

Policy Guideline

Administration of fixed-term appointment limited ("FTA-limited")

OHR/PG/2024/3/Rev.2 – [1 November 2025]

1. This OHR Policy Guideline provides guidance on the modality of fixed-term appointment limited (hereinafter "FTA-limited" or "appointment limited to the entity"), in accordance with section 2.2 (c) of ST/AI/2025/3 on *Administration of appointments* as revised or amended, where the candidate is selected but not reviewed by a Secretariat review body in accordance with staff rule 4.15 on senior review bodies and central review bodies. This guideline also applies when a UN Secretariat staff member holding a continuing, permanent or fixed-term appointment is selected through a job opening for an appointment limited to the entity and the process is not reviewed by a Secretariat review body in accordance with staff rule 4.15 on senior review bodies and central review bodies.
2. This guideline does not replace the applicable Staff Regulations and Rules and the relevant administrative issuances which prevail in case of conflict with the provisions in this Guideline. This guideline does not apply to entities with specific administrative issuances governing personnel arrangement and entities that are exempt from the staff selection system as indicated in section 3.2 of ST/AI/2025/2 on *Staff selection system*, as revised or amended.
3. While the FTA-limited modality is an option for entities to consider when recruiting for finite or project-related needs with mandates of one year or more, it is not a requirement. The current contractual framework of continuing, fixed-term and temporary appointments does not change.

Use and administration of appointments limited to the entity

4. Heads of entity must decide whether a fixed-term appointment will be limited to the entity or not prior to posting the Job Opening. Fixed-term appointments limited to the entity may be used for finite or project-related needs with mandates of one year or more. They cannot be used to fill geographical positions subject to the system of desirable ranges.
5. In accordance with section 4.8 of ST/AI/2025/2 on *Staff selection system*¹, heads of entity may exceptionally approve a 15-day deadline for project-funded vacancies, including for job openings for fixed-term appointments limited to the entity.

¹ Section 4.8 of ST/AI/2025/2 on *Staff selection system* states, "The deadline for applying for job openings shall normally be: ... (c) 30 calendar days after posting for project-funded vacancies unless the official with the delegated authority exceptionally approves a 15-day deadline."

6. A special note should be included in the Job Opening, Offer of Appointment and in the Letter of Appointment to indicate that the appointment of selected external candidates is limited to the entity:

"External candidate selected through this job opening will be granted a fixed-term appointment limited to the entity ("FTA-limited") in accordance with section 2.2 (c) of administrative instruction ST/AI/2025/3 on Administration of appointments.

Renewal of appointment is contingent upon continued existence of mandate and availability of funding. If this position is discontinued, the incumbent will be separated from service.

United Nations Secretariat staff members who meet the definition of "internal candidate" in staff rule 4.10 who are selected through this job opening will be reassigned or transferred to the position, without a lien to their parent position."

7. Candidates are required to be assessed to determine whether they meet the requirements of the job opening. Assessments must be conducted in accordance with ST/AI/2025/2 on *Staff selection system*, as revised or amended, and may include written and/or oral tests, assessment centres, and/or interviews. A desk review is not sufficient. However, selection of candidates for job openings for fixed-term appointments limited to the entity are not reviewed by Secretariat central review bodies.
8. Entities may select a rostered candidate through job openings for fixed-term appointments limited to the entity. Entities must inform the rostered external candidate of the implications of accepting a fixed-term appointment limited to the entity, as stated in this guideline.
9. An initial fixed-term appointment limited to the entity must be granted for a minimum period of one year. Heads of entity may renew the appointment, for up to a maximum of two years at a time, provided continuity of the mandate and funding is available for the duration of the appointment.
10. As selections through job openings for to fixed-term appointments limited to the entity are not reviewed by a Secretariat review body, the selected candidates are not included in rosters.

Implication for existing internal UN Secretariat staff members holding appointments without limitation applying to job openings for appointments limited to the entity

Contractual status

11. Existing internal UN Secretariat staff members holding continuing, permanent or fixed-term appointments without limitation, when selected for job openings for appointments limited to the entity, retain their contractual status. The move of internal existing UN Secretariat staff members holding continuing, permanent or fixed-term appointments without limitation applying to job openings for appointments limited to the entity will be processed as a reassignment/transfer, without a lien to the previous position, and not as a temporary assignment.
12. Existing internal UN Secretariat staff members in the General Service or related categories who have not passed the G to P examination are not eligible to apply to job

openings for appointments limited to the entity in the Professional and higher category in accordance with staff rule 4.16 on competitive examinations.

