

## Policy Guideline

### Administration of fixed-term appointment limited

OHR/PG/2024/03 – 20 March 2024

1. This OHR Policy Guideline provides information on the modality of fixed-term appointment limited (hereinafter “FTA-limited”), in accordance with section 2.2 (b) of ST/AI/2013/1 on *Administration of fixed-term appointments*, where the candidate is selected but not reviewed by a Secretariat review body.
2. It 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 arrangements<sup>1</sup>. It also does not apply to the administration of appointment for Junior Professional Officers nor personnel seconded by the governments to the United Nations.
3. While the FTA-limited is an option for entities to consider, it is not a requirement. The current contractual framework of continuing, fixed-term and temporary appointments does not change.

#### Use and administration of FTA-limited

4. Heads of entity must decide whether FTA-limited would be granted or not prior to posting the Job Opening. FTA-limited 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. A special note should be included in the Job Opening, Offer of Appointment and in the Letter of Appointment to indicate that the appointment is limited:

*“Candidate selected will be granted a fixed-term appointment limited (“FTA-limited”) in accordance with section 2.2 (b) of administrative instruction ST/AI/2013/1 on Administration of fixed-term appointments. United Nations Secretariat staff members who meet the definition of “internal candidate” in staff rule 4.10, who are selected for a position subject to FTA-limited will be reassigned to the position without a lien to their parent position.”*

6. The assessment of candidates for positions subject to FTA-limited must be conducted in accordance with ST/AI/2010/3/Rev.3, as revised or amended. However, selection of candidates for FTA-limited are not reviewed by Secretariat central review bodies.

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<sup>1</sup> Office of Internal Oversight Services whose personnel arrangements are governed by ST/AI/401, and as amended by ST/AI/2003/4, on *Personnel arrangements for the Office of Internal Oversight Services*.

7. The initial FTA-limited must be granted for a minimum period of one year. Heads of entity may extend the appointment, for up to maximum of two years at a time, provided continuity of the mandate and funding.

#### **Impact on staff serving on FTA-limited**

8. **Mobility and continuing appointment:** staff members holding FTA-limited are not included in the mobility exercise and are not considered for conversion to continuing appointment. Periods of service on FTA-limited are not counted towards the qualifying period of service for continuing appointment.
9. **Lateral reassignment within the entity:** staff members holding FTA-limited cannot be laterally reassigned.
10. **Application to Temporary Job Openings:** if staff holding FTA-limited apply to a Temporary Job Opening and are selected, they must resign and be re-appointed on a Temporary Appointment, as they are not "internal candidates" referred to in staff rule 4.10. Staff members holding FTA-limited are not eligible for temporary assignments.
11. **Roster:** as selections on FTA-limited are not reviewed by the central review bodies, the selected candidates are not eligible to be included in rosters.
12. **Application to positions that are not subject to limitation:** staff members holding FTA-limited may apply for any other positions in the Secretariat and be selected. If staff members are selected for a position following review by a Secretariat review body, they will no longer be subject to the limitation effective from the date of assumption of the new position.
13. **Benefits and entitlements:** staff members holding FTA-limited have the same benefits and entitlements as other staff on fixed-term appointments without limitations.

#### **UN Secretariat staff members applying to positions subject to FTA-limited**

14. UN Secretariat staff members holding permanent, continuing or fixed-term appointments applying to positions subject to FTA-limited retain their contractual status while on the positions subject to FTA-limited.
15. Therefore, the selection of a UN Secretariat staff member holding a continuing, permanent or fixed-term appointment to a position subject to FTA-limited will be processed as a reassignment, without a lien to the parent position.
16. Staff members in general service or related category who have not passed the G to P examination are not eligible to apply to positions subject to FTA-limited in the Professional and higher category.

#### **Staff members from other UN organizations applying to positions subject to FTA-limited**

17. If a candidate from another UN organization is selected for a UN Secretariat position that is subject to FTA-limited, the candidate can be seconded or loaned to the Secretariat but not transferred. If the releasing organization does not agree to a secondment or loan, the candidate will need to resign from their organization to join the Secretariat on a FTA-limited.

#### **Expiration and termination of fixed-term limited appointments**

18. 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. Staff members holding FTA-limited may be terminated in accordance with staff regulation 9.3 and staff rule 9.6.
19. 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, they will be reviewed for possible retention within the downsizing entity in accordance with ST/AI/2023/1. If there are no suitable posts in which their services can be utilized within the downsizing entity, they will be terminated in accordance with staff rule 9.6 as staff members holding FTA-limited cannot be considered for retention outside the downsizing entity.