



12 December 2019

ADMINISTRATIVE DIRECTIVE

AD/PER/29/Rev.4*

RECRUITMENT AND SELECTION PROCEDURES

Purpose

1. The purpose of this Administrative Directive (hereinafter referred to as “Directive”) is to set out the policy and procedures applicable to the recruitment and selection of fixed-term staff members of the Technical Secretariat in accordance with Article IV of the Staff Regulations and Interim Staff Rules.

Principles

2. In accordance with Article VIII, paragraph 44, of the Chemical Weapons Convention, the paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Only citizens of States Parties shall serve as staff of the Organisation.
3. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible and to gender.
4. Selection of staff shall be made without distinction as to a person’s physical appearance, race, gender, gender identity, marital status, pregnancy or potential pregnancy, religion, nationality, ethnicity, colour, sexual orientation, disability, age, language, social origin, status, political belief or responsibilities as a caregiver. So far as practicable, selection shall be made on a competitive basis.
5. All staff members involved in the selection process must recognise that, in order to fulfil its objectives, the Technical Secretariat depends on the effective use of its human resources and that each appointment represents an investment in this regard.

Scope

6. This Directive shall apply to the recruitment and selection of all fixed-term staff members. The procedures applicable to the recruitment and selection of short-term staff members are specified in the Administrative Directive on Short-Term Appointments (AD/PER/11/Rev.2, and any revisions thereto).

* Reissued for technical reasons

7. In the case of promotion of inspectors, the provisions of the Administrative Directive on Promotion Procedures for Inspection Posts (AD/PER/43/Rev. 2, and any revisions thereto) apply.
8. The Director-General may make appointments based on recruitment and selection procedures which differ and depart from those specified in this directive. In this regard, due attention should be given to the recruitment of the posts of Deputy Director-General, Chief of Cabinet, Deputy Chief of Cabinet, and Special Assistant to the Deputy Director-General. Such positions are of strategic importance for the OPCW. For these posts as well as for posts at the D-2 level, the procedure to be used to fill vacancies shall be as follows:
 - (a) vacancy notices will be advertised in accordance with paragraph 17 below;
 - (b) HRB will verify the eligibility of applicants and provide the Director-General with a list of the applicants found eligible;
 - (c) a Senior Selection Panel will assess the applications received from HRB and compile a shortlist;
 - (d) the shortlisted candidates will be interviewed by the panel and may be further evaluated through means that the panel deems appropriate;
 - (e) as a final stage, an interview will be held between the Director-General and those candidates who have passed the step set forth in subparagraph (d) above; and
 - (f) the Director-General will select the most suitable candidate.
9. Special provisions will be put in place for the recruitment, selection, and reassignment of staff members in situations of organisational restructuring and/or abolition of post. These provisions will be published in an Administrative Directive.

Definitions

10. For the purpose of this administrative directive, the following definitions shall apply:
 - (a) ***Anticipated Start Date:*** The date indicated on the Vacancy Notice which states that the anticipated date the appointment would be effective.
 - (b) ***Appointing Official:*** The official vested with the power to appoint staff members. For posts in the Professional and higher categories the Appointing Official shall be the Director-General. For General Service posts, as delegated by the Director-General, the Appointing Official shall be the Deputy Director-General.
 - (c) ***Classifier:*** An independent classification specialist who, on request, undertakes a review of job descriptions in accordance with the relevant classification standards established by the International Civil Service Commission (ICSC).
 - (d) ***Director-General:*** The Director-General as per Article VIII, paragraph 41, of the Chemical Weapons Convention or his/her designee.

