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### 305.1 Introduction

**This Manual Section was updated 2 October 2015--header**

#### STAFF REGULATION

**301.4.1** As stated in [Article VIII](#) of the Constitution and in Rule XL(1) of the General Rules of the Organization, the power of appointment of staff members rests with the Director-General. Upon appointment, each staff member shall receive a letter of appointment in accordance with the provisions of [Annex II](#) to these Regulations and signed by the Director-General or by an official in the name of the Director-General.

**305.1.1 Authority.** This Manual Section supplements [Staff Regulation 301.4](#) and [Staff Rule 302.4](#) and sets forth the procedures governing recruitment and appointment of staff members to posts in the Organization.

**305.1.2 Application.** The provisions of this Manual Section apply, except where otherwise indicated, to all candidates with the exception of those recruited as short-term personnel, consultants or subscribers to special services agreements.

#### 305.1.3 Delegation of Authority--text

**305.1.31** Except as otherwise provided herein, delegation of authority has been conferred on Heads of Departments and Heads of Offices to authorize and approve administrative actions arising from this Manual Section (see [Manual Section 119](#)).

**305.1.32** Authority has also been granted to offices outside Headquarters to approve actions locally on certain operational Human Resources matters detailed in this Manual Section (see Manual para. 119.3 and the Delegation of Authority Circular attached to this present Manual Section).

**305.1.33** The authorization and approval process arising from the above delegations of authority is supported by the relevant Administrative Management Support Service/Unit, which ensures that all information relevant to the decision is available and that, once made, the actions necessary to implement the decision are carried out (see Manual para. 119.2).

#### 305.1.4 Definitions--text

**305.1.41** For a definition of the types of appointment, see Manual [para. 305.5.1](#); for letter of appointment, see Manual [para. 305.6.11](#).

**305.1.42** Unless otherwise specified, "Offices away from Headquarters" means Regional Offices, Subregional Offices, Liaison Offices, and Country Offices (FAO Representations).

**305.1.43** For the purpose of this Manual Section, "Division Director", unless otherwise indicated by the context, includes the Department or Office Head - or other officer of corresponding rank - having operational responsibility for an organizational unit (see Delegation of Authority Circular for greater detail).

### 305.2 Recruitment

#### STAFF RULES



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**302.4.5 Staff in Professional and Higher Categories.** All staff members in the Professional and higher categories with the exception of national professional officers, are considered to be internationally-recruited.

**302.4.611 Staff in the General Service Category.** General Service staff recruitment shall be undertaken in accordance with the applicable provisions.

**305.2.1** Applicants for a FAO General Service post or Global Call of Interest who are resident outside of commuting distance of the duty station at the time of the application shall be required to establish residency within commuting distance of the duty station at the time of their appointment and shall be locally-recruited.

#### **305.2.2 Announcement of Vacancies --text**

##### **STAFF RULE**

**302.4.92** When a vacancy is to be filled in an established post of one year or more from G-2 to P-5 levels, it shall be advertised to the staff except when:

- (a) the Director-General considers a staff member to have the requisite qualifications and experience and has therefore approved the placement and promotion of the staff member against a vacant post at a higher grade, in accordance with relevant policies and provisions;
- (b) a staff member is transferred to a vacant post of the same or lower grade; or
- (c) a candidate who has been subject to a staff selection procedure and was found to be qualified but not appointed to the specific post for which s/he originally applied is appointed to a post of the same or of a lower grade if the Director-General considers that the candidate meets the essential qualifications of the post;
- (d) in the judgement of the Director, Office of Human Resources (OHR), a placement problem could be solved by the transfer of a staff member into the vacant post.

**305.2.21** The vacancy announcement is prepared by OHR on the basis of the post description and submitted for issuance. It includes the following information:

- (a) a description of the nature of the post, including title, grade, location, and length of assignment;
- (b) a current description of the duties and responsibilities of the post;
- (c) the competencies and required experience;
- (d) the procedures and time limits for submitting applications;
- (e) whether the vacancy is an internal announcement, or also open to external candidates.

#### **305.2.3 Distribution and Length of Advertisement of Vacancy Announcements--text**

**305.2.31** For posts in the General Service Category calls of interest are advertised for four weeks and vacancy announcements are advertised for two weeks at Headquarters; in offices outside Headquarters the period is determined by the local selection procedures, but will not be less than two weeks.

**305.2.32** The period for advertising posts in the Professional category shall not be less than two weeks. The period for advertising Professional posts may be shortened or prolonged upon written request to and approval by the Director, OHR, on finding that exceptional circumstances justify such action.



