

## GUIDELINES FOR DETERMINATION OF LEVEL AND STEP ON RECRUITMENT TO THE PROFESSIONAL CATEGORY AND ABOVE

The guidelines for determination of level and step on recruitment have been revised as follows to take into account the changes resulting from the introduction of a new staff selection system on 1 May 2002 and to achieve consistency with vacancy announcements (VAs) and generic job profiles (GJPs).

### **I. SCOPE OF APPLICATION**

1. **The guidelines apply to all initial appointments**, regardless of duration or of the series of the Staff Rules under which an appointment is made.
  - 1.1. For candidates appointed after selection for a vacancy advertised under ST/AI/2006/3/Rev.1, effective 11 January 2010 [abolished and replaced by [ST/AI/2010/3](#) (effective 21 April 2010), the grading guidelines are to be used **only for determination of step** on recruitment. These candidates have, by definition, been found to meet the requirements of the post and are appointed at the level of the post in all cases. The guidelines are to be used **for determination of both level and step on recruitment for candidates recruited without a vacancy announcement**, e.g., for replacement posts or for appointments of less than one year;
  - 1.2. For short-term appointments of six months or less under the 300 series other than appointments of limited duration, the grading guidelines are to be used **for determination of level only**, as there are no steps in the salary scale. The decision whether the appointment is “local” or “non local” is not affected by these guidelines.
2. **The guidelines do not apply to:**
  - 2.1. **former UN staff members** as they are normally granted the same level, step and frequency of salary increments as under their previous appointment provided they are appointed to a post or function classified at their former level (see section 6.1 (c) of [ST/AI/2003/8](#));
  - 2.2. **lateral movement** on secondment, transfer, reappointment from within the UN common system as these staff normally keep their step and the frequency of salary increments;
  - 2.3. **language staff** (see section VI below);
  - 2.4. **recruitment from GS and related categories to the Professional level**, which is covered under staff rule 103.9 [[sr 3.4](#)].

### **II. ACADEMIC QUALIFICATIONS**

3. The minimum required for appointment at the Professional level and higher is the first level university degree from an **accredited (officially recognized) university or institution**. An advanced degree may be required for some functions, as specified in the VA (or the GJP in the absence of a VA).

4. The **UNESCO “World Guide to Higher Education”** should be used as a guide in determining the level of degrees in individual countries, as the level of university degrees in various educational systems is not always consistent. Information obtained from other reference material, the internet, permanent missions and/or the educational institution concerned is also useful. The table below illustrates degrees from six member states:

	Level 9	Level 8	Level 7	Level 6	Level 5
France	Doctorat	DEA	Maitrise	Licence	DEUG/DUEL
Japan	Hakushi		Igakushi/Shushi		Gakushi
Peru	Doctorado		Licenciatura		Bachillerato Professional
USA/UK	Ph.D.	M.Phil.	M.A./M.S.		B.S./B.A./Masters in Scotland
Russian Federation	Kand nauk doctor nauk		Prof. Diploma		

5. The table below shows the minimum requirements for placement at certain levels, in terms of academic qualifications and relevant work experience. **The number of years of experience is related to the criteria set out in VAs and GJPs.**

Level of appointment	Level of University degrees and number of years* of relevant** professional experience***				
	Level 9 Ph.D (or equivalent)	Level 8 M. Phil. (or equivalent)	Level 7 Masters (or equivalent)	Level 6 Licence (or equivalent)	Level 5 Bachelor (or equivalent)
<b>P-1</b>	0	0	0	1	2
<b>P-2</b> (Non-exam, e.g., replacement or appointments of less than 1 yr.)	2****	2	2	3	4
<b>P-3</b>	5	5	5	6	7
<b>P-4</b>	7	7	7	8	9
<b>P-5</b>	10	10	10	11	12
<b>D-1</b>	15	15	15	16	17
<b>D-2</b>	> 15	> 15	> 15	> 15	> 15

\*Where the VA specifies, a higher-level degree may substitute for a certain number of years

\*\*Relevant shall be considered as any type of experience that would contribute to professional competencies/skills and that would prepare a candidate to perform the functions of the post.

\*\*\* Where a VA does not specify number of years of experience, go to step I of the salary scale and use candidate's experience and academic qualifications to determine additional steps.

\*\*\*\* At this level, consideration would be given for a Ph.D. or equivalent with no experience.

### **III. DETERMINATION OF LEVEL OF APPOINTMENT**

6. Candidates recruited under the staff selection system are placed at the level of the post for which they are selected.
7. In recruitments not processed under the staff selection system (e.g., replacement posts or appointments for less than one year) these guidelines govern determination of both grade and step. Candidates who do not meet the minimum requirements for the level of the post under consideration may be placed at a level commensurate with their qualifications. For short-term appointments of six months or less under the 300 series, the guidelines are to be used for determination of level only.
8. Only professional work experience will be counted. In most cases, this will be experience gained after the first level university degree.
9. 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. This applies to self-employment, including consultancies, internships and volunteer work.

