



# 联合国 环境规划署



Distr.  
GENERAL  
UNEP/OzL.Pro/ExCom/68/51  
8 November 2012  
CHINESE  
ORIGINAL: ENGLISH

执行蒙特利尔议定书  
多边基金执行委员会  
第六十八次会议  
2012年12月3日至7日，蒙特利尔

## 多边基金秘书处主任职务的征聘工作（第 67/37 号决定）

### 背景

1. 根据联合国关于规定退休年龄的规则和条例，基金秘书处主任应于 2013 年 9 月退休。在执行委员会的第六十七次会议上，美国代表提出了一份与甄选多边基金秘书处新主任的程序的决定草案有关的提案。他解释说，提案的目的是确保执行委员会将配合联合国的程序，及时地参与征聘工作，一如其以往所做的工作。其后，执行委员会在第 67/37 (a) 和 (b) 号决定中决定请秘书处更新与多边基金秘书处主任职位的征聘程序有关的文件，并将其提交执行委员会第六十八次会议审议；并请秘书处为执行委员会进行有关通常征聘多边基金秘书处主任职位的程序作出必要安排。

### 第一部分：与多边基金秘书处主任职位的征聘程序有关的背景文件

2. 根据第 67/37 (a) 号决定，基金秘书处收集了与 1990 年设立主任职务以来基金秘书处两任主任的征聘程序有关的背景文件。这将让执行委员会在处理其在解决第三任主任的甄选中的任务和作用有关的问题上能够对程序加以借鉴。

### 第一任主任的甄选工作

3. 第一任主任的甄选工作始于执行委员会的第一次会议，该次会议于 1990 年 12 月在蒙特利尔举行。在第一次会议上，执行委员会核准了临时多边基金秘书处主任职位的职务说明（作为附件一随附于后），并决定利用环境规划署的人事程序，迅速刊登次职位的广告，同时，由墨西哥（副主席）任组长、成员包括德国联邦共和国、加纳和苏联代表的征聘小组将对所有申请进行审查，同领先的候选人进行面试，并向执行委员会下一次会议提出建议。甄选小组于 1990 年 12 月在内罗毕举行了第一次会议，在此期间，审查了提交申

请的候选人的档案以及嗣后拟订的将要接受面试的候选人入围名单。环境规划署的代表也出席了这次会议。

4. 在 1990 年 12 月 17 日至 19 日执行委员会第二次会议的间隙，甄选小组于 1990 年 12 月 17 日在蒙特利尔举行了第二次会议，在此期间，对三名入围候选人进行了面试。

5. 征聘委员会主席就一名候选人向执行委员会第二次会议提出了建议，但有一项谅解，即最终决定由执行委员会作出。第一任主任的甄选工作于执行委员会第二次会议期间完成，选定的候选人于 1991 年 2 月报道就职。第一任主任的整个征聘工作在 1990 年 12 月至 1991 年 2 月之间的三个月内完成。

### **第二任主任的甄选工作**

6. 在第三十八次会议（2002 年，罗马）上，执行委员会在第 38/80 (c)和(d)号决定中决定，请执行委员会主席审查环境规划署编写的征聘启事，并根据执行委员会的任务规定发表评论。执行委员会还请环境规划署确保使下任主任的征聘工作符合执行委员会任务规定（第 IV/18 号决定）中的以下规定：“提出将在执行委员会之下工作并向其汇报的基金秘书处主任的人选，以供环境规划署执行主任任命”。

7. 在第三十九次会议（2003 年 4 月，蒙特利尔）上，执行委员会在第 39/58 号决定中决定：

- (a) 赞赏地注意到执行委员会主席关于应执行委员会的要求（第 38/80 号决定）对联合国总部所作访问的报告；
- (b) 核可主席与联合国总部官员就主任的职责范围、主任的征聘、提名和任命进程以及进一步将现任主任 El-Arini 博士的任期延长到 2003 年 8 月 31 日以后所达成的谅解；
- (c) 注意到联合国人力资源管理厅 2003 年 3 月 10 日公布了主任一职的空缺通知，申请的截止日期定为 2003 年 5 月 9 日；
- (d) 修改其中的学历资格为：  
“经济学、企业管理、财政、公共管理或其他相应领域的高等大学学位（最好是博士）。”
- (e) 请联合国秘书处迅速重新公布修订的通知；
- (f) 将 1990 年所使用的程序（见 UNEP/OzL.Pro.ExCom.1/2 号文件，第 15 段，以及 UNEP/OzL.Pro/ExCom/2/5/Rev.1 号文件，第 13 段）比照适用于主任的征聘、提名和任命；
- (g) 由日本（主席）担任负责人、成员包括玻利维亚、布隆迪、法国、印度和美利坚合众国代表的征聘委员会可对所有申请进行审查，对领先的候选人进行面试，并向执行委员会第四十次会议提出建议，但有一项谅解，即：
  - (一) 授权征聘委员会尽早于 2003 年 6 月举行会议，以便确定入围名单，如果必要，并于是 2003 年 7 月初再次举行会议或举行一次电话会议；
  - (二) 授权征聘委员会邀请臭氧秘书处执行秘书作为观察员出席；

(三) 环境规划署秘书处的一名代表在支助人员的辅助下，在甄选候选人的整个过程中，将从技术和行政上对征聘委员会给予协助，并简要介绍联合国内既定的面试办法；

(h) 在第四十次会议上提名主任供秘书长任命；

(i) 请秘书长和环境规划署执行主任加快及时任命主任，以确保多边基金工作的连续性。

8. 经执行委员会第三十九次会议修正的任命第二任主任的空缺通知的副本，作为附件二随附于后。

9. 征聘委员会于 7 月 4 日和 5 日在多边基金秘书处的所在地举行了会议。环境规划署副执行主任 Shafqat Kakakhel 先生和臭氧秘书处执行秘书 Marco Gonzalez 先生作为观察员出席了会议。主任 Omar El-Arini 先生也出席了会议。

10. 根据第 39/58 (g)号决定，委员会报告了征聘委员会决定候选人标准和入围名单的方式，并报告了会议情况和给第四十次会议的建议（2003 年 7 月，蒙特利尔）。报告是在不公开会议的情况下向代表团团长作出的，同时指出，每位代表团团长有一名顾问陪同。

11. 继提出执行委员会向缔约方会议的报告要求的固定程序后，执行委员会主席于 2003 年 11 月向缔约方第十五次会议提出了报告，其中载有给予主任征聘和甄选进程以及的信息和给予执行委员会职责范围的一议程项目。主席还提出了一份会议室文件，内载关于其作为多边基金执行委员会主席向缔约方第十五次会议提出的问题的一项决定草案，即：“当前甄选主任的程序中存在缺陷和模糊不清”。关于这一事项向缔约方第十五次会议所提报告摘要载于附件三：与主任征聘相关的背景文件。

12. 缔约方会议在第 XV/48 号决定中决定在第十六次会议上修订执行委员会职责范围中与主任提名和任命相关的有关规定，在关于执行委员会职责范围的第 10 (k) 段增加以下理解：“执行委员会应拟定一份有资格的最后候选人名单，并附上其建议，供秘书长从中作出最后选择。”缔约方会议还决定请执行委员会与联合国秘书处和联合国环境规划署执行主任就这一事项进行磋商并向缔约方第十六次会议作出汇报。

13. 在执行委员会的第四十一次会议（2003 年 12 月，蒙特利尔）上，主席提请执行委员会注意是否以及如何修订执行委员会的与主任提名和任命相关的职责范围。在审议执行委员会就缔约方第十五次会议关于考虑修订执行委员会职责范围的第 XV/48 号决定所作回应时，会议指出，此项问题必须由执行委员会和缔约方会议二者讨论。因此，在其第 41/1 (c)号决定中，执行委员会决定将缔约方会议的第 XV/48 号决定问题列为执行委员会第四十二次会议的议程。

14. 在第四十二次会议（2004 年 3—4 月）上，执行委员会在第 42/48 号决定中指出，“今后有必要改进和精简主任的任命程序”，并决定请主席代表执行委员会，就执行委员会的职责范围和与此事项相关的法律和行政方面的影响与联合国秘书长、环境规划署执行主任、联合国人力资源管理厅和联合国法律事务厅协商，并在今后的某次会议上向执行委员会提出报告。

15. 作为根据第 42/48 号决定采取的行动，主席在第四十三次会议（2004 年 7 月，日内瓦）上报告称，她会晤了环境规划署执行主任克劳斯·特普费尔先生，他承诺将尽快以书面形式答复。但特普费尔先生表示，“多边基金和执行委员会须依照联合国关于工作人员

任命的一般作业程序行事。最后任命决定取决于联合国秘书长，如果秘书长希望，还可以征求其他有关当事方的意见。”

16. UNEP/OzL.Pro/ExCom/43/59 载于附件三，其中载有执行委员会主席提交第四十三次会议的报告，以及 2004 年 6 月 15 日主席写给环境规划署执行主任和联合国秘书长的信函。鉴于未从所有磋商者收到最后答复，执行委员会在第四十三次会议上通过第 43/42 号决定请继续进行执行委员会第 42/48 号决定所要求的磋商。

17. 在 2004 年 11 月的缔约方第十六次会议上，缔约方第十六次会议报告提及第 325 页 J 节下关于通过报告时所作评论的第 72 段，并指出，关于修订多边基金执行委员会职责范围的第 10 (k) 段的问题，日本代表建议缔约方会议应考虑通过一项决定。这一决定应考虑到注意到联合国的代表、联合国主管人力资源管理部门的助理秘书长所作的保证：将向执行委员会通报秘书长就联合国环境规划署执行主任就此事项提交的相关提议作出的一项决定，并在从联合国主管部门收到进一步的通报之前，暂缓对这一事项的审议。本文件附件三载有缔约方第十六次会议报告关于这一问题的有关摘要。

18. 继上述建议后，执行委员会两任主席均保证将在 2004 和 2005 年继续处理这一事项。截至今日，没有记录显示联合国秘书长作出答复解决这一问题，使该事项仍在处理之中。

19. 第二任主任甄选工作的背景资料显示，该工作自 2003 年 4 月开始，2003 年 11 月缔约方第十五次会议上宣布了新主任的任命。甄选和任命工作于 2003 年 4 月至 2004 年 2 月期间内完成（共用了 8 个月）。

20. 根据前两任主任的甄选工作情况来看，小组的组成由执行委员会决定，执行委员会主席扮演甄选小组主席或副主席的角色；环境规划署受邀出席甄选小组的会议，以提供必要的行政和技术支助。但尽管第一任主任的甄选由执行委员会决定，并得到联合国秘书长的认可，但在最后甄选第二任主任的过程中，出现了经缔约方第二次会议所核准执行委员会的职责范围的问题，特别是涉及到第 10 (k) 段，该段规定“提名基金秘书处的主任供环境规划署执行主任任命，主任将在执行委员会领导下工作并向其报告。”这导致在完成甄选工作时出现了一些延误。

21. 鉴于需要现在就开始征聘新主任，主席在 UNEP/OzL.Pro/ExCom/43/59 号文件中向执行委员会第四十三次会议报告的多边基金主任甄选工作的问题，需要与联合国秘书长和环境规划署执行主任一道重新加以考虑，以便根据缔约方会议第 XV/48 号决定采取行动，决定对执行委员会职责范围第 10 (k) 段所建议的修订是否违反联合国关于高级工作人员任命的规则。本文件附件三载有以下关于主任甄选工作问题的相关文件：

- UNEP/OzL.Pro.15/9 号文件的摘要：关于消耗臭氧层物质的蒙特利尔议定书缔约方第十五次会议报告（2003 年 11 月，内罗毕）。
- UNEP/OzL.Pro/ExCom/42/54 号文件的摘要：执行委员会第四十二次会议报告（2004 年 4 月）。
- UNEP/OzL.Pro/ExCom/43/59 号文件：执行委员会的职责范围（根据第 42/48 号决定采取的行动）（2004 年 6 月）。
- UNEP/OzL.Pro/ExCom/43/61 号文件的摘要：执行委员会第四十三次会议报告（2004 年 7 月）。