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### **305.2.4 Commercial Advertisements--text**

**305.2.41** Commercial advertisements may be periodically published for types of post for which the Organization regularly recruits.

**305.2.42** Commercial advertisements may also be published when it has not been possible to find suitably qualified candidates for a specific post through the normal procedures.

**305.2.43** The decision to advertise and the text of the advertisement are the responsibility of the Director, OHR.

### **305.2.5 Professional Employment Roster--text**

Professional employment rosters of candidates are maintained by the Office of Human Resources (OHR). The rosters refer to a list of candidates who were endorsed but not selected for a specific post. Division Directors/Head of Office may recommend a candidate from the professional employment roster for appointment to another vacant post at the same grade or at a lower grade, instead of issuing a vacancy announcement. Endorsed candidates may remain on the employment roster for a period of two years; the effective date originates when the candidate consents to participate in the professional employment roster.

**305.2.51 General Service Employment Rosters.** General Service employment roster of candidates are maintained by the Office of Human Resources (OHR). The rosters refer to a list of candidates who were endorsed further to the issuance of a call for interest or to a list of candidates who were endorsed but not selected for a specific post. The names of candidates may be provided to Divisions Directors/Heads of Office who wish to fill a vacant post. Endorsed candidates may remain on the employment roster for a period of two years; the effective date originates on the closing date of the call of interest or when the candidate consents to participate in the GS employment roster in the case of a vacancy announcement for a specific post.

### **305.2.6 Recruitment of General Service Staff at Headquarters--text**

**305.2.61** In line with the Framework Agreement between FAO, the International Fund for Agricultural Development (IFAD) and the World Food Programme (WFP) of 11 July 2014, when a position in the General Service category is established for one year or more, it is advertised in all three agencies. Staff members from all three agencies applying to such positions shall be considered as internal candidates when this is applied on a reciprocal basis.

**305.2.62** Successful candidates holding a fixed-terms or indefinite appointment with WFP or IFAD, and who have completed their probationary period in the releasing agency, shall be appointed, either via secondment or transfer, in accordance with the "Inter-Organization Agreement concerning Transfer, Secondment or Loan of staff among the Organizations Applying the United Nations Common System of Salaries and Allowances", upon agreement between the releasing and receiving organizations and the staff member concerned.

**305.2.63 General Service Global Call of Interest.** In accordance with [Staff Rule 302.4.92 \(c\)](#), recruitment to positions in certain grades at the General Service level may be carried out via calls for expression of interest and the placement of qualified candidates on appropriate rosters.

### **305.2.7 Recruitment of General Service in offices outside Headquarters--text**

The recruitment of general service staff in offices outside Headquarters is governed by [Manual Section 374](#), in particular, [Appendix A.1](#).



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## 305.3 Selection

### 305.3.1 Responsibility of the Office of Human Resources (OHR)--text

**305.3.11** When a vacancy announcement has been issued, all candidates will be required to apply through the iRecruitment system. Exceptions must be approved by the Director, OHR.

**305.3.12** OHR is responsible for the screening of all applications and, in coordination with the Division Director/Head of Office, establishing a short-list, in accordance with established guidelines.

**305.3.13** OHR ensures that all shortlisted candidates meet the minimum qualifications of the post applied; verify that the academic achievements are issued by *bona fide* educational institutions; and possess satisfactory employment records.

### 305.3.2 Selection Committees--text

**305.3.21** Selection Committees are established for posts in the Professional, General Service and field service areas. Each committee is responsible to the DirectorGeneral for recommendations for all posts within its field of competence.

**305.3.22** Detailed information on the composition, terms of reference, and procedures of the Departmental/Regional Professional Staff Selection Committees are contained in [Appendix A](#) to this Manual Section.

**305.3.23** Detailed information on the composition, terms of reference, and procedures of the General Service Staff Selection Committees (GSSCs) are contained in Appendix B to this Manual Section.

**305.3.24** Posts indicated in Annex 1 to both Appendix A and Appendix B of this Manual Section are excluded from this process.

## 305.4 Criteria and Conditions Governing selection

### 305.4.1 Efficiency, Competence and Integrity --header

#### STAFF REGULATION

**301.4.2** The paramount consideration in the appointment, transfer, or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

**301.4.3** Selection and compensation of staff members shall be made without distinction as to race, sex or religion. So far as practicable, selection shall be made on a competitive basis.

