**LETTER OF APPOINTMENT**

To:

You are hereby offered a FIXED-TERM 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. Initial Assignment

Functional Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department/Office/Mission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category: \_\_\_\_\_\_\_\_\_\_\_\_\_  Level: \_\_\_\_\_\_\_\_\_

Official Duty Station: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Assessable Salary: **USD \_\_\_\_\_\_\_\_\_** Gross per annum, which after United Nations staff

assessment gives an approximate net salary per annum of

**USD \_\_\_\_\_**, which 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.

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 fixed term of \_\_\_\_ year \_\_\_ month \_\_\_\_ day from the effective date of appointment shown above. It therefore expires without prior notice on **\_\_\_\_\_\_**.

A Fixed-Term 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. The normal expiration of the appointment at its term does not require the payment of any indemnity. There is no entitlement to either a period of notice or an indemnity payment in the event of dismissal for serious misconduct.

A Fixed-Term Appointment, irrespective of the length of service, does not carry any expectancy, legal or otherwise, of renewal or of conversion to any other type of appointment in the Secretariat of the United Nations.

4. 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.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c).  Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised.

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 (“UNJSPF”). Staff members holding appointments for six months or longer shall become participants in the UNJSPF on appointment provided that participation is not expressly excluded by the terms of appointment.

You may access the Staff Regulations, Staff Rules and administrative issuances at:

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

The Regulations and Rules of the UNJSPF may be found at:

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

5. Special Conditions

Renewal of the appointment is contingent upon continued existence of mandate and availability of funds.

Executive Office of the \_\_\_\_\_\_

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

Date Staff Member Index