- UNEP/OzL.Pro.16/10 号文件的摘要：执行委员会提交缔约方第十六次会议的报告（2004 年 11 月 22 日至 26 日，布拉格），第 90-92 段。
- UNEP/OzL.Pro.16/17 号文件的摘要：关于消耗臭氧层物质的蒙特利尔议定书缔约方第十六次会议报告（2004 年 11 月 22 日至 26 日，内罗毕），英文第 18 页第 133 段以及通过报告时所作评论（英文第 72 页第 325 段）。
- UNEP/OzL.Pro.16/14、号文件：多边基金执行委员会关于第 XV/48 号决定执行情况的报告（2004 年 11 月，布拉格）。

22. 此外，还作为附件一和附件二提交了第一任和第二任主任空缺通知，供执行委员会审查和作必要的更新，以便核准第三任主任空缺通知的最后草案。

## **第二部分：执行委员会秘书处所作关于就多边基金主任一职采取通常征聘程序的安排**

23. 为了让执行委员会秘书处就多边基金主任一职采取通常征聘程序作出安排，主任和高级行政事务干事于 10 月对内罗毕进行了为期三天的访问，以会晤内罗毕办事处的代表，澄清根据适用于 D-2 职位的新 Inspira 系统开展的征聘工作，并与执行主任办公室（包括施泰纳先生）就主任的甄选工作进行磋商，特别是讨论对于执行委员会主席 2004 年 6 月 15 日写给环境规划署执行主任和联合国秘书长信函的待决定的反馈。

## **与内罗毕办公处代表就与 Inspira 相关问题举行的会晤的结果**

24. 自 2010 年 4 月起，采用了新的在线申请和甄选系统，根据关于工作人员甄选系统的第 ST/AI/2010/3 号文件，实行联合国人员征聘和甄选工作的新一套规则（作为附件五随附于后）。

25. 在与内罗毕办事处就通过 Inspira 系统开始和完成第三任主任的甄选和征聘工作的讨论中，秘书处确定了三项需要尽快解决的问题，以避免甄选工作的任何可能的拖延。

## **征聘主管**

26. 根据新的 Inspira 系统，自 Inspira 上登出职位开始，至审查在线申请和最后建议为止的期间内，征聘主管在征聘和甄选工作中担负主导作用。征聘主管原则上扮演甄选小组主席的角色，该主席将负责与确定入围名单和面试名单相关的任务，并就最合适的候选人提出建议。这一角色通常是赋予该职位的第一考绩人，就主任一职而言，并根据先例，基金成立以来一直是执行委员会的主席。

27. 与内罗毕办事处的讨论显示，在 Inspira 系统下，征聘主管应该是联合国内的一名工作人员。秘书处提请内罗毕办事处注意，执行委员会主席并不是联合国内的工作人员，但却是主任的第一考绩人，而环境规划署执行主任是第二考绩人。因此，一直允许执行委员会主席使用以往的在线“银河”评价系统。根据可以查阅“银河”系统的情况下，秘书处作出安排让执行委员会现任主席可以使用 Inspira 系统。因此，看起来技术上可以让主席使用 Inspira 系统，但为了领导系统中甄选工作的目的而使用 Inspira 系统的权利，却有可能称为需要与环境规划署澄清的一项政策问题。

28. 一俟非联合国工作人员在 Inspira 系统中赋予征聘主管角色的问题获得解决后，在 Inspira 系统中确定职位空缺便需要事先确定评价的标准。评价标准包括一套预选问题和评估方法。就 Inspira 系统中的每一项职位空缺而言，Inspira 系统的预选问题图书馆中有一

套问题（10 至 15 个之间）与职位空缺相关。这些都是“是/否”以及“真实/不真实”的与工作有关的客观性问题，有助于对申请进行滤除。获得通过需要达到 80% 的阈值。达到这一等级，是向征聘主管公布接受面试候选人情况的前提条件。除了面试外，还可考虑进行书面的测试，这将由征聘主管自行决定。在这方面，执行委员会可考虑将就评估办法作决定的权利下放给甄选小组的主席，并作为完成下一任主任职位空缺的行政进程的一部分挑选预选问题。

### **小组的组成**

29. 如前所述，Inspira 系统只让联合国工作人员使用招聘系统。此外，该系统还只允许联合国工作人员担任小组成员。因此，有可能拒绝让执行委员会成员称为 Inspira 系统下的小组成员。但是，根据内罗毕办事处就另一征聘案例提供的信息，并考虑到执行委员会成员并非联合国工作人员，有可能在 Inspira 系统之外确定小组成员的名单。可在 Inspira 系统之外提供申请人的硬拷贝供小组审查。

30. 关于 Inspira 系统内的主席和任命工作的 ST/AI/2010/3 号文件规定，“对于 D-2 级的员额，司/厅/特派团的负责人应向高级审查小组提交一份入围名单，该名单通常含有三位符合资格的适当候选人的姓名，其中至少应包括一名女性候选人。入围名单应在部门间评估小组面试后拟订。在提交这一文件时，应适当注意具有丰富而多样经验（包括职业流动）的候选人。司/厅负责人向高级审查小组提交的来文，应通过该机构的秘书处转交高级审查小组的主席，并应包括对入围候选人的全面评价，说明其资格和胜任该职务的理由。来文还应包括入围候选人的个人简历，以及在司/厅/特派团内 D-1 和 D-2 级工作人员的统计数字，包括关于国籍和性别的信息。”

31. 主任一职的征聘主管通常是作为第一考绩人的执行委员会主席。在解决征聘主管问题的时候，内罗毕办事处告知秘书处，征聘小组的报告应提交给环境规划署执行主任，由其提交高级审查小组加以审查。高级审查小组将对该工作进行审查，并向联合国秘书长提出建议。

### **能力面试培训**

32. 秘书处获悉，根据 Inspira 系统，小组成员应接受能力面试的培训。秘书处请内罗毕办事处注意，甄选多边基金主任的小组成员系代表各国政府的执行委员会成员，无法进行这种培训。提出了若干替代办法，其中包括在小组第一次会议之前执行委员会的间隙进行一次快速培训。或者，可向小组成员提供能力面试培训材料。秘书处还请求，如果需要邀请某些环境规划署工作人员担当小组成员，应提供一份进行过此种培训的 D-2 级工作人员的清单，因为只有 D-2 级或更高级别的环境规划署工作人员才能担任 D-2 级职位甄选小组的成员。

### **秘书处与环境规划署执行主任会晤的结果**

33. 在与执行主任及其办公室的会晤中，秘书处提出了与 Inspira 系统相关的问题，以及就这些问题可能影响主任甄选工作所表达的关切。

34. 秘书处获悉，已发函给联合国总部，请求就征聘主管、小组组成和向秘书长提交候选人人数的问题作出澄清。秘书处请执行主任办公室提供一份请联合国总部澄清同通过 Inspira 系统甄选主任的工作相关问题的请求的副本，以及一份联合国总部就这些问题所作

任何反馈的副本，以便提交执行委员会第六十八次会议。秘书处将尽快散发所收到有关这些问题的相关信函，希望能够在执行委员会第六十八次会议之前收到。

35. 在述及缔约方会议的第 XV/48 号决定时，向执行主任办公室提交了 2004 年 6 月 15 日执行委员会第四十二次会议主席写给联合国秘书长和环境规划署执行主任的信函，以期及时获得对这些信函的反馈，供执行委员会审议。

36. 在讨论此事项的过程中，执行主任承诺环境规划署将向执行委员会提供必要的支持以避免主任甄选工作出现延误。因此，一俟收到环境规划署执行主任写给执行委员会主席的回信，将立即通过秘书处提交给执行委员会。执行主任的一名代表出席在蒙特利尔举行的执行委员会第六十八次会议一事也得到了确认。

37. 第三任主任征聘的时间表也是环境规划署执行主任关心的一个问题。已提出的暂定时间表的假定是，执行委员会在第六十八次会议上决定请求公布该职位的征聘，会议并就执行委员会的角色和甄选小组的组成达成一致意见。如果是这样的话，那么，预期将会采用以下基金第三任主任征聘时间表：

- (a) 2012 年 11 月 12 日至 16 日，缔约方第二十四次会议，日内瓦：商定新一届执行委员会的组成；
- (b) 2012 年 12 月，执行委员会第六十八次会议：多边基金秘书处将根据第 67/37 号决定向执行委员会提交报告，以便尽快于第六十八次会议之后公布空缺通知；
- (c) 2012 年 2 月底：如果于 2012 年 12 月公布空缺通知，提交申请的截止日期；
- (d) 2013 年 3 月底—4 月初：执行委员会第六十九次会议以及执行委员会第六十九次会议间隙内举行的小组第一次会议，完成申请人入围名单的拟订，以及提交执行委员会第六十九次会议的关于甄选工作所取得进展的临时报告；
- (e) 2013 年 4 月：开始面试工作以及编制小组报告（其他面试可于 2013 年 7 月执行委员会第七十次会议的间隙内进行）；
- (f) 2013 年 7 月：执行委员会第七十次会议以及甄选小组提交执行委员会第七十次会议的报告，执行委员会核可小组关于最适合候选人的建议；嗣后，执行委员会主席请环境规划署执行主任任命所建议的候选人；以及
- (g) 2013 年 10 月—12 月：环境规划署执行主任任命新主任，新主任报到，以便来得及出席 2014 年 3—4 月执行委员会的第七十二次会议。

38. 预期的时间表显示，在现主任退休的 9 月 30 日与新主任在 2014 年 3—4 月的会议之前正式报到之间，可能存在一个空档。此外，退休日期将处于执行委员会第七十一次会议的会议筹备工作的中间。上述预期的时间表有可能受到关于执行委员会职责范围的讨论以及第 10 (k) 段的修订的影响，除非作出决定核准并公布空缺通知，与此同时，在第六十八次会议上设立一分组审查平行地处理这一问题，就避免拖延主任甄选工作的最佳行动方案向执行委员会提出建议。

## 建议

39. 谨建议执行委员会：

- (a) 表示注意到 UNEP/OzL.Pro/ExCom/68/51 号文件；
- (b) 在第二任主任空缺通知的基础上，并在接受第六十八次会议建议的任何修正后，核准第三任主任的空缺通知；
- (c) 请环境规划署加快在 Inspira 系统中公布经执行委员会核准的空缺通知，并为 Inspira 系统内的甄选工作提供便利；
- (d) 设立一工作组，就如何恢复就缔约方会议的第 XV/48 号决定采取行动向第六十八次会议提出建议；
- (e) 考虑任命一个由主席以第一考绩人身份领导、由 4 名第 5 条国家代表和 3 名第 2 条国家代表组成的征聘委员会，对所有候选人进行审查，对领先的候选人进行面试，并向执行委员会第六十八次会议提出建议，但有一项谅解，即：
  - (一) 征聘委员会由执行委员会执行委员会领导，并被授权于 2013 年 3 月初举行会议，制定一入围名单，如果必要，于 2013 年 7 月初在举行一次会议或举行一次电话会议；
  - (二) 环境规划署秘书处的一名代表在支助人员的辅助下，一如第一和第二任主任甄选的情况，在候选人甄选的整个过程中，从技术和行政上对征聘委员会给予协助，并简要介绍联合国内实行既定面试办法的情况；
- (f) 争取在第七十二次会议之前由秘书长对主任加以任命；
- (g) 请秘书长和环境规划署执行主任加快主任的及时任命，以确保多边基金工作的连续性。

-----



## LIST OF ANNEXES

- Annex I: Vacancy Announcement of first Chief Officer
- Annex II: Vacancy Announcement of the second Chief Officer
- Annex III: Background document related to the recruitment process of the Chief Officer
- Annex III (1): Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Nairobi, 10-14 November 2003), para 174-177;
- Annex III (2): Extracts from document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-second Meeting of the Executive Committee, (Montreal, 29 March–2 April 2004), para 151-152;
- Annex III (3): Document UNEP/OzL.Pro/ExCom/43/59: Terms of reference of the Executive Committee (follow-up to decision 42/48). (Geneva, 5-9 July 2004), para 161-163;
- Annex III (4): Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-third Meeting of the Executive Committee (Geneva, 5-9 July 2004);
- Annex III (5): Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the Sixteenth Meeting of the Parties, (Prague, 22-26 November 2004), para 90 – 92.
- Annex III (6): Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Prague 22-26 November 2004), (para 132-136) and Comments made at the time of adoption of the report (para 325-326);
- Annex III (7): Document UNEP/OzL.Pro.16/14: Report of the Executive Committee of the Multilateral Fund on the implementation of Decision XV/48. (Prague, 22-26 November 2004).
- Annex IV: Administrative Instruction (Staff selection system): ST/AI/2010/3.