### 305.4.2 Order of Preference--text

#### STAFF REGULATION

**301.4.4** Subject to the provisions of Rule XL(2) of the General Rules of the Organization, and without prejudice to the recruitment of fresh talent at all levels, the fullest regard shall be had, in filling vacancies, to



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the requisite qualifications and experience of persons already in the service of the Organization. This consideration shall also apply on a reciprocal basis to the United Nations and to the specialized agencies brought into relationship with the Organization.

#### **STAFF RULE**

**302.4.93** When a post becomes vacant, first consideration shall be given to the possibility of selecting a properly-qualified staff member. In considering the applications of staff members of comparable qualifications, preference shall be given to those who have successfully completed their probationary period.

**305.4.21** In filling vacancies, the fullest regard shall be given to applications from internal candidates and applicants from the United Nations or from another specialized agency (see Manual [para. 305.5.4](#)).

#### **305.4.3 Nationality and Geographic Distribution--text**

#### **STAFF REGULATION**

**301.4.2** The paramount consideration in the appointment, transfer, or promotion of the staff shall be the necessity for securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

#### **STAFF RULES**

**302.4.612** Recruitment of General Service staff shall not be subject to the system of geographical distribution.

**302.4.71** In the application of Staff Regulations and Staff Rules, FAO shall not recognize more than one nationality for each staff member.

**302.4.72** When a staff member has been legally accorded nationality status by more than one State, the staff member's nationality for the purposes of the Staff Regulations and the Staff Rules shall be as follows:

**302.4.721** with respect to nationality determinations made prior to 1 January 2011, the nationality of the State with which the staff member is, in the opinion of the Director, OHR, most closely associated, due regard being taken of the staff member's presentations; and,

**302.4.722** with respect to nationality determinations made on or after 1 January 2011, the nationality of the State indicated by the staff member as his or her preference.

**305.4.31** The number of staff members, in the Professional and higher categories employed by FAO who are nationals of a specific Member State is calculated in relation to the contribution of the Member State to the regular budget.

**305.4.32** Geographic distribution of staff is applicable to all posts in the Professional and higher categories at Headquarters and to posts in the Professional and higher categories in Offices away from Headquarters, with the exception of:

- (a) specialized language staff (interpreters, translators, editors, etc., engaged specifically for their knowledge of the FAO languages);
- (b) staff whose posts are paid from funds other than the Regular Programme;
- (c) National Professional Officers, NPOs.



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**305.4.33** In filling a vacancy in the Professional category at Headquarters or in Offices away from Headquarters, all things being equal, priority is given to qualified candidates who are nationals of Member States "under-represented" or "non-represented". The consideration of geographic distribution is also applied, as far as possible, to:

- (a) professional posts at Headquarters, and in offices away from Headquarters charged to programmes other than the Regular Programme;
- (b) major individual organizational units.

**305.4.34** Appointments may be offered to a national of a non-Member State, or to a stateless person, only where a fully-qualified candidate cannot be appointed from among the nationals of Member States. Such proposals are prepared by the Head of Department or Office concerned who, having due regard to the circumstances, satisfies himself that the possibility of finding a suitable candidate from a Member State has been fully explored, and submits the matter to the Director-General for decision. The provisions of this paragraph refer to appointments to all posts irrespective of location or funding.

#### **305.4.4 Language Testing on Recruitment--text**

**305.4.41** All newly-recruited staff members to Headquarters posts, and to posts in Offices away from Headquarters are required to undergo a language proficiency examination in Arabic, Chinese, English, French, Russian or Spanish (unless one of these languages is their mother tongue), of which they profess a knowledge in the Personal Profile form. The Human Resources Officer concerned ensures that all candidates possess a minimum entrance level ability in at least one of these languages and that they meet the level of language ability required for the post.

**305.4.42** All results of the language entrance tests are entered in the staff members' file.

**305.4.43** The entrance test may be retaken at intervals of not less than four months.

**305.4.44** Higher levels of ability may be listed under essential qualifications on the post description and the vacancy announcement, subject to the approval of OHR. Candidates are not normally appointed unless they meet the level of language ability required by the post.

**305.4.45** Exceptions to Manual paras [305.4.41](#) and [305.4.44](#) may be made as follows:

- (a) when it is not possible to test the candidate prior to recruitment he/she is tested within a month from his entry on-duty date, and if his/her language ability is inadequate, he/she undergoes obligatory language training until the required level is reached;
- (b) when the most suitable candidate fails to meet the language requirements of the post, he may be recruited on condition that he undergo obligatory language training until the required level is reached;
- (c) when the candidate's Personal History form indicates that he obtained a qualification requiring a period of study of at least two years in a non-mother-tongue language from a university in which the language in question was used throughout the period of study, and when the examination of the above-mentioned qualification was conducted entirely in that language, he is exempt from testing, unless the Human Resources Officer has reasonable grounds to doubt the facility of the candidate in that language. In such cases, the Human Resources Officer may arrange for the candidate to take a Language Ability Examination.

