I, Heads of entity, within their delegated authority, may offer an appointment at a step higher than step I as per the table below:

	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII
D-2	15+	n/a	n/a	n/a	n/a	n/a	n/a	n/a
D-1	15-16	17-18	19-22	23-24	25-26	27-28	29+	n/a
P-5	10-16	17-18	19-20	21-22	23-24	25+	n/a	n/a
P-4	7-12	13-14	15-16	17-18	19-20	21-22	23+	n/a
P-3	5-9	10-13	14-15	16-17	18+	n/a	n/a	n/a
P-2 non YPP	2	3	4	5	6	7	8	10
P-2* YPP or P1	0	1	2	3	4	5	6	8

**At the P-2 level, two years less per step would be required for YPP or G to P successful candidates.*

The years of experience indicated above assume that the candidate has a Master's degree. If the candidate only possesses a first-level university degree, you must calculate two additional years for each bracket. For instance, for P3 step 1 the years of experience required would be 7 to 11.

22. The maximum allowable steps upon appointment or reappointment are as follows:

Grade level	Maximum step
D-2	I
D-1	VII
P-5	VI
P-4	VII
P-3	V
P-2	VIII
P-1	VIII

23. In counting the years of work experience, the following criteria apply:
- a) Only periods of completed full-time work that amount to one year beyond the minimum requirements listed in Annex I will be counted. Periods of less than one year will be disregarded; and
 - b) A degree at level 8 as per the criteria of the International Standard Classification of Education ISCED (doctoral or equivalent) may be considered as equivalent to two years of full-time work experience.

C. Determination of step upon selection into the Professional and higher category from another category

24. Recruitment of staff members to the Professional and higher category from the General Service and related categories, or the Field Service category up to the FS-5 level, is governed by:
- a) staff rule 4.16 (b) which requires that appointments at the P-1 and P-2 levels be made exclusively through competitive examinations; as well as
 - b) staff rule 3.4 (c), which calls for the grandfathering of the pensionable remuneration prior to the change of category until such time that the pensionable remuneration is surpassed by the one obtained in the Professional category.

Recruitments from the rosters created by competitive examinations can only be made at the P-1 or P-2 level.

25. These movements are defined as recruitment by the General Assembly and thus governed by the provisions of staff rule 3.3 (a): the step upon recruitment will accordingly be determined in line with paragraphs 20-23 above.
26. Internal staff members in the Field Service category at the FS-6 and FS-7 level and National Professional Officers can be recruited into the Professional and higher category provided they meet the requirements of the position. Upon selection, the staff member will be given a new letter of offer reflecting the new contractual conditions as per staff rule 4.5 and the step determination will also be subject to the provisions of staff rule 3.3 (a) and paragraphs 20-23 above.

Upon acceptance of the offer, the staff member shall receive a new letter of appointment.

27. There may be some situations of change of category in which the net salary offered at the Professional and higher category may be lower than what staff members seeking to change category were receiving in their previous category. Under no circumstances can additional steps be given in these cases as a "pay match" exercise. Since such voluntary change of category represents a change in contractual conditions, the staff members should be given the standard period of time to consider the offer before accepting and be advised to consider the offer in its totality, including the additional entitlements that they may be eligible to under staff rule 4.5.
28. When the movement into the Professional and higher category is the result of a competitive selection through the staff selection system or a recruitment from a competitive examination roster, this movement is processed as a change of category PA.

D. Determination of step upon temporary assignment involving a change of category into the Professional and higher category from another category

29. When an internal staff member is exceptionally selected for a temporary assignment of less than one year (as GA mandated) from the General Service and related categories or the FS-5 category and below to the Professional and higher category, the movement is to be processed as an SPA in accordance with staff rule 3.10, ST/AI/2003/3 and ST/AI/1999/17 and computed as per staff rule 3.3 (b), i.e. the "two-step" formula. The SPA is a financial compensation for the discharge of higher-level functions. Form P.269/A provides how to calculate the amount of the SPA for GS and related categories and form P.269/B can be used to calculate the amount of SPA for the FS-5 and below.
30. When an internal staff member in the Field Service category at the FS-6 level or above or a National Professional Officer is selected for a temporary assignment in the Professional and higher category, the movement is to be processed as a temporary grade and the determination of step should be done in accordance with staff rule 3.3 (a) and paragraphs 20-23 above. As the determination of step could result in a lower salary than the one given in the category of the post they encumber, staff members should be given the standard period of time to consider the offer before accepting the temporary grade and be advised to consider the offer in its totality, including the additional entitlements that they may be eligible under staff rule 4.5.

III. Change of category or recruitment into the Field Service (FS) category under staff rule 3.3 (a)

A. Minimum academic and experience requirements for the FS category

31. Please see the table in Annex I for the minimum requirements in terms of relevant work experience and academic qualifications for the various levels in the FS category.