# **Annex I**

## **Vacancy Announcement of first Chief Officer**

## 附件一

职务说明

职称：蒙特利尔议定书臭氧层保护多边基金秘书处主任

职等：D-2

工作地点：加拿大蒙特利尔

在多边基金执行委员会的指导和指示下，主任将协助执行委员会履行各项职能，并向其作出报告。

经执行委员会提名，主任由联合国环境规划署（环境规划署）中心主任予以任命。基金秘书处在主任的指导下工作，基金秘书处与环境规划署合用同一地点。

职责：主任将履行以下职责：

- (a) 编制供执行委员会审议和通过的具体业务政策、准则和行政安排，包括与资金发放相关的政策、准则和安排，监测上述政策、准则和安排的执行情况，并就此向执行委员会作出报告；
- (b) 编制供执行委员会审议和《议定书》缔约方会议通过的多边基金三年期计划和预算，包括在各执行机构（开发计划署、环境规划署、世界银行、区域开发银行和其他机构）中分配多边基金的资金；
- (c) 与各执行机构一道制定和管理执行委员会所核准的方案；
- (d) 编制关于多边基金资助的活动的实施情况的业绩报告，供执行委员会定期审查；
- (e) 帮助监测和评价因执行委员会发生的多边基金项下的开支；
- (f) 评估根据国家具体研究而确定和为获得基金的支助而确定的活动或项目，包括与会议所商定的增支费用相关的活动或项目，以确保这些活动和项目符合执行委员会确定的标准，并就此向委员会提出报告；
- (g) 酌情提供执行委员会核准所商定增支费用超过 500,000 美元的项目提案或组合项目提案；

- (h) 在就依照第 5 条第 1 款行事的缔约方请求资助的项目（或多个项目）的商定增支费用低于 500,000 美元，而对该申请所作决定表示异议时，为委员会编制就此要进行的审查；
- (i) 编制执行委员会的年度评估，以审视通过双边合作提供的捐款，包括特定的区域捐款，是否符合缔约方所规定的审议作为多边基金捐款一部分的标准；
- (j) 为供执行委员会审查和通过的将要提交缔约方会议的关于根据上述职能所开展活动的年度报告做筹备工作；
- (k) 负责多边基金的日常行政管理；
- (l) 监测各执行机构的有关活动；
- (m) 组织执行委员会的会议，包括编制会议的文件和报告；
- (n) 确保采取措施使缔约方及时向多边基金缴纳捐款，并鼓励来自其他来源的补充捐款；
- (o) 执行执行委员会可能指定其承担的其他职责。

资格：

大学经济学、财政、会计、商业管理、公共管理或其他任何相关学科的学位。至少 15 年经验，其中至少 5 年为高级职等。拥有同国际组织和（或）国家政府打交道的经验。英语程度必须能够应付工作，懂得另一种联合国语文将是一项优势。

-----

## **Annex II**

# **Vacancy Announcement of second Chief Officer**

主任, D-2

申请截止日期: 2003年5月15日

印发日期: 2003年4月15日

组织单位: 联合国环境规划署

工作地点: 蒙特利尔

空缺通知号 - 03-PGM-UNEP-401551-R-MONTREAL

号:

## 薪酬

根据专业背景、经验和家庭情况, 提供有竞争力的薪酬和福利安排。更多信息.....联合国核心价值观: 正直性、专业性和尊重多样性

## 责任

具体而言, 预期该任职者将:

1. 指导编制多边基金的战略计划、业务政策和准则, 包括资金分配、项目核准和评价政策及准则, 供基金执行委员会通过。
2. 编制多边基金三年期预算和计划, 包括各执行机构(开发计划署、环境规划署、工发组织和世界银行以及双边机构)的资金分配, 供执行委员会审议。
3. 管理迄今分配用于执行《蒙特利尔议定书》的大约13.34亿美元的资金。根据可动用的资金编制各项计划和战略, 以确保《议定书》的132个发展中国家缔约方实现《蒙特利尔议定书》的淘汰目标。帮助执行委员会对基金的指出进行监测。确保《议定书》的缔约方迅速向基金缴纳捐款, 促进来自其他来源的额外捐款。
4. 管理与多边基金各执行机构(开发计划署、环境规划署、工发组织和世界银行)以及若干双边机构的关系和协调这些机构的工作, 以促进国际合作和成功的协调及伙伴关系, 通过迅速查清和执行发展中国家的投资和非投资项目, 实现《蒙特利尔议定书》的目标。
5. 建立并管理与第5条国家、其政府和代表的有效关系, 以促进环境问题和确保实现《蒙特利尔议定书》的淘汰目标。指导向各国政府提供技术、法律和体制咨询意见和援助, 以制定执行《蒙特利尔议定书》的具有法律约束力的文书。
6. 指导对于根据发展中国家的履约需要制定的活动和项目进行的评估, 以确保这些国家实现同执行委员会商定的履约目标, 并向委员会作出报告。编制提交缔约方会议的关于多边基金活动的报告。
7. 对秘书处进行有效的管理, 为促进联合国的价值观和原则提供领导。

## 能力

想象力 — 查明战略性问题、机会和风险。促进产生并传播规范广泛而令人信服的组织方向，激励他人沿此方向努力。劳动能力 — 积极主动地制定战略以完成各项目标和推动改革和改进。增强他人的能力 — 增强他人将想象力变成成果的能力。下放责任，明确预期，赋予工作人员自身重要工作领域的自主权。让他人参与决策，给予赞赏，鼓励他人提出具有挑战性的目标，并责成他们落实与其责任领域相关的成果。管理业绩能力以便监测和评价方案的执行情况，并比照进度指标评价进展情况。

## 资格

### 教育

经济学、商业管理、财政、公共行政或其他相应学科的专业研究生（博士学位更好）。

### 工作经验

至少20年政策制定、项目评价和执行方面的管理经验，其中至少7年为高级职等。掌握《联合国宪章》机构、政策和决策结构，环境规划署政策和全球环境问题方面的广泛知识。接受过工作人员管理、政策分析和制定、环境规划、方案和预算编制方面的正规和（或）实际培训。

### 语文

英语口语和写作必须流利。能在工作中使用另一种联合国正式语文是一种优势。

### 其他技能

与国际组织和国家政府打交道的经验。现职位要求政治敏感性和技巧。

联合国对于男女均得在其主要及辅助机关在平等条件之下，充任任何职务，不得加以限制。（《联合国宪章》，第三章，第八条）。英文和法文为联合国秘书处的工作语文。

## Chief Officer, D-2

**DEADLINE FOR APPLICATIONS:** 15 May 2003

**DATE OF ISSUANCE:** 15 April 2003

**ORGANIZATIONAL UNIT:** United Nations Environment  
Programme

**DUTY STATION:** Montreal

**VACANCY ANNOUNCEMENT  
NUMBER:** 03-PGM-UNEP-401551-R-MONTREAL

### Remuneration

Depending on professional background, experience and family situation, a competitive compensation and benefits package is offered. [More Info...](#)

---

**United Nations Core Values: Integrity, Professionalism, Respect for  
Diversity**

---

### Responsibilities

Specifically, the incumbent is expected to:

1. Direct the development of the Multilateral Fund strategic plan, operational policies and guidelines, including funding allocation, project approval and evaluation policies and guidelines for adoption by the Fund's Executive Committee.
2. Develop three-year budgets and plans for the Multilateral Fund including allocation of Fund resources among the implementing agencies (UNDP, UNEP, UNIDO, World Bank, and bilateral agencies) for consideration by the Executive Committee.
3. Manage the financial resources of approximately \$1,334 million that has so far been allocated for the implementation of the Montreal Protocol. Develop plans and strategies on the basis of available financial resources to ensure the achievement of the Montreal Protocol phase out targets by 132 developing countries Parties to the Protocol. Facilitate the monitoring of Fund expenditures by the Executive Committee. Ensure expeditious payment of contributions to the Fund by the Parties to the Protocol, and promote additional contributions from other sources.
4. Manage relations with, and coordinate the work of, the implementing agencies of the Multilateral Fund: UNDP, UNEP, UNIDO and the World Bank and several bilateral agencies to promote international co-operation and ensure successful co-ordination and partnership in the achievement of Montreal Protocol objectives by speedy identification and



implementation of investment and non-investment projects in developing countries. 5. Establish and manage effective relations with Article 5 countries, their governments and representatives, to promote environmental issues and ensure the achievement of the Montreal Protocol phase out targets. Direct the provision of technical, legal and institutional advice and assistance to Governments in the development of legally binding instruments for the implementation of the Montreal Protocol. 6. Direct the assessment of activities and projects established on the basis of developing countries' compliance needs to ensure that they meet compliance targets agreed with the Executive Committee and report the results to the Committee. Prepare annual reports to be presented to the meeting of Parties on the activities of the Multilateral Fund. 7. Effectively manage the Secretariat by providing leadership in fostering UN values and principles.

### **Compétences**

Vision - Identifies strategic issues, opportunities and risks. Generates and communicates broad and compelling organizational direction, inspiring others to pursue the same direction. Leadership - Proactive in developing strategies to accomplish objectives and drives for change and improvement. Empowering Others - Empowers others to translate vision into results. Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work. Involves others in decision making, showing appreciation and encourages others to set challenging goals and holds them responsible for achieving results related to their area of responsibility. Managing Performance - Ability to monitor and appraise programme implementation, progress against milestones.

---

## **QUALIFICATIONS**

### **Education**

Advanced university degree (preferably Ph.D.) in economics, business administration, finance, public administration or any other equivalent field.

### **Work Experience**

At least 20 years managerial experience related to policy development, project evaluation and implementation, with at least 7 years at a senior level. Extensive knowledge of the UN charter bodies, policy and decision-making structure, UNEP policy and global environment issues. Formal and/or practical training in staff management, policy analysis and development, environmental planning, programming and budgeting.

### **Languages**

Fluency in oral and written English essential. Good working knowledge of another United Nations official language an asset.

### **Other Skills**

Experience in dealing with international organizations and national governments. The position requires political sensitivity and tact.

---

**The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).** English and French are the working languages of the United Nations Secretariat. The United Nations Secretariat is a non-smoking environment.

**PLEASE NOTE THAT APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**

## How to apply

**There are two ways you can apply to vacancies available at the United Nations Human Resources Site.**

1. Online - If you consider applying for the United Nations online now or in the future you have to register with us.
2. Offline - fax or mail paper application.

## Online

1. All applicants are strongly encouraged to apply online as early as possible after the vacancy has been posted, and well before the deadline. All online applications will be acknowledged immediately, if an email address is provided.
2. To start the online application process, applicants will be required to register by opening a "My UN" account. Go to Login, and Register as a User. Fill in the form and choose a User Name and Password.
3. After opening the account, applicants may apply for vacancies using the Personal History Profile (PHP) provided. Once the PHP has been completed for a particular vacancy, it can be saved and used for future applications. The PHP may be modified as necessary for future applications.
4. In completing the PHP, please note that all fields marked with an asterisk must be completed.
5. For UN staff members, after submission of an application, they will receive an email reminding them to provide copies of their last two Performance Appraisal System evaluations to the appropriate office. These copies may be submitted by email, fax or regular mail with a clear indication of the vacancy announcement number.