**305.4.46** Confirmation of appointment for staff appointed under the provisions of Manual para. [305.4.45\(a\)](#) and [\(b\)](#) is subject to their attaining the required level of language ability. Should a staff member fail to meet



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the required level of language ability within the probationary period following recruitment, his/her appointment will not be confirmed.

#### **305.4.5 Family Relationships--text**

##### **STAFF RULES**

**302.4.81** Except where another person equally well qualified cannot be recruited, an appointment shall not be granted to a person who bears any of the following relationships to a staff member or other staff: father, mother, son, daughter, brother or sister.

**302.4.82** Staff members who bear any of the relationships specified in Staff Rule 302.4.81, or who are spouses (husband or wife) of other staff members, shall not be assigned to posts one of which is subordinate to the other in the line of authority.

**302.4.83** A staff member, who bears any of the relationships specified in 302.4.81 and 302.4.82, cannot participate in the process of reaching or reviewing an administrative decision affecting the status or entitlements of the staff member to whom there are related. Furthermore, a spouse cannot be involved in the recruitment process when one of the candidates is either husband or wife of the staff member.

**302.4.84** If two staff members marry, the benefits, which accrue to them, shall be modified as provided in the relevant staff rules.

**302.4.85** For appointments of 12 months or more, the Office of Human Resources shall, upon submission of its recommendations to the Departmental/Regional committee(s), highlight any candidature(s) of a spouse(s) considered qualified for the post. In this regard, the Office of Human Resources should certify compliance with the established guidelines on spouse employment.

**305.4.51** Upon presentation of documentary evidence of legal separation, a legally-separated spouse is not subject to the spouse employment policy.

**305.4.52** For the purposes of spouse employment, the following criteria apply:

- (a) the spouse shall not be under the same line of authority than his/her husband/wife;
- (b) the spouse considered for employment should not work on the same programme /activities on which the husband/wife is already working as a staff member or other personnel of the Organization;
- (c) the spouse shall not be involved in the recruitment process of his or her husband or wife;
- (d) the decision to employ the spouse shall be made by the division without any influence or recommendation from the spouse's husband/wife.

#### **305.4.6 Age Limits--text**

##### **STAFF RULE**

**302.4.111 Age Limits.** Appointments shall not be granted to persons under 18 years of age or over the mandatory age of separation set out in the Staff Regulations.

#### **305.4.7 Medical Examination--text**

##### **STAFF REGULATION**





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**301.4.7** The Director-General shall establish appropriate medical standards which staff members shall be required to meet before appointment.

#### STAFF RULE

**302.4.121** Appointment shall be dependent upon certification by the Organization's Chief Medical Officer, on the basis of the results of a medical examination, that the candidate's health meets the Organization's prescribed standards for employment. The form of this medical examination shall be in accordance with the standards prescribed by the Organization.

**305.4.71** Examinations required for non-Headquarters staff members away from Rome may be made by any medical service acceptable to the Organization. The Organization reimburses the cost of such examinations up to an equivalent of US\$ 350, or such higher amount as may be approved by the Chief, Medical Unit.

### 305.5 Appointment

#### STAFF REGULATION

**301.4.5** Subject to this Staff Regulation, staff members shall be granted continuing or fixed-term appointments, under such terms and conditions consistent with these Regulations as the Director-General may prescribe. All appointments may include a probationary period which shall not exceed 18 months. Staff members of the World Food Programme may also be granted indefinite appointments.

**301.4.6** Assistant Directors-General shall receive fixed-term appointments for periods not to exceed five years, subject to prolongation or renewal. If a staff member holding another type of appointment, or a fixed-term appointment with an unexpired term of more than five years, accepts a post with the rank of Assistant Director-General, the appointment status or fixed-term appointment shall be modified, as a condition of acceptance in order to be consistent with this provision.

#### 305.5.1 Types of Appointment

#### STAFF RULES

**302.4.101 Continuing Appointment.** A continuing appointment shall be an appointment without specified limit of time, subject to confirmation after a probationary period of one year, which may be extended to 18 months. A staff member whose appointment is converted from fixed-term to continuing and who has already served a probationary period does not serve a second probationary period.