B. Determination of step upon appointment or reappointment in the FS category

32. Staff rule 3.3 (a) calls for appointments, whether initial appointment or reappointment, to be made normally at the first step of the level for which the candidate has been selected.
33. Should candidates possess additional years of experience or educational qualifications over and above the requirements for step I, Heads of entity, within their delegated authority, may offer an appointment at a step higher than step I as per the below table:

	Step I	Step II	Step III	Step IV	Step V	Step VI	Step VII	Step VIII	Step IX
FS-7	12-15	16-17	18-19	20-21	22-23	24-27	28+	n/a	n/a
FS-6	10-12	13	14-15	16-17	18-19	20-21	22-23	24-25	26+
FS-5	8-9	10	11-13	14-15	16-17	18-19	20-21	22-23	24+
FS-4	6-7	8	9-11	12-13	14-15	16-17	18-19	20-21	22+
FS-3	4-5	6	7	8-9	10-15	16-17	18+		
FS-2	2	3	4	5	6	7	8	10	12

34. The maximum allowable steps upon appointment or reappointment are as follows:

Grade level	Maximum step
FS-7	VII
FS-6	IX
FS-5	IX
FS-4	IX
FS-3	VII
FS-2	IX

35. In counting the years of work experience, the following criteria apply:
- Only periods of completed full-time work that amount to one year beyond the minimum requirements in Annex I will be counted; and
 - For FS-1 through FS-5, one additional year of experience may be computed for relevant higher-level education, i.e., one step for bachelor's degree or equivalent and 2 steps for Masters. This is not applicable for the FS-6 and FS-7 levels.

C. Special considerations for staff members who move to the FS category from a different category

36. Staff in the General Service and related categories including National Professional Officers are eligible to apply for positions in the FS category regardless of their current grade and level, as long as they meet the requirements with respect to academic qualifications and years of experience.

37. These movements are considered to be a recruitment to a new category and the determination of step will be done in accordance with staff rule 3.3 (a) and paragraphs 32-35 above.
38. Internal staff members who move to the FS category from a different category will be given a new letter of appointment reflecting the different conditions of service of the FS category.

D. Other considerations upon movement to the FS category: Personnel Actions (PA)

39. When the movement to the FS category from another category is the result of a selection for a position for one year or longer (e.g., JO selection), this movement is to be processed as a change of category PA.
40. When an internal staff member is selected for a temporary assignment (e.g., TJO selection) from a different category to the FS category, the movement is to be processed as a temporary grade.

IV. Change of category or recruitment into the General Service (GS) and related categories including National Professional Officers (NPOs)

41. GS posts encompass administrative support functions and range from GS-1 to GS-7.
42. Related categories encompass technical support or specialised functions other than those in the GS category including:
 - a) Trades and Crafts (TC): functions, in New York only, that are based on manual or practical activities, traditionally non-academic, and are related to a specific trade, occupation, or vocation such as drivers, plumbers, electricians, various machine operators, and maintenance workers. The levels are prefixed by "TC," and range from levels TC-1 up to TC-8;
 - b) Security Service (S): covers security officer functions in New York only. The levels are prefixed by "S" and range from S-1 up to S-7;
 - c) Public Information Assistant/Tour Guides (PIA): the levels are prefixed by "PIA" and range from PIA-1 up to PIA-3. This category is limited to New York only;
 - d) Language Teacher (LT): the level is prefixed by "LT," with one grade, LT-1. This category is limited to New York and Geneva only;
 - e) National Professional Officer (NO-A to NO-E) should be nationals of and be locally recruited within the country of their employment to carry out functions that require national knowledge and experience; and may be employed in locations other than the 8 headquarters duty stations of the UN common system.

A. Minimum academic, experience and un examinations and tests requirements for the general service and related categories

43. The following eligibility requirements must be met by prospective candidates to be recruited for positions in the GS and related categories:

- a) The minimum age to be eligible for consideration for a position is 18 years old; and
- b) Applicants must have completed secondary education or equivalent, except for the LT1 and NPO categories, where university education is required.

In some specific instances certification of specialized training or license relevant to the job family, may be required. In such cases, this information will be contained in the educational requirements of the job opening. Any assessment required for specific functions will be contained in the job opening for the position advertised.

- 44. Please see Annex I for the tables summarizing the minimum requirements in terms of relevant work experience and academic qualifications for the various levels in the GS and related categories including NPOs as well as the UN assessments and tests for their respective functions.

