**Form for the Implementation of the**

**“Temporary Special Measures for the Achievement of Gender Parity” (ST/AI/2020/5)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TO**: The Chef de Cabinet to the Secretary-General

**CC**: Under-Secretary-General for Management Strategy, Policy and Compliance; and,

 Assistant Secretary-General for Human Resources

**DATE**: Date sent

**FROM**: Head of Entity, Hiring Entity

**Job Opening No.**       **Level (Professional/Director):**  **-**

**Posting title:**

**List of candidates considered suitable (submitted to Central Review Bodies (CRB), or roster applicants considered):**

**Number of applicants by gender:** Total:       Male:       Female:

**Number of long-listed applicants:** Total:       Male:       Female:

**Number of short-listed for written assessment** **(if applicable):** Total:       Male:       Female:

**Number of short-listed for competency-based interview:**  Total:       Male:       Female:

**Composition of the assessment panel:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Level** | **Gender** |
| **1** |       |       |       |
| **2** |       |       |       |
| **3** |       |       |       |
| **4** |       |       |       |
| **5** |       |       |       |
| **6** |       |       |       |
| **7** |       |       |       |

Describe efforts made to attract a wide pool of women candidates with the qualifications and experience for the post, including candidates from unrepresented countries (in case of recruitment for geographic positions), and/or nationalities not represented within the entity at the end of previous calender year:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Current staff composition of the entity, including gender breakdown of total Professional and higher category staff and level as of enter date: Please see UN Gender Parity Dashboard and complete the table accordingly.<https://www.un.org/gender/content/un-secretariat-gender-parity-dashboard> |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Dept/Office/****Mission** | **Level** | **Women** | **Men** | **%Women** | **Total Staff** |
|  | USG |       |       | % |       |
| ASG |       |       | % |       |
| D-2 |       |       | % |       |
| D-1 |       |       | % |       |
| P-5 |       |       | % |       |
| P-4 |       |       | % |       |
| P-3 |       |       | % |       |
| P-2 |       |       | % |       |
| **Total** |  |  |  | **%** |  |

 |

|  |  |
| --- | --- |
| Describe the reasons for considering the qualifications and experience of the male candidate to be clearly superior to those of the women candidates found to be suitable, as per Section 3.5. of the **ST/AI/2020/5** |       |

**Check list of required attachments (pdfs):**

* Job Opening
* Personal History Profile (PHP) of candidates / roster candidates who were considered suitable
* Evaluation matrix (Inspira)
* Proof of outreach to suitable networks
* Applied Criteria Report (from Inspira)
* Applicant Gender Ratio Report
* Transmittal Memo and Comparative Analysis Report (in case of CRB recommendation).