**302.4.102 Fixed-term Appointment.** A fixed-term appointment shall be an appointment for a continuous period of one year or more and shall have a specified expiration date. Such an appointment is subject to a probationary period of one year, which may be extended to 18 months.

**302.4.103 Short-term Appointment.** A short-term appointment shall be an appointment for a period of less than one year, ending on a date specified in the letter of appointment.

**305.5.11 Continuing Appointment.** Continuing appointments are granted to appointees to continuing posts, except for the following, who are appointed only on a fixed-term basis:

(a) in accordance with [Staff Regulation 301.4.6](#), Assistant Directors-General, for periods not to exceed five years, subject to extension or renewal;





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(b) appointees who are appointed to a continuing post to be filled only on a fixed-term basis.

#### **305.5.12** Fixed-Term Appointment

**305.5.121** Subject to the provisions of [Manual para. 305.5.11](#), fixed-term appointments are granted to appointees to posts classified as:

(a) continuing but to be filled on a fixed-term basis; or

(b) non-continuing.

**305.5.122** When a post is established for a fixed term, the expiration date of the appointment coincides with that of the post.

**305.5.123** Fixed-term appointments do not carry any expectation of, or imply any right to, extension or conversion to any other type of appointment; such appointments expire according to their terms, without notice or indemnity.

**305.5.124** Staff members recruited at grade D1 and above shall be granted a fixed-term appointment. Prior to expiration of the appointment, and taking into consideration elements such as the performance of the staff member or the requirements of the work programme and the interest of the Organization, a review will be undertaken to determine whether the appointment should be extended. Should the Director-General consider that the appointment against the same position should not be extended, the staff member may be placed against another post at the same grade or at a level one grade below, in accordance with the provisions of [Manual Section 311](#). Alternatively, the appointment of the staff member may be left to expire according to its terms. In cases of placement against a post at a lower grade, the staff member's grade, upon extension of the appointment, will be changed to the lower grade level.

#### **305.5.2** Probationary Period

### **STAFF REGULATION**

**301.9.13** In the case of staff members serving a probationary period or holding any other type of appointment not referred to in Staff Regulations [301.9.1](#) and [301.9.12](#), the Director-General may at any time terminate the appointment on finding that such action would be in the interests of the Organization.

### **STAFF RULES**

**302.4.101** Continuing Appointment. A continuing appointment shall be an appointment without specified limit of time, subject to confirmation after a probationary period of one year, which may be extended to 18 months. A staff member whose appointment is converted from fixed-term to continuing and who has already served a probationary period does not serve a second probationary period.

**302.4.102** Fixed-term Appointment. A fixed-term appointment shall be an appointment for a continuous period of one year or more and shall have a specified expiration date. Such an appointment is subject to a probationary period of one year, which may be extended to 18 months.

**305.5.21** In accordance with Staff Rules [302.4.101](#) and [302.4.102](#), continuing appointments and fixed-term appointments of one year or more are subject to a probationary period of one year. If, however, in accordance with [Manual para. 311.6.1](#):

(a) a short-term appointment is converted to a continuing appointment or to a fixed-term appointment of one year or more, the staff member will be required to serve a probationary period of one year as from the date of



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conversion;

(b) if a short-term appointment is converted to a fixed-term appointment or series of fixed-term appointments each of less than one year, the probationary period will not apply. If the appointment is subsequently converted to a continuing appointment or a fixed-term appointment of one year or more, the staff member will be liable to serve a probationary period. In such cases, however, the Director, OHR, may shorten or waive the probationary period.

**305.5.22** The probationary period may be extended exceptionally up to 18 months when, in the judgement of the Department or Office Head (or of Director, Human Resources, WFP for WFP staff) more time is required to determine the staff member's performance or suitability in order to recommend confirmation of the appointment (e.g., due to the staff member's absence on sick leave or maternity leave).

**305.5.221** When a Division Director/Head of Office is considering an extension of the probationary period, he/she ensures that the first WIGSI is suspended for the staff member concerned.

**305.5.23** Staff members promoted or transferred to a different post while still on probation continue to serve on probation after promotion or transfer provided, however, that the total probationary period does not exceed 18 months.