B. Determination of step upon appointment or reappointment in the GS and related categories including NPOs

- 45. Staff rule 3.3 (a) calls for appointments to be made normally at the first step of the level for which the candidate has been selected.
- 46. Should candidates possess additional years of experience or educational qualifications over and above the requirements for step I, Heads of entity, within their delegated authority, may offer an appointment at a step higher than step I up to the maximum step VI as per the table below:

GS with secondary education or equivalent:

	Step I	Step II	Step III	Step IV	Step V	Step VI
GS-7	10	11	12	13	14	15
GS-6	7	8	9	10	11	12
GS-5	5	6	7	8	9	10
GS-4	3	4	5	6	7	8
GS-3	2	3	4	5	6	7
GS-2	1	2	3	4	5	6
GS-1	0	1	2	3	4	5

GS with first-level university degree:

	Step I	Step II	Step III	Step IV	Step V	Step VI
GS-7	8	9	10	11	12	13
GS-6	5	6	7	8	9	10
GS-5	3	4	5	6	7	8
GS-4	1	2	3	4	5	6
GS-3	0	1	2	3	4	5
GS-2	0	1	2	3	4	5

GS-1	0	1	2	3	4	5
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Security Service:

	Step I	Step II	Step III	Step IV	Step V	Step VI
S-7	18	19	20	21	22	23
S-6	15	16	17	18	19	20
S-5	12	13	14	15	16	17
S-4	9	10	11	12	13	14
S-3	5	6	7	8	9	10
S-2	2	3	4	5	6	7
S-1*	2	3	4	5	6	7

*One additional year required if the experience is in the military

Language Teachers:

	Step I	Step II	Step III	Step IV	Step V	Step VI
LT-1	5	6	7	8	9	10

Trades and Crafts:

	Step I	Step II	Step III	Step IV	Step V	Step VI
TC-8	12	13	14	15	16	17
TC-7	10	11	12	13	14	15
TC-6	7	8	9	10	11	12
TC-5	5	6	7	8	9	10
TC-4	3	4	5	6	7	8
TC-3	0	1	2	3	4	5
TC-2	0	1	2	3	4	5
TC-1	0	1	2	3	4	5

Public Information Assistants:

	Step I	Step II	Step III	Step IV	Step V	Step VI
PIA-3	2	3	4	5	6	7
PIA-2	1	2	3	4	5	6
PIA-1	0	1	2	3	4	5

National Professional Officers (with first-level university degree)

	Step I	Step II	Step III	Step IV	Step V	Step VI
NO-D*	9	10	11	12	13	14
NO-C*	7	8	9	10	11	12
NO-B*	4	5	6	7	8	9
NO-A*	2	3	4	5	6	7

*Two years less required if candidate has a master's degree or equivalent

47. In counting the years of work experience, the following criteria will be used:

- a) Work experience obtained in the General Service and related categories in the UN common system may be considered as relevant work experience⁴, provided that the experience meets the above-mentioned criteria under section A.
- b) Work experience obtained prior to completing the required educational qualifications for the category will not normally be considered.

48. For work experience acquired on a full-time or part-time basis or during periods of full-time or part-time study, please refer to paragraph 18 above.

49. In counting relevant work experience, HR specialists should consider work experience that would contribute to required competencies/skills and that would prepare a candidate to perform the functions of the post for which the candidate is being selected. Work experience after the completion of the minimum required educational qualification would fall under this category in most instances.

50. Staff in the GS and related categories including NPOs are eligible to apply for job openings across categories for positions subject to local recruitment regardless of their current grade and level, provided they meet the requirements with respect to academic qualifications and years of experience for the category and level they are applying to, and the staff member is legally authorised to work in the duty station. Such movements are a recruitment to a new category and the determination of step is subject to the provisions of staff rule 3.3 (a), covered in section III.B above.

V. Transitional measures

51. The implementation of these guidelines may result in situations where, upon reappointment, staff members are offered a lower step than the step they held upon separation from their prior appointment.

⁴ In the case of NPOs, however, only work experience obtained in the General Service and related categories in the UN common system at the GS-6, GS-7, FS-4 to 7, S-5 to 7, and TC-6 to 8 levels or in the NPO or teacher category may be considered as relevant work experience provided that the experience meets the above-mentioned criteria under section A above.

52. Staff rule 4.18 on Re-employment is fully applicable to these situations and provides that:

*“(a) A former staff member who is re-employed under conditions established by the Secretary-General **shall be given a new appointment unless the staff member is reinstated under staff rule 4.17.***

*(b) **The terms of the new appointment shall be fully applicable without regard to any period of former service.** When a staff member is re-employed under the present rule, the service shall not be considered as continuous between the prior and new appointments.” [Emphasis added]*

53. Staff rule 4.17 provides the conditions under which a reinstatement may take place. Staff members who previously held a temporary appointment cannot be reinstated.