### **IV. DETERMINATION OF STEP WITHIN GRADE**

10. Appointments at the P-1 to D-1 level are normally made at step one, unless the following conditions are met:
  - 10.1. One additional step is granted for each additional year of work experience beyond the minimum required for appointment at step one of the grade.
  - 10.2. Additional steps may be granted for Ph.D. and M. Phil. degrees or equivalent, up to a maximum of two additional steps for a Ph.D. and one additional step for a M. Phil.
  - 10.3. Where the vacancy announcement does not specify the number of years of experience required, the years of experience in the table in section II, above, should be used as a point of reference when considering whether additional steps are warranted, e.g., a candidate with 10 years of experience who has been selected for a P-4 post where the VA required a Masters and "progressive" experience, would be granted step IV/P-4.
  - 10.4. **For initial recruitment cases, the maximum allowable step is step VI for P-1 to P-4 posts, and step V for P-5 and D-1 posts.**
11. Initial recruitment at the D-2 level is normally made at step one only.

### **V. NCE RECRUITMENT**

12. While recruitment through the National Competitive Examinations (NCE) is governed by criteria specified in the relevant notices or information circulars, the grading guidelines are used for the determination of the step. (Please note that the number of years of experience required of NCE candidates for P-2 and P-3 level posts is lower than for non-NCE candidates due to the fact that NCE candidates have been successful on a rigorous, competitive examination.)

Level of appointment	Level of University degrees and number of years of relevant* professional experience**				
	Level 9 Ph.D (or equivalent)	Level 8 M. Phil. (or equivalent)	Level 7 Masters (or equivalent)	Level 6 Licence (or equivalent)	Level 5 Bachelor (or equivalent)
<b>P-2</b>	0	0	0	0-1	0-2
<b>P-3</b>	4	4	4	4-5	4-6

\*Relevant shall be considered as any type of experience that would contribute to professional competencies/skills and that would prepare a candidate to perform the functions of the post.

\*\* Where a VA does not specify number of years of experience, go to step I and use candidate's experience and academic qualifications to determine additional steps.

## **VI. LANGUAGE STAFF**

13. For long term recruitment from the roster of successful candidates from the competitive examinations for language staff:

13.1. **P-2 step I** is granted to candidates who hold a Bachelor/Masters degree or equivalent and no relevant work experience\*. One additional step is granted for each year of professional work experience up to a maximum of step VI.

13.2. **P-3 step I** is granted to candidates with a Masters degree or equivalent and six years of relevant work experience\*, or a Bachelors degree or equivalent and eight years of relevant work experience\*. **For candidates (Translators, Editors, Proofreaders and Verbatim Reporters) who have served as free-lance within the Organizations which are party to the AITC Agreement in the relevant field, step I of the P-3 level will be considered from the date of the reclassification of their level to T-II.**

**For candidates (Interpreters) who have served as served as conference interpreters in Organizations which are party to the AIIIC Agreement, step I of the P-3 level will be considered from the date of the reclassification of their level to INT-I by the Classification Board.**

**[Section 14.2, revised effective 1 April 2009]**

14. For short term recruitment of candidates who may or may not have passed a competitive examination for language staff:

14.1. Interpreters are normally appointed at the INT-2 level unless they have been reclassified by the AIIIC Board, in which case they should be placed at the INT-1 level;

14.2. Other language staff are placed in accordance with the AITC agreement (see Annex).

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\* The following is considered relevant work experience:

For Interpreters: (a) conference interpretation work; and (b) teaching interpretation.

For Translators, Editors, Proofreaders and Verbatim Reporters: (a) functional translation work; (b) functional editing work; (c) teaching translation; and (d) journalism (for Verbatim Reporters only).

## VI. FIELD SERVICE CATEGORY

15. The recruitment criteria for the Field Service category are set out in the following table.

Level of Appointment	Minimum relevant experience	Minimum academic requirements
FS-7	12 years **	High School Diploma or equivalent. Technical or vocational certificate.**
FS-6*	10 years**	High School Diploma or equivalent. Technical or vocational certificate**
FS-5	8 years	High School Diploma 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

\*For posts advertised at the P-3/FS-6 level, staff at the FS-5 level who are selected for such posts may only be appointed at the FS-6 level, regardless of their academic qualifications, due to the restrictions placed by the General Assembly on movement of staff from the General Service and related categories to the Professional level. Staff already at the Professional level may, of course, be appointed at the P-3 level.

\*\* The minimum 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.

16. Appointments are normally made at step one of the grade, unless the following conditions are met:

- 16.1. One additional step is granted for each additional year of work experience beyond the minimum required for appointment at step one, up to a maximum of step VI.
- 16.2. One additional step may be granted for relevant higher-level education, i.e. one step for Bachelor's degree or equivalent.

17. 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.

**Approved on 30 July 2004**