**305.5.24** Headquarters, Regional, Subregional, Liaison Office and FAO Representation staff.

**305.5.241** Assessment of Performance. Confirmation of the appointment of staff members at Headquarters and in Offices away from Headquarters is dependent upon satisfactory completion of their probationary period including such elements as (i) satisfactory performance of the duties and responsibilities assigned to them, and (ii) satisfactory conduct and suitability for the International Civil Service. Unless the interests of the service compel the Department or Office Head to request the staff member's separation before completion of the probationary period, the one-year probationary period includes a plan of work and two review periods to be reported upon. The following schedule should be observed closely and may be varied only in agreement with the Director, OHR (or the Director, Human Resources, WFP for WFP staff):

(a) within three weeks after EOD: the immediate supervisor discusses the job description with the probationer and provides him or her with a plan of work embracing the duties to be performed or objectives and tasks to be completed within six months after EOD;

(b) six months after EOD: The immediate supervisor completes the Probationary Performance Appraisal Report (form ADM 190), shows it to and discusses it with the probationer, who may request that his or her observations be attached to the report. The report, including any observations by the probationer, is sent to the division director for comments. It is then forwarded to the Office of Human Resources (OHR) or the administrative unit concerned (or the Director, OHR, WFP for WFP staff) for inclusion in the staff member's personnel file, as well as to the probationer in copy. The staff member's observations, if any on the division director's comments are included in his or her personnel file. A further plan of work is established for four months by the immediate supervisor, according to the procedure in Manual para. [305.5.241\(a\)](#);

(c) nine months after EOD: The immediate supervisor completes the Probationary Performance Appraisal Report for the second review period and includes his or her recommendation on the probationary period: namely confirmation of appointment, extension of probationary period or separation. The report is again shown to and discussed with the probationer, who may request that his or her observations be attached to the report. This second report, including any observations by the probationer, is sent to the Division Director in good time for an appropriate recommendation to be made before the probationary period expires. The staff member's observations, if any, on the Division Director's comments are included in his or her personnel file.

**305.5.242** Confirmation of Appointment. If the Division Director recommends confirmation of appointment,



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the report, including any attachments, is forwarded to the Department or Office Head (or the Director, Human Resources, WFP for WFP staff) for decision, and to the Office of Human Resources for appropriate action and inclusion in the staff member's personnel file. A copy is sent to the probationer.

**305.5.243 Extension of Probationary Period.** If the division director recommends extension of the probationary period, as provided under Manual [para. 305.5.22](#), he/she writes a memorandum to the Department or Office Head, (or the Director, Human Resources, WFP for WFP staff) stating the reasons, and attaching a copy of the report, together with any observations of the probationer, no later than six weeks prior to the date the probationary period would have been completed. A copy of the memorandum and all attachments is sent to the probationer. The Department or Office Head (or the Director, Human Resources, WFP for WFP staff) decides on the appropriate action to be taken and so advises the Division Director and the staff member. If the probationary period is extended:

(a) the first within-grade salary increment is suspended for the staff member concerned (see also Manual [para. 315.3.25](#)), and is granted retroactively to the staff member if the appointment is subsequently confirmed;

(b) a further plan of work is established by the immediate supervisor covering the period of extension. At the end of the extension, a final recommendation is made by the immediate supervisor and Division Director to the Department or Office Head (or the Director, Human Resources, WFP for WFP staff).

Copies of the report, memorandum, work plan and other relevant documents are sent to the Office of Human Resources for inclusion in the staff member's personnel file.

**305.5.244 Separation.** If the Division Director considers that separation is in the Organization's interest because the probationary period will not be satisfactorily completed, no later than six weeks prior to the date the probationary period expires he/she notifies the staff member in writing, stating the reasons for the proposal. The staff member has five working days following receipt of the memorandum in which to comment. A copy of the staff member's comments is sent to the Director, OHR (or to Director, Human Resources, WFP for WFP staff) along with any supporting documentation. After consideration of the staff member's reply or, failing such reply, at the close of the five-day period, the Division Director submits through the Department Head a recommendation to the Director, OHR, who forwards it to the Director-General for decision, with further comments as necessary. The Director, OHR advises the Division Director and the staff member of the Director-General's decision. Copies of the report, the notification and other relevant documents are sent to the Office of Human Resources for inclusion in the staff member's personnel file.

**305.5.25 Staff members serving in field project offices**

**305.5.251** Confirmation of the appointment of staff members is dependent upon satisfactory completion of their probationary period including such elements as (i) satisfactory performance of the duties and responsibilities assigned to them, and (ii) satisfactory conduct, as evidenced by official supervisory evaluations, other pertinent evidence, or both.

**305.5.252** Division Directors, in certifying that the staff member has satisfactorily met the conditions set forth in Manual [para. 305.5.251](#) recommend confirmation of the staff member's appointment to the Department or Office Head concerned.