6. Once an application has been submitted, it will be transmitted to the appropriate office for review.

## Offline

1. If applicants cannot submit an application online, they may send paper applications to the address, email or fax number indicated below before the deadline.

**Room No. : ; Staffing Support Section  
Office of Human Resources Management  
S-2475  
United Nations  
New York 10017, United States of America  
Fax: 1-212-963 3134, 1-212-963 9560  
E-mail: [staffing@un.org](mailto:staffing@un.org),**

Applications must be submitted using the United Nations Personal History form (P-11).

(Click here to download P-11 form) or (Click here to get a P11 form sent to your Email address).

The applications should indicate the vacancy announcement number on the application and on the envelope, email or fax.

2. Applicants may wish to retain copies of their completed P-11 form for use for future applications.
3. Due to the volume of applications received, receipt of offline paper applications cannot be acknowledged individually.
4. UN staff members must attach copies of their last two Performance Appraisal System evaluations to their applications.

[Apply Online](#)

---

# ANNEX III

## **Background documents related to the recruitment process of the Chief Officer**

1. Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Nairobi, 10-14 November 2003), para 174-177.
2. Extracts from document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-second Meeting of the Executive Committee, (Montreal, 29 March – 2 April 2004), para 151-152.
3. Document UNEP/OzL.Pro/ExCom/43/59: Terms of reference of the Executive Committee (follow-up to decision 42/48). (Geneva, 5-9 July 2004)
4. Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-third Meeting of the Executive Committee (Geneva, 5-9 July 2004), para 161-163.
5. Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the Sixteenth Meeting of the Parties, (Prague, 22-26 November 2004), para 90 – 92.
6. Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Prague 22-26 November 2004), (para 132-136) and Comments made at the time of adoption of the report (para 325-326).
7. Document UNEP/OzL.Pro.16/14: Report of the Executive Committee of the Multilateral Fund on the implementation of Decision XV/48. (Prague, 22-26 November 2004)

## **Annex III (1)**

Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Nairobi, 10-14 November 2003), para 174-177

**Extract from UNEP/OzL.Pro.15/9: Report of the Fifteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, (Nairobi, 10-14 November 2003), para 174-177**

**其他事项**

**D. 关于执行蒙特利尔议定书多边基金执行委员会的报告的決定草案**

174.

日本代表向会议介绍了一份会议室文件，其中列有一项他作为多边基金执行委员会主席向缔约方第十五次会议所作发言中提出的议题的決定草案；该议题涉及目前在推选和征聘多边基金秘书处主任的程序中所存在的缺陷和含混不清之处。联席主席商定，尽管此项议题源于提交本次会议的高级别会议的报告，但仍可在预备会议上就此項決定草案开展讨论。

175. 日本代表解释说，从最近进行的征聘活动中可以看出，关于多边基金秘书处主任的现行征聘程序对执行委员会、环境署及联合国秘书处的工作产生了消极的影响，并耗费了大量的资源。此外，此种情况还导致基金秘书处领导层出现了真空局面。为避免今后再度出现此种局面，日本提交了一份相关的決定草案；该項決定草案的附录中列出了对执行委员会职权规定的解释的一项新的限定条件。他希望，各缔约方将可在其第十六次会议上参照这些内容对其职权规定作出相应的修正，并将请执行委员会与环境署执行主任和联合国秘书处就此进行磋商，随后向缔约方第十六次会议汇报磋商结果。

176.

若干位代表表示完全支持Maria Nolan女士当选为多边基金秘书处的新一任主任，并认为她当之无愧，同时还说，日本的提案中也有可取之处。执行委员会的职权规定未能与多边基金的发展演变保持一致，在多边基金秘书处主任的遴选和征聘过程中产生的各种相关问题引起了关注，从而引发了人们对执行委员会的公正性和可信性的思考。虽然有必要使目前的情况便为明晰，但此項決定草案并非唯一的解决办法，其他缔约方亦需有机会提出对执行委员会的职权规定作出修正的建立。鉴于新的主任业已就任，我们现应有足够的时间就各种选择办法进行探讨。

177.

预备会议決定把此項经过其提议人修订的、关于执行委员会的职权规定的決定草案转交此次会议的高级别会议核准。

=====

**第XV/48号決定. 多边基金执行委员会主席作的決定报告**

- a) 回顾 经缔约方第九次会议第IX/16号決定修订的执行委员会的职权规定，
- b) 意识到 需要改进多边基金秘书处主任的遴选程序，
- c) 赞赏地注意到多边基金执行委员会主席作的介绍和载于文件 UNEP/OzL. Pro. 15/8内的执行委员会的报告；

- d) 决定缔约方第十六次会议上考虑修订执行委员会职权规定有关提名和委任主任的条款，同时考虑本决定附件内执行委员会主席的建议；
- e) 请 执行委员会与联合国秘书处和联合国环境规划署执行主任就这一事项进行磋商并向缔约方第十六次会议作出汇报。

## 附件

增列对执行委员会职权规定第10(k)段的下列理解：

**“执行委员会应拟定一份有资格的最后候选人名单，并附上其建议，供秘书长从中作出最后选择。”**

---

## **Annex III (2)**

Extracts from document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-second Meeting of the Executive Committee, (Montreal, 29 March – 2 April 2004), para 151-152.



**Extract from Document UNEP/OzL.Pro/ExCom/42/54: Report of the Forty-Second Meeting the Executive Committee, (Montreal, 29 March – 2 April 2004), para 151-152**

**议程项目13: 执行委员会的职责范围(根据第41/1号决定采取的行动)**

151. 主席回顾说, 第41/1号决定规定, “将有关缔约方大会第十五届会议第XV/48号决定的问题列入执行委员会第四十二次会议的议程”, 并指出, 今后有必要改进和精简主任的任命程序。

152. 执行委员会经讨论后决定请主席代表执行委员会, 就执行委员会的职责范围和与此事项相关的法律和行政方面的影响与联合国秘书长、环境规划署执行主任、联合国人力资源管理厅和联合国法律事务厅协商, 并在今后的某次会议上向执行委员会提出报告。

**(第42/48号决定)**

### **Annex III (3)**

Document UNEP/OzL.Pro/ExCom/43/59: Terms of reference of the Executive Committee (follow-up to decision 42/48). (Geneva, 5-9 July 2004)



联合国



环境规划署

Distr.  
LIMITED

UNEP/OzL.Pro/ExCom/43/59  
29 June 2004

CHINESE  
ORIGINAL: ENGLISH

执行蒙特利尔议定书  
多边基金执行委员会  
第四十三次会议  
2004年7月5日至9日，日内瓦

**执行委员会的职权范围**  
(根据第 42/48 号决定采取的行动)

**执行委员会主席的报告**

本说明是向执行委员会通报根据第 42/48 号决定迄今已采取的各项行动。

首先，2004年6月15日在阿根廷外交、国际贸易和宗教事务部与克劳斯·特普费尔博士举行了会晤。

向特普费尔博士提供了作为本文件附件一的信函的副本，并向其征求了对与任命多边基金秘书处主任的进程有关的修订执行委员会职权范围的意见和反馈。特普费尔博士表示他将对手函作出书面答复。

特普费尔博士在会晤中表示，他同联合国秘书长讨论了此事。他还表示，多边基金是联合国系统内的机构，因此，联合国有关人事选择的规则适用于基金。

根据联合国的规则和条例，联合国秘书长在工作人员的任命方面具有专属权力。秘书长可征求对将被任命的工作人员的看法。

其次，与联合国秘书长办公室进行了联络。

向联合国秘书长发出了内容类似发给特普费尔博士的信函，副本抄送了秘书长办公厅主任伊克巴尔·里扎先生、负责人力资源管理的助理秘书长罗斯玛丽·麦克雷利夫人和国负责法律事务的副秘书长兼法律顾问汉斯·科雷尔博士（附件二）。

麦克雷利夫人确认收到了信函，并表示将尽快作出答复。



执行蒙特利尔议定书多边基金  
执行委员会

2004年6月15日

肯尼亚内罗毕  
联合国环境规划署执行主任  
克劳斯·特普费尔博士

阁下，

我谨提及执行蒙特利尔议定书多边基金及其执行委员会。

我谨以执行蒙特利尔议定书多边基金执行委员会主席的身份，就缔约方第二次会议所核准的执行委员会职权范围、特别是第 10 (k) 段，致此函给你。第 10 (k) 段规定：

“提出基金秘书处主任人选，由环境署执行主任任命；秘书处主任将在执行委员会督导下工作并向其报告”

在 2003 年 11 月举行的关于消耗臭氧层物质的蒙特利尔议定书缔约方第十五次会议上，各缔约方在注意到执行委员会当时主席的报告的同时，除其他外还在第 XV/48 号决定中决定：

“决定在缔约方第十六次会议上考虑修订执行委员会职权规定有关提名和委任主任的条款，同时考虑本决定附件内执行委员会主席的建议；

“请执行委员会与联合国秘书处和联合国环境规划署执行主任就这一事项进行磋商并向缔约方第十六次会议作出汇报。”

附件（上述决定的附件）：增列对执行委员会职权范围第 10(k)段的下列理解：

“执行委员会应拟定一份有资格的最后候选人名单，并附上其建议，供秘书长从中作出最后选择。”

执行委员会在对此问题进行讨论后，在 2004 年 3 月举行的第四十二次会议上，决定请主席代表执行委员会同联合国秘书长、环境规划署执行主任、联合国人力资源管理厅及联合国法律事务厅就执行委员会的职权范围以及此事所涉相关法律和行政问题进行协商，并向委员会今后的一次会议作出报告。

根据上述决定，我现在征求你的意见，特别是你对第 XV/48 号决定附件所提修订执行委员会职权范围的提议是否没有违反联合国关于任命高级职员的规定意见。

我对你提供看法表示感谢，并欢迎有机会同你尽早举行讨论。

顺致最崇高的敬意。

多边基金执行委员会主席

Marcia Levaggi (签名)



执行蒙特利尔议定书多边基金  
执行委员会

2004年6月15日

美利坚合众国，纽约  
联合国秘书长科菲·安南先生

阁下，

我谨提及执行蒙特利尔议定书多边基金及其执行委员会。

我谨以执行蒙特利尔议定书多边基金执行委员会主席的身份，就缔约方第二次会议所核准的执行委员会职权范围、特别是第 10 (k) 段，致此函给你。第 10 (k) 段规定：

“提出基金秘书处主任人选，由环境署执行主任任命；秘书处主任将在执行委员会督导下工作并向其报告”

在 2003 年 11 月举行的关于消耗臭氧层物质的蒙特利尔议定书缔约方第十五次会议上，各缔约方在注意到执行委员会当时主席的报告的同时，除其他外还在第 XV/48 号决定中决定：

“决定在缔约方第十六次会议上考虑修订执行委员会职权规定有关提名和委任主任的条款，同时考虑本决定附件内执行委员会主席的建议；

“请执行委员会与联合国秘书处和联合国环境规划署执行主任就这一事项进行磋商并向缔约方第十六次会议作出汇报。”

附件（上述决定的附件）：增列对执行委员会职权范围第 10(k)段的下列理解：

“执行委员会应拟定一份有资格的最后候选人名单，并附上其建议，供秘书长从中作出最后选择。”

执行委员会在对此问题进行讨论后，在 2004 年 3 月举行的第四十二次会议上，决定请主席代表执行委员会同联合国秘书长、环境规划署执行主任、联合国人力资源管理厅及联合国法律事务厅就执行委员会的职权范围以及此事所涉相关法律和行政问题进行协商，并向委员会今后的一次会议作出报告。

根据上述决定，我现在征求你的意见，特别是你对第 XV/48 号决定附件所提修订执行委员会职权范围的提议是否没有违反联合国关于任命高级职员的规定意见。

我对你和此函的抄送者提供看法表示感谢，并欢迎有机会同你的办公室或纽约的其他有关人员尽早举行讨论。

顺致最崇高的敬意。

多边基金执行委员会主席

Marcia Rosa Levaggi

抄送： 联合国秘书长办公厅主任伊克巴尔·里扎先生  
联合国负责人力资源管理的助理秘书长罗斯玛丽·麦克雷利女士  
联合国负责法律事务的副秘书长兼法律顾问汉斯·科雷尔博士



## **Annex III (4)**

Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-third Meeting of the Executive Committee (Geneva, 5-9 July 2004), para 161-163.