- (e) **Examination:** An evaluation, by written test or other assessment technique of an applicant's knowledge, skills, and competencies as required for executing the duties and responsibilities of the post applied for. Examinations may be used to evaluate shortlisted candidates and identify those suitable for further consideration for appointment.
- (f) **External Candidates:** Applicants who at the time of submitting their application pursuant to a Vacancy Notice were not fixed-term staff members, in accordance with Regulation 4.4 of the Staff Regulations and Interim Staff Rules.
- (g) **External Recruitment:** A recruitment and selection process open to an applicant not employed as a fixed-term staff member at the time of publication of the Vacancy Notice on the OPCW public website. External Recruitments shall automatically be open to staff members at the same time.
- (h) **Post:** In the context of the budget, the term "post" signifies authorisation granted by the Conference of States Parties through the budget approval process to appoint a staff member for a specific purpose for a fixed period of at least one year.
- (i) **Internal Candidates:** Staff members on fixed-term appointments, in accordance with Regulation 4.4 of the Staff Regulations and Interim Staff Rules, with the Technical Secretariat when submitting their application pursuant to a Vacancy Notice.
- (j) **Internal Recruitment:** A recruitment and selection process open only to applicants employed as fixed-term staff members at the time of publication of the Vacancy Notice.
- (k) **Job Description:** The approved description relating to a specific job following an established template. A job description outlines, *inter alia*, the title of the post, its grade, purpose, duties and responsibilities, and effective behaviours. According to the template, the job description also establishes the location of the job, the supervisory relationships, and the recruitment profile.
- (l) **Post Owner:** The Director of the Division/Head of Office in which the post is located.
- (m) **Psychometric tool:** A scientifically validated and registered assessment tool, used to assess specific characteristics of an applicant, including personality traits, verbal, numerical or abstract reasoning, and behavioural and motivational needs, which can be used to supplement information obtained by the selection recommendation panel and assist the panel in reaching its conclusions regarding applicants for posts.
- (n) **Reassignment** shall mean any formal movement, initiated by the Organisation of a fixed-term staff member from one post to another and the assumption of the duties and responsibilities of another post. If a staff member is reassigned to another post, they would vacate his or her previous post.

- (o) **Recommended Candidate(s):** The final list of candidate(s) recommended by the Selection Recommendation Panel to the Appointing Official for appointment to the post.
- (p) **Vacancy Request:** The electronic form used to request the Appointing Official to approve the advertisement of a post, containing, *inter alia*, the status of the post, information regarding the Job Description, and proposed advertisement period.
- (q) **Selection Recommendation Panel (“the Panel”):** A formally constituted panel with the responsibility of recommending candidates, having completed the formal recruitment and selection process, for appointment by the Appointing Official.
- (r) **Shortlist:** The process of reviewing and identifying candidates for further review and consideration.
- (s) **Tenure:** The total length of service limitation for staff members in service with the Secretariat as specified in Staff Regulation 4.4. Staff members subject to tenure have a limitation of seven years of service on posts not explicitly excluded from the service limitations, as specified in Staff Regulation 4.4.
- (t) **Vacancy Notice(s):** The means by which the Technical Secretariat advertises its vacancies, setting out, *inter alia*, the job title, grade, and principal functions; the knowledge, skills, experience, competencies, and language(s) required for the post, as per the job description of the vacant post, application deadline, the Anticipated Start Date; and the application procedures.
- (u) **Vacant Post(s):** A post which is, or is anticipated to be within twelve months, unoccupied, not including a post held for the return of a staff member to duty from completion of a period of, *inter alia*, special leave, secondment, temporary assignment, or loan.

Recruitment Planning

11. The Human Resources Branch (“HRB”) will liaise with each Division/Office on a regular basis with the aim of developing a dynamic recruitment plan which anticipates, in accordance with the Programme and Budget, posts that should be filled through competitive recruitment. This plan will include the following:
 - (a) all established posts which are anticipated to become vacant; and
 - (b) all newly established or proposed posts.
12. HRB will prepare a detailed recruitment schedule outlining the timetable and planned recruitment process to fill the vacancies identified.

13. All vacant posts should be under active recruitment at the earliest opportunity. HRB will initiate the recruitment process by informing the post owner of the relevant actions and steps that need to be taken. The post owner will provide all relevant and required information within the timeline outlined in the recruitment schedule.
14. HRB shall request the post owner to review the job description of the vacant posts within the timelines prescribed in the recruitment schedule. HRB will review the revised job description and implement proposed changes, when agreed. In the event that the job description has substantive changes, as determined by HRB, the agreed job description will be sent to the Classifier for confirmation of the grade to be assigned to the vacant post. HRB will finalise the job description for approval by the designated supervisor and the post owner.
15. A Vacancy Request with the finalised job description will be prepared by HRB and be submitted to the Appointing Official(s) for approval.
16. Once the grade of the vacant post is determined, HRB will draft a vacancy notice based on the approved job description. The vacancy notice will be approved by the post owner and the Division Director.

Vacancies in the Professional and higher categories

17. An external recruitment process shall normally be followed for recruitment against vacant posts in the Professional and higher categories.
18. Vacancy notices for posts in the Professional and higher categories, subject to an external recruitment process and as such published on the OPCW website, will also normally be circulated to Member States through a Note Verbale and may be published, *inter alia*, on OPCW social media platforms, and on selected recruitment websites.

Vacancies in the General Service category

19. An internal recruitment process will, in principle, be followed for vacant posts in the General Service category. Should the internal recruitment process prove unsuccessful, an external recruitment process may be followed, if approved by the Appointing Official. Except as provided for at paragraph 55 below, a vacancy notice for a post in the General Service category will state that the advertised post is subject to local recruitment and the conditions of employment relevant to such status.