**305.5.253** When the Division Director considers that more time is required to determine the staff member's suitability, he/she may request extension of the probationary period as provided under Manual [para. 305.5.22](#). The Division Director notifies the staff member accordingly, stating the reasons. A copy of this memorandum must reach the Department or Office Head (or Director, Human Resources, WFP for WFP staff) six weeks prior to the date the probationary period would have been completed.



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**305.5.254** Division Directors who are considering an extension of the probationary period ensure that the first within-grade salary increment is suspended for the staff member concerned.

**305.5.255** The Department or Office Head (or Director, Human Resources, WFP for WFP staff) decides on the appropriate action to be taken under Manual para. [305.5.253](#) and advises the staff member and the Division Director accordingly.

**305.5.256** Separation. If the Division Director considers that separation is in the Organization's interest because the probationary period will not be satisfactorily completed, no later than six weeks prior to the date the probationary period expires he/she notifies the staff member in writing, stating the reasons for the proposal. The staff member has five working days following receipt of the memorandum in which to comment. A copy of the staff member's comments is sent to the Director, OHR (or to Director, Human Resources, WFP for WFP staff) along with any supporting documentation. After consideration of the staff member's reply or, failing such reply, at the close of the five-day period, the Division Director submits through the Department or Office Head a recommendation to the Director, OHR, who forwards it to the Director-General for decision, with further comments as necessary. The Director, OHR, advises the Division Director and the staff member of the Director-General's decision. Copies of the report, the notification and other relevant documents are sent to the Human Resources Officer for inclusion in the staff member's personnel file.

### **305.5.3** Reappointment

#### **STAFF RULES**

**302.4.31** A former staff member who is re-employed shall be given a new appointment. If re-employment takes place within 12 months of separation from service or within any longer period following receipt of award of a UN Joint Staff Pension Fund disability benefit, this may, at the option of the Organization, be considered as reinstatement in accordance with the provisions of Staff Rule [302.4.32](#). In the event of a new appointment being granted, its terms shall be fully applicable without regard to any former period of service.

**302.4.32** The services of a reinstated staff member shall be considered as having been continuous, and any monies received on account of separation, including termination indemnity under [Staff Rule 302.9.4](#), repatriation grant under [Staff Rule 302.9.6](#), and payment for accrued annual leave under [Staff Rule 302.9.8](#) shall be reimbursed to the Organization. The interval between separation and reinstatement shall be charged, to the extent possible and necessary, to annual leave, with any further period charged to special leave without pay. The staff member's entitlement to sick leave under [Staff Rule 302.6.2](#) at the time of separation shall be re-established; participation, if any, in the Joint Staff Pension Fund shall be governed by the Regulations of that Fund.

**305.5.31** The reappointment or reinstatement of former staff members is subject to review of the circumstances of their separation by the Human Resources Office concerned and to approval by the Head of Department or Office concerned.

**305.5.4** Transfers, Secondments and Loans of staff. Transfers, secondments and loans to and from UN organizations and other institutions are governed by the provisions of [Manual Section 307](#).

### **305.5.5** Loans and Secondments from National Government Agencies

**305.5.51** When an individual is made available by a national government agency for liaison work between FAO and the releasing agency or for participation in a project being conducted under the auspices of or on behalf of the releasing agency, negotiations are conducted by the Director, OHR, on an individual basis in



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consultation with the department/office concerned.

**305.5.52** When the Organization employs a person released by an agency to assist FAO in connection with its own activities (as distinct from the type of loan referred to in Manual para. [305.5.51](#)), such person is appointed as a staff member or consultant, or is offered a special services agreement.

**305.5.53** The recruitment and release of an employee of a national government agency is carried out according to the procedures outlined in the Correspondence Directory for each individual Member Country. Such employees themselves are responsible, however, for establishing with the releasing agency their service rights (including return rights), entitlement to participation in the government pension scheme (or temporary release from such schemes), and comparable individual entitlements.

#### **305.5.6 Appointment of General Service Staff Outside Headquarters**

Heads of Offices away from Headquarters, and Project Managers, appoint staff to General Service category posts in accordance with the standards established by Headquarters. Any necessary transaction processing is carried out by the relevant Administrative Management Support Service/Unit (see also [Manual Section 374](#)).

## **305.6 Offer, Acceptance and Effective date**

### **305.6.1 Offer of Appointment**

**305.6.11** The letter offering appointment, the terms of employment, and the attached Staff Regulations and Staff Rules, together, constitute the letter of appointment.