**Extract from document UNEP/OzL.Pro/ExCom/43/61: Report of the Forty-Third Meeting of the Executive Committee (Geneva, 5-9 July 2004), para 161-163.**

161. The Chair introduced her report on the terms of reference of the Executive Committee (follow-up to decision 42/48) contained in document UNEP/OzL.Pro/ExCom/43/59. She recalled that decision 42/48 called on the Chair to enter into consultations with the Secretary-General of the United Nations, the Executive Director of UNEP, the United Nations Office of Human Resources Management, and the United Nations Office of Legal Affairs UNEP/OzL.Pro/ExCom/43/6145 regarding the terms of reference of the Executive Committee and the legal and administrative implications relating to the selection of the Chief Officer of the Secretariat of the Multilateral Fund. She reported that she had been able to meet with Mr. Klaus Töpfer, Executive Director of UNEP, who had promised to convey his written reply as soon as possible. Mr. Töpfer had indicated, however, that the Multilateral Fund and the Executive Committee were subject to the general operating procedures of the United Nations regarding the appointment of staff. The final decision on appointments lay with the Secretary General of the United Nations, who was free to seek the opinions of other interested parties, if he so wished.

162. The Chair said that, following the letter attached as Annex II to the relevant document, she had contacted the Assistant Secretary-General for Human Resources Management, who had assured her that a written reply would shortly be transmitted.

163. The representative of Japan expressed his surprise at Mr. Töpfer's comments and said that, although technically the Secretary-General of the United Nations made the final decision on appointments, the Executive Committee should be able to nominate a candidate whom the Secretary-General would then appoint. The representative of Japan considered that the Executive Committee should express its concern that the Secretary-General could override its decision. Alternatively, the Executive Committee could make a number of proposals from which the Secretary-General could then make his choice. He also recorded an alternative suggestion made by some delegations at the Fifteenth Meeting of the Parties that the Office of Human Resources Management could draw up a list of 10-20 candidates from which the Executive Committee could propose one candidate for approval by the Secretary-General. In any event, it was Japan's view that the Executive Committee should exercise caution in approving any procedure that would allow its decision to be overruled. 164. On the basis of the comments, and given that final replies had not yet been received from all those consulted, the Executive Committee decided:

- (a) To take note, with appreciation, of the efforts made by the Chair and to request that the consultations required by Executive Committee decision 42/48 continue; and
- (b) To request the Secretariat to circulate to members of the Executive Committee the draft of the report intended for presentation to the Sixteenth Meeting of the Parties as requested in decision XV/48 of the Fifteenth Meeting of the Parties so as to enable members to submit their comments prior to that Meeting.

## **Annex III (5)**

Extract from document UNEP/OzL.Pro.16/10: Report of the Executive Committee to the Sixteenth Meeting of the Parties, (Prague, 22-26 November 2004), para 90 – 92.

### **执行委员会的职权范围**

90. 第四十一次会议讨论了缔约方第十五次会议第XV/48号决定的执行情况，并商定，这一问题须经若干次执行委员会会议后方能决定。会议还指出，这一问题不仅需要由执行委员会讨论，也需要由缔约方会议加以讨论；尽管执行委员会有责任挑选主任，但缔约方会议有权对职权范围作出修订。

91. 第四十二次会议再一次讨论了职权范围的问题，并请主席代表执行委员会同联合国秘书长、环境规划署执行主任、联合国人力资源管理厅及联合国法律事务厅就执行委员会的职权范围以及这一问题涉及的法律和行政方面的问题进行协商，并向委员会今后的一次会议作出汇报。

92. 主席向第四十三次会议报告说，她会晤了环境规划署执行主任，执行主任主要表示，多边基金和执行委员会须依照联合国工作人员任命方面的一般运作程序行事，关于任命的最终决定在于联合国秘书长，而如果秘书长希望这样做，则可以不受约束地听取其他的意见。主席还报告称，已致函联合国秘书长，同时抄送办公厅主任、主管人力资源管理的助理秘书长以及主管法律事务的副秘书长兼法律顾问。她表示，她随后与主管人力资源管理的助理秘书长进行了联系，助理秘书长向她保证很快会发出书面的答复。继报告后，执行委员会赞赏地注意到主席所作的努力，并请继续进行执行委员会第43/48号决定要求进行的协商。

## **Annex III (6)**

Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer. (Prague 22 - 26 November 2004), (para 132-136) and Comments made at the time of adoption of the report (para 325-326)

**Extract from UNEP/OzL.Pro.16/17: Report of the Sixteenth Meeting of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer, (Prague, 22- 26 November 2004), para 132-136 and para 325-326.**

**C. 审议对多边基金执行委员会职权规定中关于推荐和任命多边基金秘书处主任问题的第10（k）段的修正（第XV/48号决定）**

132. 联席主席回顾，缔约方会议第XV/48号决定决定在缔约方会议第十六次会议上审议修改执行委员会关于推荐和任命主任的职权范围的条文，同时考虑该决定附件所载的执行委员会前主席的提案以及其他缔约方的建议，并请执行委员会与联合国秘书处和环境署执行主任就此事项进行协商并就此向缔约方第十六次会议提出报告。

133. 执行委员会主席Marcia Levaggi女士就其与各联合国机构的接触提交了一项进度报告。她报告称，她已收到环境署执行主任的来信，称该主任的任命应服从联合国的条例和规定，因为这些条例和规定适用于联合国所有工作人的征聘和任命。2004年11月3日，执行委员会收到了联合国负责人力资源管理的助理秘书长的来信，向委员会通报，她已将环境署执行主任的意见转达给秘书长办公厅决定。她还承诺，一俟作出决定即向执行委员会作传达。

134. 一位代表提议，这一系列信件和讨论表明，存在严重的交流隔阂。蒙特利尔议定书是一个条约机构，根据国际法有其自己的法人地位。条约缔约方已决定由缔约方提名主任，然后由环境署执行主任任命。这是一项政府间决定，不属于联合国系统的职权范围。因此，他的代表团认为，环境署执行主任对执行委员会主席的答复没有根据，并提议应将此事项提交联合国法律事务厅。

135. 另一位代表指出，缔约方已对此事项讨论了18个月，并且二次收到环境署执行主任的正式答复，发表的意见没有改变。问题是缔约方是否愿意接受该意见。必须承认，自蒙特利尔议定书写成以来，联合国关于任命的条例已有了修改，参加本次会议的各国高层代表都同意这种修改，他们给予秘书长在高级官员的任命方面有很大的自由。在使执行委员会的职权规定维持不变的同时，现在也许是服从于现实形势的时候了。

136. 联席主席提议、并得到会议的同意，在收到联合国方面的进一步答复之前应将此事暂时搁置。

**J. Comments made at the time of adoption of the report <sup>1</sup>**

325. With regard to the issue of amending paragraph 10 (k) of the terms of reference of the Executive Committee of the Multilateral Fund, the representative of Japan proposed that the Meeting of the Parties should consider adopting a decision along the following lines:

- (a) “To take note with appreciation of the report of the Chair of the Executive Committee, contained in document UNEP/OzL.Pro.16/14;
- (b) “To take note of the assurances by the representative of the United Nations, the Assistant Secretary-General for Human Resources Management, that the Executive Committee would be informed of a decision of the Secretary-General on the proposal of the Executive Director of the United Nations Environment Programme on this matter;
- (c) “To defer consideration of the matter pending the receipt of a further communication

---

<sup>1</sup> (not available in Chinese)

from the United Nations authorities.”

326. Following that proposal, the current and future chairs of the Executive Committee both gave their assurances that they would continue to pursue the matter in 2004 and 2005. The representative of Japan expressed his gratitude for those assurances.

## **Annex III (7)**

Document UNEP/OzL.Pro.16/14: Report of the Executive Committee of the Multilateral Fund on the implementation of Decision XV/48, (Prague, 22-26 November 2004).





联合国



环境规划署

Distr.: General  
10 November 2004

CHINESE  
ORIGINAL: ENGLISH

关于消耗臭氧层物质的蒙特利尔议定书  
缔约方第十六次会议  
2004年11月22日至26日, 布拉格

### 多边基金执行委员会关于执行第 XV/48 号决定的报告

以下资料的目的是继 UNEP/OzL.Pro.16/10 号文件第 90 和第 92 段所提供的资料后, 向缔约方会议提供执行委员会就执行第 XV/48 号决定所采取行动方面的最新情况。

2004 年 8 月 4 日, 向联合国秘书长科菲·安南先生递交了信函, 同时抄送了秘书长办公室主任伊克巴尔·里扎先生、主管人力资源管理的助理秘书长 Rosemary McCreery 女士、主管法律事务的副秘书长兼法律顾问, 以及环境规划署执行主任克劳斯·特普费尔博士。该信载有执行委员会第四十三次会议和缔约方不限成员名额工作组第二十四次会议的报告的各有关部分, 重申了希望对以往各次信件给予答复的请求。

克劳斯·特普费尔博士发出了载于附件一中的信函, 作为对今年 6 月于布宜诺斯艾利斯举行会晤期间向其递交的信函的答复。

2004 年 11 月 3 日, 执行委员会收到了由 McCreery 女士签署的信函, 该信函通知执行委员会, 她已将特普费尔博士的看法转告秘书长执行办公室, 请其在考虑到各相关办公室所表达看法的情况下就该项提议作出决定。McCreery 女士向执行委员会主席表示, 一俟作出决定, 一定会立即通知执行委员会。

## 联合国环境规划署

文档号：OED/SAB/aa

2004年9月29日

执行蒙特利尔议定书多边基金

执行委员会主席 Marcia Levaggi 女士

尊敬的 Levaggi 女士，

我谨提及你 2004 年 6 月 15 日和 2004 年 8 月 4 日就蒙特利尔议定书第十五次缔约方会议第 XV/48 号决定一事写给联合国秘书长科菲·安南先生的信，该项决定涉及有可能修订执行委员会在提名和任命多边基金主任方面的有关职权范围。

我感谢你提请我注意主任的任命这一重要问题。我很了解就这一问题进行的各种协商，正如我在我们今年 7 月在布宜诺斯艾利斯的会晤中指出的，我希望向你重申，联合国秘书长和我本人赞赏并珍视执行委员会就导致选出现主任而提出的各项建议，与此同时，我们是联合国规则和条例的受托人，这些规则和条例都适用于联合国工作人员的征聘和任用。

因此，我谨建议执行委员会让其职权范围向联合国大会所确定的规则和条例看齐，以消除与当前联合国工作人员任用的做法相抵触的可能性。当前联合国系统的做法是秘书长根据环境规划署执行主任的建议任命主任，而环境规划署执行主任可以考虑执行委员会的看法。

顺致最良好祝愿。

克劳斯·特普费尔(签名)

执行主任

Ms. Marcia Levaggi  
Chair of the Executive Committee of the  
Multilateral Fund  
Multilateral Fund for the Implementation of the  
Montreal Protocol  
1800 McGill College Avenue  
27<sup>th</sup> floor, Montreal Trust Building  
Montreal, Quebec, Canada H3A 3J6