Renewal of appointment

13. Fixed-term appointments of existing internal UN Secretariat staff members, who have been selected for job openings for appointments limited to the entity, may be renewed for up to maximum of two years at a time, provided continuity of the mandate and funding is available for the duration of the appointment.

Expiration and termination of appointment

14. In accordance with staff regulation 4.5 (c) and staff rule 4.13 (c), a fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service. At the completion of the project or funding of the position, staff members holding fixed-term appointments that have been selected through job openings for appointments limited to the entity are separated upon expiration of appointment in accordance with staff rule 9.4 unless their appointments are extended.
15. In cases of abolition of post or reduction of staff, staff members holding continuing, permanent, or fixed-term appointment without limitation who have been selected through job openings for appointments limited to the entity will be considered in accordance with ST/AI/2023/1 on *Downsizing or restructuring resulting in termination of appointments*, as revised or amended, at the grade/level of the position subject to appointment limitation.
 - a. Staff members holding fixed-term appointments, who have been selected through job openings for appointments limited to the entity, who are not retained will be separated upon expiration of appointment in accordance with staff rule 9.4 if their appointment expiration date coincides with the date of abolition of post or reduction of staff. If the expiration date of their appointment is beyond the date of abolition of post or reduction of staff, the appointments will be terminated in accordance with staff regulation 9.3 and staff rule 9.6. The entity terminating the appointment will be responsible for payment of termination indemnity and all other separation payments.
 - b. Staff members holding continuing or permanent appointments, who have been selected through job openings for appointments limited to the entity, who are not retained will be separated from service. The entity terminating the appointment will be responsible for payment of termination indemnity and all other separation payments.

Implication for staff members from other UN organizations applying to job openings for appointments limited to the entity

16. If a candidate from another UN organization is selected through a job opening for an appointment limited to the entity in the UN Secretariat, it is recommended that the candidate be seconded or loaned to the Secretariat but not transferred given the finite duration of the project or funding.
17. Staff members in the General Service or related categories from other UN organizations who have not passed the G to P examination are not eligible to apply to job openings for appointments limited to the entity in the Professional and higher category in accordance with staff rule 4.15 on competitive examinations.

Implication for external candidates applying to job openings for appointments limited to the entity

Contractual status

18. External candidates, including those who are on temporary appointments, will be issued a letter of appointment limited to the entity, and as such, be referred to as a staff member holding FTA-limited.

Conditions of appointment

19. Consideration for conversion to continuing appointment: Staff members holding FTA-limited are not eligible for conversion to continuing appointment because their selection was not reviewed by a central review body.
20. Participation in the mobility exercises: staff members holding FTA-limited are not eligible to participate in mobility exercises as per ST/AI/2023/3 on *Mobility*, as revised of amended.
21. Lateral reassignment: staff members holding FTA-limited may be laterally reassigned within the entity where the position is located, under the delegated authority of the head of entity, However, the staff member cannot be laterally reassigned outside the entity where the position is located.
22. Application to Temporary Job Openings and eligibility for temporary assignments: if staff members holding FTA-limited apply to a Temporary Job Opening and are selected, they must resign and be re-appointed on a Temporary Appointment. Staff members holding FTA-limited are not eligible for temporary assignments within or outside the entity where the position is located.
23. Application to job openings for appointments without limitation: staff members holding FTA-limited may apply for and be selected for any job openings in the Secretariat and be selected provided they meet the requirements of ST/AI/2025/2 on *Staff selection system*, including but not limited to the requirement of lateral or geographical move, if applicable. If staff members are selected following review by a Secretariat review body in accordance with staff rule 4.15 on senior review bodies and central review bodies, their appointment will no longer be subject to limitation effective from the date of assumption of the new role.
24. Salaries, benefits and allowances: staff members holding FTA-limited have the same salaries, benefits and allowances as other staff members on fixed-term appointments without limitation.

Expiration and termination of appointments

25. In accordance with staff regulation 4.5 (c) and staff rule 4.13 (c), a fixed-term appointment does not carry any expectancy, legal or otherwise, of renewal or conversion, irrespective of the length of service. At the completion of the project or funding of the position, staff members holding FTA-limited are separated upon expiration of appointment in accordance with staff rule 9.4 unless their appointments are extended.
26. In cases of abolition of post or reduction of staff, staff members holding FTA-limited will be separated upon expiration of appointment in accordance with staff rule 9.4 if their appointment expiration date coincides with the date of abolition of post or

reduction of staff. If the expiration date of their appointment is beyond the date of abolition of post or reduction of staff, the appointment will be terminated in accordance with staff regulation 9.3 and staff rule 9.6. The entity terminating the appointment will be responsible for payment of termination indemnity and all other separation payments.