54. All offers of appointment, changes of category or selections for higher-level position within the same category effective on or before 23 April 2024 are subject to the provisions of ST/SGB/2023/1/Rev.1 and OHR/PG/2023/2 and OHR/PG/2023/3. Therefore any Personnel Actions related to these transactions with effective dates between 28 March and 23 April should be re-checked to ensure that the step was determined as per OHR/PG/2023/2 and OHR/PG/2023/3.

55. All offers of appointment, changes of category or selections for higher-level positions within the same category effective on or after 24 April 2024 are subject to this version of these guidelines (OHR/PG/2024/4/Rev.2). Therefore, any Personnel Actions related to these transactions with effective dates on or after 24 April 2024 should be re-checked to ensure that the step was determined as per these guidelines.

56. All prior versions of these guidelines are hereby superseded.

ANNEX I – Minimum requirements in terms of relevant work experience and academic qualifications

1. Professional and higher category (that do not require special language competence):

Professional Level	Number of years of relevant professional experience	
	Master degree or equivalent Or higher (ISCED[1] Level 7 academic qualifications or higher)	First level university degree or equivalent (ISCED Level 6 academic qualifications)
P1	0	2
P2 Non YPP/G to P	2*	4
P2 YPP/G to P	0	0-2
P3	5	7
P4	7	9
P5	10	12
D1	15	17
D2	Over 15	Over 17

**At P-2 level, consideration is given for a doctoral degree (ISCED level 8) or equivalent with no experience.*

2. Field Service category:

Level of Appointment	Minimum relevant experience	Minimum academic requirements*
FS-7	12 years **	Completion of Secondary education or equivalent. Technical or vocational certificate**
FS-6	10 years**	Completion of Secondary education or equivalent or equivalent. Technical or vocational certificate**
FS-5	8 years	Completion of Secondary education or equivalent or equivalent. Technical or vocational certificate
FS-4	6 years	Completion of secondary education
FS-3	4 years	Completion of secondary education
FS-2	2 years	Completion of secondary education
FS-1	0 years	Completion of secondary education

**Technical positions such as vehicle mechanics, radio technician or communications technicians require a technical certificate/license of successful completion of an apprenticeship and tradesmen's qualifications in the relevant field.*

*** The minimum number of years of relevant experience is reduced for candidates who possess a first-level university degree as follows: for FS-6, a minimum of 5 years of experience; for FS-7, a minimum of 7 years of experience.*

3. General Service and related categories including National Professional Officers:

General Service	Number of years of relevant post-secondary experience		UN examinations/ tests
	Upper Secondary education or equivalent (ISCED Level 3 academic qualifications)	First-level university degree or equivalent (ISCED Level 6 academic qualifications)	
GS-1	No experience required.	No experience required.	Any specialised test required for specific functions ⁵
GS-2	1 year	No experience required.	
GS-3	2 years	No experience required.	
GS-4	3 years	1 year	
GS-5	5 years	3 years	
GS-6	7 years	5 years	
GS-7	10 years	8 years	

Security Service	Number of years of relevant post-secondary professional experience ⁶	UN examinations/tests
S-1	2 years in a police force or 3 years in a military force	Security Officers Examination
S-2	2 years	
S-3	5 years	
S-4	9 years	
S-5	12 years	
S-6	15 years	
S-7	18 years	

Language Teachers	Master degree or equivalent Or higher (ISCED Level 7 academic qualifications or higher)	UN examinations and tests
LT-1	5 years	N/A

⁵ Job openings in the GS category in the UN Secretariat advertised after 7 July 2023 no longer require the passing of the GGST. The discontinuation of the GGST has no bearing on other tests for the General Service and related categories, such as Data Assistant Test (DAT), Trades and Crafts Test (TCT), and Editorial and Desktop Publishing Assistant Test (EDPA). The tests will be administered as before.

⁶ Applies also to Security Officers in GS categories outside New York.

Public Information Assistant	Number of years of relevant professional experience	UN examinations /tests
PIA-1	No experience required	
PIA-2	1 year	
PIA-3	2 years	

Trades and Crafts	Number of years of relevant professional experience	UN examinations/tests
TC-1	No experience required.	Trades and Crafts Test
TC-2	No experience required.	
TC-3	No experience required.	
TC-4	3 years	
TC-5	5 years	
TC-6	7 years	
TC-7	10 years	
TC-8	12 years	

National Professional Officers	First-level university degree or equivalent (ISCED Level 6 academic qualifications)	Master degree or equivalent Or higher (ISCED Level 7 academic qualifications or higher)	UN examinations and tests
NO-A	2 years	0 years	N/A
NO-B	4 years	2 years	
NO-C	7 years	5 years	
NO-D	9 years	7 years	

For information on United Nations Online Examinations and Tests System please check: <https://hr.un.org/page/general-service-examinations>