## **Annex IV**

**Administrative Instruction (Staff  
selection system): ST/AI/2010/3**



21 April 2010

*(Text consolidated to incorporate  
ST/SGB/2011/7,  
ST/AI/2010/4/Rev.1 and  
ST/AI/2010/3/Amend.1)*

---

## Administrative instruction

### Staff selection system

#### Contents

<i>Section</i>	<i>Page</i>
1. Definitions . . . . .	2
2. General provisions . . . . .	5
3. Scope . . . . .	6
4. Job openings . . . . .	8
5. Applications . . . . .	9
6. Eligibility requirements . . . . .	9
7. Pre-screening and assessment . . . . .	12
8. Central review bodies . . . . .	13
9. Selection decision . . . . .	14
10. Notification and implementation of the decision . . . . .	15
11. Placement authority outside the normal process . . . . .	16
12. Transitional measures . . . . .	17
13. Final provisions . . . . .	17

The Under-Secretary-General for Management, pursuant to Secretary-General's bulletin [ST/SGB/2002/5](#), promulgates the following:

## **Section 1**

### **Definitions**

The following definitions apply for the purposes of the present instruction:

(a) *Anticipated job openings*: job openings relating to positions expected to become available as identified through workforce planning or forecasting, for example due to the retirement of the incumbent within six months or for meeting future requirements;

(b) *Assessment*: the substantive process of evaluating applicants to determine whether they meet all, most, some or none of the requirements of the position under recruitment;

(c) *Assessment panel*: a panel normally comprised of at least three members, with two being subject matter experts at the same or higher level of the job opening, at least one being female and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening. For D-2 level job openings, the panel should normally be comprised of at least three members, with two being from outside the department or office, and at least one female;

(d) *Central review bodies*: joint bodies established under staff rule 4.15 which are to ensure that candidates have been evaluated on the basis of approved evaluation criteria and that the applicable procedures have been followed in the process of appointing, selecting and promoting staff up to and including the D-1 level, except for advice on appointment of candidates having successfully passed a competitive examination in accordance with staff rule 4.16. Field central review bodies are established for peacekeeping operations and special political missions for the same purpose;

(e) *Documented record*: a record consisting of written, printed or electronic material that provides information or evidence. The record must be reasoned and objectively justifiable;

(f) *Evaluation criteria*: criteria used for the evaluation of applicants for a particular position. Evaluation criteria must be objective and related to the functions of the generic job profile or the individually classified job description and must reflect the key competencies that will be assessed;

(g) *Expert panel*: similar in constitution to an assessment panel, assists the Director of the Field Personnel Division, Department of Field Support or his/her designate in undertaking the assessment of applicants for a generic job opening. Hereinafter, the term assessment panel will also refer to an expert panel, unless specifically stated otherwise;

(h) *Generic job profile*: classified standard job description that encompasses a large group of related jobs with similar characteristics in terms of duties and responsibilities, education, work experience, technical skills and essential core competencies;

(i) *Generic job openings*: job openings which are based on generic job profiles, used for the purpose of creating and maintaining viable rosters of qualified and available candidates for immediate and anticipated job openings identified through workforce planning in entities with approval to use roster-based recruitment, peacekeeping operations, special political missions and other field operations;

(j) *Geographic status*: status given to staff in the Professional and above categories on initial appointment for one year or longer against a position subject to “equitable geographical distribution” and to the application of the system of desirable ranges, namely, a regular budget post in the Secretariat at the Professional level or above (except language positions up to and including P-5). All successful candidates in a national competitive recruitment examination also receive “geographic status”. Once geographic status has been given, it is retained throughout the period of uninterrupted service of the staff member, regardless of the nature of the position or functions to which the staff member may subsequently be assigned;

(k) *Head of department/office*: official appointed by the Secretary-General to lead a department, office, regional commission or other major organizational unit of the Secretariat who is directly accountable to the Secretary-General in the exercise of the functions set out in section 5 of [ST/SGB/1997/5](#) (as amended by [ST/SGB/2002/11](#));<sup>1</sup>

(l) *Head of mission*: official appointed by the Secretary-General to lead a peacekeeping operation or special political mission who is directly accountable to the Secretary-General for the implementation of the mission’s mandate as well as the effective management of the mission’s resources;

(m) *Hiring manager*: the official responsible for the filling of a vacant position. The hiring manager is accountable to his/her head of department/office to ensure the delivery of mandated activities by effectively and efficiently managing staff and resources placed under his or her supervision and for discharging the other functions listed in section 6 of [ST/SGB/1997/5](#) (as amended by [ST/SGB/2002/11](#));

(n) *Immediate job openings*: job openings relating to positions that have become available unexpectedly, such as, upon separation from service in cases other than retirement, the selection of the incumbent for other functions or the creation of new positions owing to the establishment of new offices or due to surge requirements or following a change in mandate, including that of a peacekeeping operation, special political mission or other field-based initiative;

(o) *Internal applicants*: serving staff members holding an appointment under the Staff Rules, other than a temporary appointment, who have been recruited after a competitive process under [staff rule 4.15](#) (review by a central review body) or [staff rule 4.16](#) (competitive recruitment examination). Staff members of the separately administered United Nations funds and programmes are not considered internal applicants. However, women who are serving with the separately administered United Nations funds and programmes or any specialized agency or organization of the United Nations common system holding a current appointment at the P-3 or P-4 levels and who have been in service for a continuous period of 12 months and

---

<sup>1</sup> As may be replaced by a new bulletin on the subject.

whose appointments have been reviewed by a review body or equivalent in their organization are considered internal applicants for positions at the P-4 or P-5 levels, respectively. Associate experts (Junior Professional Officers) are not considered internal applicants;

(p) *Job opening*: vacancy announcement issued for one particular position or for a set of job openings;

(q) *Lateral move*: movement of a staff member to a different position at the same level for the duration of at least one year. The new position may be in the same or a different department or office, in the same or a different duty station and in the same or a different occupational group. Inter-agency loans or other movements to and from other organizations of the United Nations common system are recognized as “lateral moves”. Within the same department or office, a lateral move will normally involve a change in functions with or without a change of supervisor. When the supervisor remains the same, there will be a lateral move if the responsibilities are substantially different, for example, if there is a different area of responsibilities or a change in the departments/offices serviced by the staff member. A change in supervisor without a change in functions does not represent a lateral move. Temporary assignments of at least three months but less than one year, with or without special post allowance, shall also qualify as a lateral move when the cumulative duration of such assignments reaches one year;

(r) *Mission*: a United Nations peacekeeping operation or special political mission;

(s) *Occupational groups*: occupations and sub-occupations grouped into categories of work on the basis of similarity of function;

(t) *Occupational group manager*: an official responsible for managing the supply of available candidates with the necessary qualifications and expertise to meet the staffing requirements identified through workforce planning for a specific occupational group or groups in peacekeeping operations and special political missions;

(u) *Position*: for the purpose of this instruction refers to an established post or other job profile within an occupational group, as well as the knowledge, attributes and skills required, as identified through a classification review, to perform the functions for which the General Assembly approved funding for at least one year, including positions funded by General Temporary Assistance;

(v) *Position-specific job opening*: a job opening used for the filling of an individual position at a specific duty station;

(w) *Roster*:<sup>2</sup> a pool of assessed candidates reviewed and endorsed by a central review body and approved by the Head of Department/Office/Mission who are available for selection against a vacant position. Roster candidates may be selected without referral to a central review body;

(x) *Selection decision*: decision by a head of department/office to select a preferred candidate for a particular position up to and including the D-1 level from a list of qualified candidates who have been reviewed by a central review body taking

---

<sup>2</sup> This definition does not apply to rosters of candidates maintained pursuant to staff rule 4.16 on competitive examinations.

into account the Organization's human resources objectives and targets as reflected in the departmental human resources action plan, especially with regard to geography and gender, and giving the fullest regard to candidates already in the service of the Organization as well as those encumbering posts that are slated for abolition or are serving in secretariat entities undergoing downsizing and/or liquidation. Selection decisions for positions at the D-2 level are made by the Secretary-General following review by the Senior Review Group;

(y) *Temporarily vacant position*: position blocked for a specific period of time for the return of a staff member on temporary assignment, mission assignment, special leave, secondment, or loan;

(z) *Vacant position*: position approved for one year or longer that is not blocked for the return of a staff member on temporary assignment, mission assignment, special leave, secondment or loan.

## **Section 2**

### **General provisions**

2.1 The present instruction establishes the staff selection system (the "system"), which integrates the recruitment, placement, promotion and mobility of staff within the Secretariat.

2.2 Staff in the Professional and above categories, up to and including those at the D-2 level, are expected to move periodically to different positions in different organizational units, duty stations, missions or occupational groups throughout their careers. The system provides for the circulation of job openings, including anticipated staffing needs in missions through a compendium of job openings<sup>3</sup> and specifies the lateral mobility requirement applicable for promotion to the P-5 level.<sup>4</sup>

2.3 Selection decisions for positions up to and including the D-1 level are made by the head of department/office/mission, under delegated authority, when the central review body is satisfied that the evaluation criteria have been properly applied and that the applicable procedures were followed. If a list of qualified candidates has been endorsed by the central review body, the head of department/office/mission may select any one of those candidates for the advertised job opening, subject to the provisions contained in sections 9.2 and 9.5 below. The other candidates shall be placed on a roster of pre-approved candidates from which they may be considered for future job openings at the same level within an occupational group and/or with similar functions.

2.4 Selection decisions for positions at the D-2 level are made by the Secretary-General when the Senior Review Group is satisfied that the applicable procedures were followed.

2.5 Heads of departments/offices retain the authority to transfer staff members within their departments or offices, including to another unit of the same department in a different location, to job openings at the same level without advertisement of the job opening or further review by a central review body. Heads of mission retain the authority to transfer staff members, under conditions established by the Department of Field Support, within the same mission, to job openings at the same

<sup>3</sup> See section 4 below.

<sup>4</sup> See section 6.4 below.



level without advertisement of the job opening or further review by a central review body.

2.6 This instruction sets out the procedures applicable from the beginning to the end of the staff selection process. Manuals will be issued that provide guidance on the responsibilities of those concerned focusing on the head of department/office/mission, the hiring manager, the staff member/applicant, the central review body members, the recruiter, namely, the Office of Human Resources Management (OHRM), the Field Personnel Division of the Department of Field Support, executive offices and local human resources offices as well as the occupational group manager and expert panel. Should there be any inconsistency between the manuals and the text of the present instruction, the provisions of the instruction shall prevail.

### **Section 3**

#### **Scope**

3.1 The system shall apply to the selection and appointment of all staff members to whom the Organization has granted or proposes to grant an appointment of one year or longer under the Staff Rules at the G-5 and above levels in the General Service category, TC-4 and above in the Trades and Crafts category and S-3 and above levels in the Security Service category as well as to staff in the Professional and above categories and to the Field Service category for positions established for one year or longer, irrespective of the functions or source of funding. The process leading to selection and appointment to the D-2 level shall be governed by the provisions of the present instruction. For positions at the D-2 level, the functions normally discharged by a central review body<sup>5</sup> shall be discharged by the Senior Review Group,<sup>6</sup> prior to selection by the Secretary-General.

3.2 The system shall not apply to the following:

- (a) Appointments at the Assistant Secretary-General and Under-Secretary-General levels;
- (b) Temporary appointments;<sup>7</sup>
- (c) Appointment of staff selected through a competitive examination under staff rule 4.16, in accordance with the principle that staff are recruited primarily through competitive examination at the P-1 and P-2 levels for positions subject to geographic distribution and normally through competitive examination at the P-3 level;
- (d) Movement of staff subsequent to recruitment under the provisions of the administrative instruction on managed reassignment for junior Professionals;<sup>8</sup>
- (e) Movement during the first five years of service of staff serving against a P-2 or P-3 language position who are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates

---

<sup>5</sup> ST/SGB/2002/6 and Amendment 1, as may be amended or replaced by a new bulletin on the same subject.