#### **STAFF REGULATION**

**301.14.1** The letter of appointment shall state:

**301.14.11** that the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question, and to changes which may be duly made in such Regulations and Rules from time to time;

#### **STAFF RULE**

**302.4.1 Letter of Appointment**. The letter of appointment addressed to every staff member contains expressly or by reference all the terms and conditions of employment. All entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

**305.6.12** All letters of appointment are signed by the Human Resources Officer concerned on behalf of the Director-General.

### **305.6.2 Acceptance--text**

Candidates indicate their acceptance by signing and returning a copy of the terms of employment. By this they also acknowledge that their appointment is subject to the terms and conditions specified in the letter of appointment and to any modification made thereto.

### **305.6.3 Effective Date --text**

#### **STAFF RULES**



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**302.4.21** The appointment of staff members who at the time of initial appointment are not residing within commuting distance of the duty station shall take effect from the date on which they begin travel to assume their posts.

**302.4.22** The appointment of staff members who at the time of initial appointment reside within commuting distance of the duty station shall take effect from the date on which they assume their posts.

#### **305.6.4 Information upon Appointment**

#### **STAFF RULES**

**302.4.41** Staff members shall be responsible on appointment for supplying whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status, information relevant to home leave and designation of beneficiary. They shall be responsible also for promptly notifying the relevant Administrative Management Support Service/Unit, Human Resources Unit in writing of any subsequent changes affecting their status under the Staff Regulations and Staff Rules.

**302.4.44** Staff members may at any time be required by the Organization to supply information concerning the facts anterior to their appointment and relevant to their suitability or concerning facts relevant to their integrity, conduct and service as a staff member.

**305.6.41** Upon appointment, staff members submit detailed information on family status, etc., on form AFH 77, "Family Status and Travel Arrangements", and name their beneficiaries on form ADM 60, "Designation of Beneficiary of Monies due from FAO".

#### **305.7 Confirmation of Appointment--text**

Confirmation of appointment is granted on satisfactory completion of probationary period (see Manual para. [305.5.2](#)).

## **305 Amendments**

#### **Update to Manual Section on Recruitment & Appointment - MS 305 (App A; App B) --text**

This Manual Section has been updated regarding authority to make exceptions effective from 1 July 2015.

THIS MANUAL SECTION WAS UPDATED EFFECTIVE 16 MAY 2014.

THIS MANUAL SECTION WAS UPDATED TO REFLECT THE CHANGES IN STAFF REGULATION 301.9.5 REGARDING THE MANDATORY AGE OF SEPARATION EFFECTIVE 1 JANUARY 2014.

In its resolution of 12 April 2013, (No. 67/257), the United Nations General Assembly endorsed the recommendation of the ICSC to raise the Mandatory Age of Separation to 65 for staff recruited on or after 1 January 2014. Revised Staff Regulation 301.9.5 introducing this change was endorsed by the Council at its 148th session in December 2013.

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THIS MANUAL SECTION HAS BEEN UPDATED TO REFLECT THE CHANGES IN MS 302 REGARDING NATIONALITY EFFECTIVE FROM 1 JANUARY 2011.



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THIS MANUAL SECTION WAS ORIGINALLY ISSUED ON INTRANET UNDER TM/4523.E DATED 21 NOVEMBER 2002

- **(i) Appendix A to Manual Section 305 - Attachment 1**

“This attachment, which lists posts that are specifically excluded from consideration by the FAO Professional Staff Selection Committee, currently provides in part (c) as follows:

(c) Posts in the Immediate Office of the Director General, the Cabinet, the posts of Personal Assistant to the Deputy Directors-General, and that of the Chief, Protocol Branch, CSCP;”

**The above provision has been amended to read as follows:**

(c) Posts in the Immediate Office of the Director General, the Immediate Offices of the Deputy Directors-General, the Cabinet, the posts of Personal Assistant to the Deputy Directors-General, and the post that of the Chief, Protocol Branch, CSCP ;

- **(ii) Appendix B to Manual Section 305 - Attachment 1**

“This attachment, which lists posts that are specifically excluded from consideration by the FAO General Service Staff Selection Committee, currently provides in part (a) as follows:

(a) Posts in the Immediate Office of the Director General and the Cabinet.”

**The above provision has been amended to read as follows:**

“(a) Posts in the Immediate Office of the Director General, the Immediate Offices of the Deputy Directors-General and in the Cabinet.”

## **305 Appendices**

- [Appendix A](#)
- [Appendix B](#)