Advertisement period

20. Annex I indicates the duration (in calendar days) for which a post in the Professional and higher categories and the General Service category shall normally be advertised, starting from the date of the announcement of the vacancy notice.

Application Process

21. In order to streamline the recruitment process and to reduce the usage of paper, the recruitment process will be administered through the electronic recruitment system, wherever possible. Panel Members are encouraged to print only when necessary.

22. Candidates must apply by the specified deadline through the electronic recruitment system to a specific vacancy notice by submitting their duly completed applications.
23. All complete applications shall be considered, provided they meet the minimum required criteria specified in the vacancy notice and the candidate is not otherwise barred from applying under any administrative issuances, as assessed by HRB. Only the applications that meet the minimum criteria and have passed the initial online screening will be forwarded to the panel for further assessment. Incomplete applications will not be considered.
24. Given the resource implications of completing a recruitment cycle as well as the implications on planning, management, performance management, and staff development, staff members on fixed-term appointments must complete one year of service on their current post before being eligible to apply for another post within the Organisation. This does not apply to staff members serving on posts proposed for abolition.
25. Internal and external candidates subject to tenure, in accordance with Staff Regulation 4.4, shall only be considered for appointment to posts also subject to tenure if they have at least two years remaining of their maximum period of service with the Organisation at the anticipated start date.
26. Internal and external candidates will only be considered for appointment if they can potentially serve for at least two years from their appointment start date before they reach the mandatory age of separation, as per Interim Staff Rule 4.1.05.

Eligibility requirements

27. For posts in the Professional and higher categories, a relevant advanced university degree is normally required. A first-level university degree* with supplementary experience may be considered as outlined in Annex II. Candidates who do not possess an advanced university degree or first-level university degree may be considered for appointment if the combination of their education, training, self-study, and working experience can be considered to be equivalent to the standard of knowledge normally associated with the attainment of a university degree, provided that these conditions are noted on the Vacancy Notice.
28. Annex II indicates the minimum requirements for recruitment to each level of posts in the Professional and higher categories in terms of academic qualifications and relevant work experience. The number of years of experience is related to the criteria set out in Vacancy Notices and Job Descriptions.
29. Annex III indicates the minimum educational qualifications and experience required to be considered for General Service category posts.

* First university degree has been defined by the ICSC in the glossary to the Master Standard (for job classification; update) as follows: "an educational programme which results in the certification of qualifications obtained from a post-secondary institution such as a university. Alternatively it can be the knowledge gained at a specialised technical or educational institute (e.g. College of Advanced Education, *Polytechnique*, *Fachholchschule*, Institute of Technology, etc.) which results in a bachelor's degree or its equivalent. Examples of what would constitute first university degree level qualifications would be bachelors' degree in science, arts or *licence en lettres*, *licence en sciences*, etc."

30. The International Association of Universities “World Higher Education Database” will be used as a guide in determining the level of degrees in individual countries, as the level of university degrees in various educational systems is not always consistent or directly comparable. Information may also be obtained from other reputable sources.

Selection Process

31. For each recruitment process, the Head, HRB will propose to the Appointing Official for approval a panel in consultation with the post owner. The panel will be established before the closing date indicated on the Vacancy Notice and shall be composed as follows:
- (a) Post owner or his/her designee;
 - (b) one member, who should be directly or indirectly connected to one or more principal functions of the Job Description of the Vacant Post (exceptionally they may come from the same division as the post owner where technical requirements so justify);
 - (c) one member, from a different division to that which is being recruited for, whose specific responsibility is to explore/assess competencies rather than specifically technical ones;
 - (d) Head, HRB or his/her designee;
 - (e) As necessary, and as determined by the Head, HRB, an external expert can be appointed as a non-voting advisor to the Panel.
32. The post owner or his/her designee will serve as the Panel Chairperson.
33. In order to encourage a representative process, in as much as possible, panels will be composed of members representing diverse backgrounds and with a focus of ensuring a gender representation as balanced as possible.
34. To finalise the establishment of the panel, its designated members will sign the Confidentiality Agreement for Members of a Panel. The Confidentiality Agreement will form part of the official Selection Package submitted to the Appointing Official.
35. Members of the panel will, as a matter of priority, make themselves available to serve on the Panel and plan their other work accordingly. All panel members will receive mandatory panel training as part of their preparation to serve on the panel.
36. As necessary and concurrently to the establishment of the Panel as provided for in paragraph 31 above, the Head, HRB in consultation with the post owner will designate two functional experts for the purpose of drafting and evaluating examinations aimed at assessing technical knowledge and skills.
37. The recruitment and selection process will be undertaken as per Annex IV and may involve a number of Examinations or use of psychometric tools at different stages of the process, unless otherwise approved by the Appointing Official.
38. Following the process of consideration of the applications, examination(s), and an interview, the Panel will complete a Selection Report for each candidate as well as a Selection Summary Report which includes a list indicating those candidates recommended and those candidates not recommended for appointment to the post.