<sup>6</sup> ST/SGB/2009/2, as may be amended or replaced by a new bulletin on the same subject.

<sup>7</sup> ST/AI/2010/4/Rev.1.

<sup>8</sup> ST/AI/2001/7, as may be amended or replaced by a new instruction on the same subject.

successful in a competitive examination for positions requiring special language skills;<sup>9</sup>

(f) Recruitment of staff from the General Service and related categories to the Professional category;<sup>10</sup>

(g) Appointment and selection at the entry level and promotion of staff in the General Service and related categories up to and including the G-4, TC-3 and S-2 levels;

(h) Appointment and selection of staff in the General Service category in peacekeeping operations and special political missions;

(i) Appointment and selection of staff in peacekeeping operations and special political missions in the National Professional Officer category;

(j) Appointment of staff selected to serve in the Executive Office of the Secretary-General or to serve as special envoys of the Secretary-General;

(k) Movement of staff previously appointed in accordance with staff rules 4.15 or 4.16 who have agreed to participate in voluntary reassignment programmes. The Assistant Secretary-General for Human Resources Management shall decide on the reassignment of each staff member, without reference to a central review body. The programmes, aiming to stimulate the development of staff, are strictly voluntary. Such movement shall be limited to incumbents of positions approved for inclusion in a voluntary lateral reassignment programme and shall not affect the application of the normal rules governing promotion or selection of staff for job openings;

(l) Lateral movements of staff by heads of department/office/mission in accordance with section 2.5 above.

3.3 Heads of departments/offices who have been delegated authority to appoint and promote staff up to and including the D-1 level for service limited to the entity concerned are encouraged to opt for the full application of the system for upcoming job openings, in which case the appointment of the individual selected as a result would not, or would no longer be, limited to service with the entity concerned.<sup>11</sup> Should the head of department/office exercise this option, the case would be considered by a Secretariat central review body and would be referred to the Secretary-General for decision if the central review body found that the evaluation criteria had not been properly applied and/or that the applicable procedures had not been followed.

<sup>9</sup> ST/AI/2000/1 (amended by ST/AI/2003/1), as may be replaced by a new instruction on the same subject.

<sup>10</sup> ST/AI/2003/7 (abolished and replaced by ST/AI/2010/7), as may be replaced by a new instruction on the same subject.

<sup>11</sup> This would not necessarily, however, confer geographic status on the staff members concerned, as such status results from initial recruitment after successfully passing a competitive examination (other than a language examination) or from an appointment for one year or longer to a post subject to the application of the system of desirable ranges.

**Section 4**  
**Job openings**

4.1 Immediate and anticipated job openings for positions of one year or longer shall be advertised through a compendium of job openings. The compendium shall include both position-specific job openings and generic job openings. The compendium shall be published electronically and shall be updated regularly.

4.2 Position-specific job openings shall be included in the compendium when:

- (a) A new position is established or an existing position is reclassified;
- (b) The incumbent separates from service;

(c) The incumbent is selected for another position under the provisions of this instruction or as a result of a lateral reassignment by the head of department/office within that department or office.

4.3 Generic job openings shall be issued in the compendium for the purpose of creating and maintaining viable rosters of qualified candidates for immediate and anticipated job openings, identified through workforce planning, in entities with approval to use roster-based recruitment, such as peacekeeping operations, special political missions and other field operations. Generic job openings shall contain information on the location of current and anticipated job openings and a clause making reference to the generic nature and roster purpose. Where such entities deem it necessary, position-specific job openings may also be issued to advertise job openings.

4.4 The hiring manager or occupational group manager shall be responsible for creating the job opening and for promptly requesting the inclusion of its announcement in the compendium, with the assistance of the executive or local human resources office.

4.5 The job opening shall reflect the functions and the location of the position and include the qualifications, skills and competencies required. Job openings, to the greatest extent possible, shall be based on generic job profiles approved by OHRM, a previously published job opening or a previously classified individual job description reflecting the actual functions of the position. The evaluation criteria of job openings created on the basis of individually classified job descriptions require approval by a central review body.

4.6 Each job opening shall indicate the date of posting and specify a deadline date by which all applications must be received. The job opening, including the evaluation criteria, shall be approved by OHRM, the local human resources offices or the Department of Field Support prior to posting.

4.7 Pre-screening questions should be prepared as part of the job opening to assist in determining an applicant's suitability for the job opening to which he/she applied. The pre-screening questions must be related to the responsibilities of the position and the experience and professionalism required to undertake the functions, as reflected in the job opening.

4.8 The deadline for applying for job openings shall normally be:

- (a) 60 calendar days after posting for position-specific job openings in the Professional and above categories, unless in cases of unanticipated job openings

OHRM or the local human resources office exceptionally approves a 30-day deadline;

(b) 30 calendar days after posting for position-specific job openings for peacekeeping operations and special political missions, unless the Department of Field Support exceptionally approves a 15-day deadline if necessary to meet immediate operational requirements;

(c) 30 calendar days after posting for project-funded positions located in the field or at headquarters duty stations or at the duty stations of the secretariats of the regional commissions and whose functions relate to the carrying out of activities directly linked to humanitarian, human rights and technical cooperation implementation in field duty stations, unless the local human resources office exceptionally approves a 15-day deadline.

4.9 Generic job openings will be posted for the period of time that is deemed sufficient to attract the number of qualified candidates sufficient to satisfy the vacancies projected through workforce planning.

4.10 The deadline for applying for job openings in the General Service and related categories shall normally be 30 calendar days after posting.

## **Section 5**

### **Applications**

5.1 Applications must be submitted in accordance with the instructions set out in the job opening, including use of the electronic platform provided for this purpose.

5.2 Applying for a job opening carries an expectation to accept it, if offered.

5.3 Staff members are encouraged to carefully consider all suitable job openings as they are expected to move periodically between positions.

5.4 An individual may apply for several job openings for which he/she feels qualified. An individual applying to a generic job opening in a peacekeeping operation or special political mission is required to indicate in which of these operations or missions he/she is interested in serving.

## **Section 6**

### **Eligibility requirements**

6.1 Staff members holding a permanent, continuing,<sup>12</sup> probationary or fixed-term appointment shall not be eligible to apply for positions more than one level higher than their personal grade. Staff members in the General Service and related categories holding a permanent, continuing or fixed-term appointment may apply for positions in the Field Service category at any level, irrespective of the grade held in the General Service and related categories, provided they meet the requirements of the post.

6.2 As of the posting date of a job opening, the minimum age to be eligible for consideration for a position is 18, with a mandatory retirement age of 60 years for

<sup>12</sup> Continuing appointments were approved by the General Assembly in its resolution 63/250 but the implementation is subject to the approval of the eligibility criteria by the General Assembly.

staff members who joined the Organization prior to 1 January 1990 and 62 years for staff members appointed from 1 January 1990 onwards.

6.3 Staff members in the Professional category shall have at least two prior lateral moves, which may have taken place at any level in that category, before being eligible to be considered for promotion to the P-5 level, subject to the following provisions:

(a) In order to meet the General Assembly's concern about high job opening rates in some regional commissions and duty stations, particularly those in developing countries, the requirement shall be reduced to one lateral move when a staff member has served in the Professional category in Nairobi or a regional economic commission other than the Economic Commission for Europe or any duty station with a hardship classification of A, B, C, D or E<sup>13</sup> for one year or longer, or when a staff member is applying for a P-5 position at those duty stations from another duty station;

(b) Staff recruited at the P-4 level shall become eligible for promotion to the P-5 level after one lateral move at the P-4 level;

(c) The requirement for lateral moves is waived when a staff member has served in the Professional and above or Field Service categories in a non-family mission or non-family duty station for one year or longer;

(d) The requirement for lateral moves is waived for staff serving against language positions that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills when applying for another such language position.

6.4 Staff in the Field Service category at the FS-6 level may apply to positions at the P-3 and P-4 levels, provided that they have served for one year at their current level and meet the academic qualifications required for an appointment to the Professional category. Staff in the Field Service category at the FS-7 level may apply to positions at the P-4 and P-5 levels, provided that they have served for one year at their current level, meet the academic qualifications required for an appointment to the Professional category and, for P-5 positions, satisfy the lateral move requirements for promotion to the P-5 level.

6.5 A staff member holding a permanent, continuing, probationary or fixed-term appointment (with no appointment limitation) assigned from a headquarters location, including regional commissions, to a position one level higher than his/her current grade in a peacekeeping operation or special political mission, where a lien is maintained against a position at the parent duty station, may temporarily be promoted to the level of the position in the peacekeeping operation or special political mission for the duration of the assignment. A staff member temporarily

---

<sup>13</sup> The International Civil Service Commission has placed all duty stations in one of six categories, H and A to E. H duty stations are headquarters and similarly designated locations where the United Nations has no development or humanitarian assistance programmes, or locations in countries which are members of the European Union. A to E duty stations are field duty stations. Hardship categorization assesses the overall quality of life at a duty station. In determining the degree of hardship, consideration is given to local conditions of safety and security, health care, education, housing, climate, isolation and the availability of the basic amenities of life. Duty stations are categorized on a scale of difficulty from A to E with A being the least difficult.

promoted may apply during his/her assignment in a peacekeeping operation or special political mission to job openings one level higher than his/her temporary grade level, provided that he/she has spent more than 12 months continuously in the peacekeeping operation or special political mission. At the end of his/her assignment in the peacekeeping operation or special political mission, the staff member will revert to his/her original level at the former duty station and may henceforth only apply to job openings one level above his/her original level.

6.6 The provisions of section 6.5 above also apply to staff members appointed to a peacekeeping mission or special political mission (with no appointment limitation) who are selected for an assignment to a position one level higher than their current grade at a headquarters location or regional commission.

6.7 A staff member who is considered an internal applicant and who is on secondment to a separately administered United Nations fund or programme, specialized agency or organization of the United Nations common system shall be granted a lien against a specific post for up to two years. If the staff member, while on secondment, applies for positions in the Secretariat he/she will be considered an internal applicant and is eligible to apply for a position one level higher than the one he/she currently has in the receiving organization in which the staff member is on secondment. After two years should the staff member wish to remain on secondment, the lien on the specific position shall be surrendered but the staff member retains return rights to the Secretariat up to a maximum of five years. At the end of the five years, a transfer to the receiving organization shall be initiated unless the staff member indicates that he/she would like to return to the Secretariat. In order to return to the Secretariat, the staff member is eligible to apply for positions at the level he/she had at the receiving organization or one level above. If the staff member is unsuccessful in his/her applications, he/she will have the right to return to the Secretariat at his/her level at the time of his/her release on secondment.

6.8 Pursuant to the exception set out in section 4.2 of ST/AI/2003/7 [**abolished and replaced by section 3.1 of [ST/AI/2010/7](#)**], the minimum educational requirements for positions in the Professional and above categories shall be waived for staff members promoted to the Professional and above categories after having passed the G-to-P examination when applying to job openings in the Professional and above categories.

6.9 Staff serving against language positions that are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for positions requiring special language skills are eligible to apply for non-language positions after a continuous service of a minimum of five years in a language position.

6.10 A staff member holding a temporary appointment who is recruited in the Professional and above categories, on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in peacekeeping operations or special political missions.

6.11 Interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any position in the Professional or above categories and for

positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to associate experts (Junior Professional Officers) appointed under the Staff Rules.

6.12 United Nations Volunteers may not be appointed to positions in the same mission in which they last served within six months following completion of their service with the United Nations Volunteer programme. United Nations Volunteers who have served less than 12 months are not eligible for appointment in a peacekeeping operation or special political mission, unless a period of six months has elapsed following completion of the United Nations Volunteer service. United Nations Volunteers who resign may not be appointed to a position in a peacekeeping operation or special political mission within six months following the date of resignation.

## **Section 7**

### **Pre-screening and assessment**

7.1 Applicants applying to job openings will be pre-screened on the basis of the information provided in their application to determine whether they meet the minimum requirements of the job opening.

7.2 OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support will release electronically to the hiring manager (for position-specific job openings) and occupational group manager (for generic job openings), within and/or shortly after the deadline of the job opening, the applications of candidates who have successfully passed the pre-screening process, together with the names of pre-approved eligible candidates, for consideration for selection.

7.3 OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support has the authority to pre-screen individuals identified through an outreach strategy aiming for target groups in terms of gender, geography and/or specialized expertise within the deadline of the job opening. The applications of successful candidates will be released to the hiring or occupational group manager.

7.4 The hiring or occupational group manager shall further evaluate all applicants released to him/her and shall prepare a shortlist of those who appear most qualified for the job opening based on a review of their documentation.

7.5 Shortlisted candidates shall be assessed to determine whether they meet the technical requirements and competencies of the job opening. The assessment may include a competency-based interview and/or other appropriate evaluation mechanisms, such as, for example, written tests, work sample tests or assessment centres.

7.6 For each job opening, the hiring manager or occupational group manager, as appropriate, shall prepare a reasoned and documented record of the evaluation of the proposed candidates against the applicable evaluation criteria to allow for review by the central review body and a selection decision by the head of the department/office.

7.7 For position-specific job openings, up to and including the D-1 level, the hiring manager or occupational group manager shall transmit his/her proposal for one candidate or, preferably, a list of qualified, unranked candidates, including normally at least one female candidate, to the appropriate central review body through OHRM, the local human resources office or the Field Personnel Division of the Department of Field Support. OHRM, the local human resources office or the Field Personnel Division shall ensure that, in making the proposal, the hiring manager or occupational group manager has complied with the process.

7.8 For generic job openings in peacekeeping operations and special political missions, the Director of the Field Personnel Division of the Department of Field Support shall ensure that the process has been complied with and that the recommendations are reasoned and organizational objectives and targets have been taken into account, and shall transmit the proposed list of qualified, unranked candidates including normally at least one female candidate to the field central review body for inclusion in a roster.

7.9 For positions at the D-2 level, heads of department/office/mission shall submit to the Senior Review Group a shortlist normally containing three names of qualified and suitable candidates, including at least one female candidate. The shortlist will be prepared following interviews by an interdepartmental assessment panel. In making such submission, due regard shall be given to candidates with diverse experience, including career mobility. The submission to the Senior Review Group from the head of department/office shall be transmitted to the Chairperson of the Senior Review Group through the Secretary of that body and shall include a comprehensive evaluation of the shortlisted candidates justifying their qualifications and suitability for the position. The submission shall also include the personal history profile of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the department/office/mission, including information on nationality and gender.

## **Section 8**

### **Central review bodies**

8.1 The central review bodies shall review proposals for filling a position-specific job opening or for placing candidates on the roster following a generic job opening, made by the department/office or mission concerned, to ensure that applicants were evaluated on the basis of the corresponding evaluation criteria and that the applicable procedures were followed in accordance with sections 5.2 to 5.6 of ST/SGB/2002/6.<sup>14</sup> (currently [ST/SGB/2011/7](#))

8.2 Authority to make a selection decision with respect to a particular job opening shall be withdrawn when a central review body finds that the evaluation criteria have not been properly applied and/or the applicable procedures have not been followed. The central review body shall transmit its findings and recommendation to the official having authority to make the decision on behalf of the Secretary-General, as follows:

(a) The Under-Secretary-General for Management for posts at the P-5 and D-1 levels;

---

<sup>14</sup> As may be amended or replaced by a new bulletin on the same subject.



(b) The Assistant Secretary-General for Human Resources Management for all other posts.

## **Section 9**

### **Selection decision**

9.1 Staff members holding a permanent, continuing, probationary or fixed-term appointment should normally serve in a position for at least one year before being eligible to be appointed to another position.

9.2 The selection decision for positions up to and including at the D-1 level shall be made by the head of department/office on the basis of proposals made by the responsible hiring managers (for position-specific job openings) and occupational group managers (for generic job openings) when the central review body finds that the candidates have been evaluated on the basis of approved evaluation criteria and the applicable procedures have been followed. Recommendations for selection for positions at the D-2 level shall be made by the head of department/office/mission for review by the Senior Review Group. For positions at the D-2 level, the Senior Review Group shall provide its recommendation to the Secretary-General, who will make the selection decision. When the position to be filled involves significant functions in the management of financial, human and physical resources and/or information and communications technology, the executive or local human resources office shall inform OHRM or the Department of Field Support of the proposed selection so that the approvals required by Secretary-General's bulletin [ST/SGB/2005/7](#)<sup>15</sup> may be obtained prior to selection.

9.3 When recommending the selection of candidates for posts up to and including at the D-1 level, the hiring manager shall support such recommendation by a documented record. The head of department/office shall select the candidate he or she considers to be best suited for the functions. Prior to selection of an external candidate, that decision must be justified in writing to, and approved by, OHRM. In the final selection due consideration should also be given to staff members who are victims of malicious acts or natural disasters; serving staff members who have served under the former 200 and 300 series of the Staff Rules; candidates from troop- or police-contributing countries for positions in a peacekeeping operation or Headquarters support account-funded positions in the Department of Peacekeeping Operations, the Department of Field Support and other departments with support account resources; and prior service or employment of candidates in field duty stations, for positions for which relevant field experience is highly desirable, as applicable and as stipulated in General Assembly resolution 63/250.

9.4 **[Candidates for position-specific job openings up to and including at the D-1 level included in a list endorsed by a central review body other than the candidate selected for the specific position shall be placed on a roster of candidates pre-approved for similar functions at the level of the job opening, which shall be drawn from all duty stations for job openings in the Professional and above categories and the Field Service category. Following the selection decision, roster candidates shall be retained in a roster indefinitely or until such time the present administrative instruction is amended. Candidates included in**

---

<sup>15</sup> As may be amended or replaced by a new bulletin on the subject of designation of staff members performing significant functions in financial management, personnel management and general services administration.

**the roster may be selected by the head of department/office for a subsequent job opening without reference to a central review body.]**

**9.5 [Qualified candidates for generic job openings are placed on the relevant occupational roster after review by a central review body and may be selected for job openings in entities with approval for roster-based recruitment. The roster candidate shall be retained on an occupational roster indefinitely or until such time the present administrative instruction is amended. Should an eligible roster candidate be suitable for the job opening, the hiring manager may recommend his/her immediate selection to the head of department/office/mission without reference to the central review body.]**

## **Section 10**

### **Notification and implementation of the decision**

10.1 The executive office at Headquarters, the local human resources offices or the Division of Field Personnel of the Department of Field Support shall inform the selected candidate of the selection decision within 14 days after the decision is made. Candidates endorsed by the central review body and placed on a roster shall be informed of such placement within 14 days after the decision is made by the hiring manager or occupational group manager and be advised that they may be selected from the roster for similar positions that may become available within the stipulated time frame as described in sections 9.3 and 9.4. Other candidates convoked for assessments but not selected or placed on a roster shall be so informed by the hiring manager or the occupational group manager within 14 days after the selection decision is made in writing. Applicants eliminated prior to the assessment exercises shall be informed.

10.2 The decision to select a candidate shall be implemented upon its official communication to the individual concerned. When the selection entails promotion to a higher level, the earliest possible date on which such promotion may become effective shall be the first day of the month following the decision, subject to the availability of the position and the assumption of higher-level functions. However, when an encumbered position has been included in the compendium after upward reclassification and an applicant other than the incumbent is selected, the decision shall be implemented only when a suitable position has been identified for the incumbent.

10.3 Selected staff members shall be released as soon as possible, and in any event no later than one month after the date on which the releasing office is notified of the selection decision, if the move is within the same duty station. For staff members selected for a position in another duty station, including those in peacekeeping missions or special political missions, the release shall be no later than two months after the releasing office is notified of the selection decision.

10.4 If the selected candidate fails to take up the functions within the specified time frames for personal reasons or vacates the position within one year, the head of department/office may select another candidate from the list endorsed by the central review body with respect to the particular job opening, or in the case of peacekeeping operations or special political missions, from the roster within the same occupational group. If no such candidate is available, the head of department/office may select another candidate from the roster or recommend the position be advertised in the compendium if no roster candidate is found to be suitable.

**Section 11**  
**Placement authority outside the normal process**

11.1 The Assistant Secretary-General for Human Resources Management shall have the authority to place in a suitable position the following staff members when in need of placement outside the normal process:

(a) Incumbents, other than staff members holding a temporary appointment, of positions reclassified upward for which an applicant other than the incumbent has been selected;

(b) Staff, other than staff members holding a temporary appointment, affected by abolition of posts or funding cutbacks, in accordance with [Staff Rule 9.6](#) (c) (i);

(c) Staff members who return from secondment after more than two years when the parent department responsible concerned has made every effort to place them.

After determining the availability of a suitable position in consultation with the head of department/office and the staff member concerned, the Assistant Secretary-General for Human Resources Management shall decide on the placement, in accordance with [staff regulation 1.2](#) (c).

11.2 The Under-Secretary-General for Field Support, after consultations with the heads of the Departments of Peacekeeping Operations and Political Affairs, the head(s) of the missions involved and the staff members(s) concerned, shall have the authority to transfer staff members whose appointment is not limited to a specific mission or department, outside the normal process, between activities away from Headquarters that are administered by the Department of Field Support as well as between those activities and the Departments of Peacekeeping Operations, Political Affairs and Field Support, to suitable job openings at the same level without advertisement of the job opening or further review by a central review body.

11.3 To expedite placement of successful candidates on the roster from the national competitive recruitment examination or G-to-P examinations, the Assistant Secretary-General for Human Resources Management shall have the authority to place those candidates in P-2 positions subject to geographical distribution that, after a period of three months, have not been filled with candidates successful in a competitive examination.

11.4 Positions directly financed by project funds or other extrabudgetary resources established at the P-1 or P-2 level for one year or longer will be filled only through national competitive recruitment examination roster candidates, until such time as the roster is depleted, or through the temporary promotion of successful G-to-P candidates who are willing to assume such positions. In the event that the position continues to be funded beyond two years, the G-to-P appointee will be given the opportunity to confirm his/her willingness to relinquish his/her General Service position.

11.5 The Assistant Secretary-General for Human Resources Management shall have the authority to select successful candidates from the roster of the national competitive recruitment examination or G-to-P examinations against P-2 positions in peacekeeping operations and special political missions. Candidates selected for P-2 positions in peacekeeping or special political missions from the roster of

---

successful candidates from the national competitive recruitment examination and G-to-P examinations shall be granted geographic status.

## **Section 12**

### **Transitional measures**

12.1 The provisions of ST/AI/2006/3/Rev.1 shall continue to govern recruitment, placement and promotion in respect of applications for job openings advertised before 22 April 2010 through the “Galaxy” system.

12.2 The provisions of the present instruction shall apply to the selection process of candidates for positions in the peacekeeping and special political missions initiated from the effective date of this instruction.

12.3 Roster candidates falling under the provisions of section 9.3 of ST/AI/2006/3/Rev.1 shall maintain their status for the remaining period stipulated for their roster eligibility.

## **Section 13**

### **Final provisions**

13.1 The present administrative instruction shall enter into force on 22 April 2010.

13.2 Administrative instructions ST/AI/2006/3/Rev.1, entitled “Staff selection system”, ST/AI/297 and Add.1, entitled “Technical cooperation personnel and OPAS officers”, and ST/AI/360/Rev.1 and Corr.1, entitled “Movement of staff from the Field Service category to the Professional category”, are hereby abolished.

13.3 The provisions of the present administrative instruction shall prevail over any inconsistent provisions contained in other administrative instructions and information circulars currently in force.

*(Signed)* Angela **Kane**  
Under-Secretary-General for Management

---