39. HRB will prepare the selection package for the Appointing Official. The selection package will contain the following information:
- (a) Vacancy Notice;
 - (b) selection memorandum to the Appointing Official;
 - (c) a selection summary report, listing the candidates recommended for appointment, those not recommended for further consideration, and other relevant details;
 - (d) two reports on the composition of the Technical Secretariat: one reporting on the overall composition of the Technical Secretariat, and one on the Division/Branch of the post concerned;
 - (e) a selection report for each candidate interviewed showing an evaluation of the extent they meet the post requirements, as specified in the Vacancy Notice;
 - (f) the personal history forms for each candidate interviewed; and
 - (g) assignment history of the internal candidates, if necessary.
40. The Panel will advise the Appointing Official on the recruitment of staff members in accordance with the paramount consideration to securing the highest standards of efficiency, professional competence, and integrity. The Appointing Official shall pay due regard to the importance of recruiting staff on as wide geographical basis as possible. Preference given to internal candidates on fixed-term posts shall be the prerogative of the Appointing Official.
41. Throughout the selection process, members of the Panel will:
- (a) respect the confidentiality of candidates, applications, other material made available, and the discussions in the Panel on both general issues and individual cases. However, this does not preclude members from consulting with the HRB and/or Management on matters of general principle not specific to any individual case;
 - (b) remain independent from external pressures, exercise independent judgement, and represent the interests of the OPCW as a whole, consistent with the principles and standards set forth in the Code of Conduct;
 - (c) undertake a comprehensive and objective review of all elements of the selection process;
 - (d) function in an atmosphere of mutual respect while encouraging frank discussion;
 - (e) work as a team endeavouring to reach, on a consensus basis, the best outcome. Where consensus is not possible, the panel will submit a majority

recommendation, accompanied by a declaration signed by all panel members reflecting their individual recommendations;

- (f) identify candidates for consideration for appointment to a post based on the results of the different steps of the selection process and an analysis of their knowledge, skills, and competencies;
 - (g) declare any actual or perceived conflict of interest with regard to any of the candidates through, *inter alia*, family ties, relationships (e.g., marriage or similar partnerships), or close personal ties with a candidate and to recuse themselves from the Panel where appropriate or at the request of the Head, HRB.
42. Feedback on the result of a candidate's application or performance on the written examination and/or interview may be provided where a candidate requests such feedback and will only be given once the selection process is concluded. HRB may delegate this to the post owner.
43. Wilful interference affecting the integrity of the process by any participant to the recruitment and selection process may contravene the Organisation's core values and, specifically for staff members, the Code of Conduct for Staff Members of the Secretariat (AD/PER/1, and any revision thereto).

Appointments

44. Appointments to fixed-term posts will be made by the Appointing Official.
45. Appointments will generally be made only after completion of all pre-appointment checks including:
- (a) medical clearance by the Health and Safety Branch;
 - (b) reference and previous performance checks by HRB. Reference checks will include an assessment made by the previous employer(s) as well as the submission of the candidate's last two performance appraisals, when possible; and
 - (c) verification of the selected candidate's academic qualifications and employment history.
46. Once the pre-appointment checks have been completed satisfactorily, the Head, HRB will issue a letter of appointment on behalf of the Director-General.
47. A candidate recommended by the Panel shall remain eligible to be considered for a period of one year from the date of the submission of the selection package for appointment by the Appointing Official to this or a similar post.
48. If a current staff member is appointed to a new post, a letter of appointment stipulating the new conditions of service will be issued. If a staff member serving in a post not subject to tenure is appointed to a post subject to tenure, service counted towards the maximum period of service as specified in Staff Regulation 4.4 will begin from the

date of appointment to the new post. For a staff member serving in a post subject to tenure, or a staff member who has previously served in a post or position subject to tenure, such previous service will be counted towards the maximum period of service with the Technical Secretariat in accordance with Staff Regulation 4.4.

49. If a locally-recruited General Service category staff member is appointed to a fixed-term Professional category post, the staff member will be entitled to the benefits and allowances deriving from that status, as of the date of appointment as reflected in the new letter of appointment. The allowances and benefits will not be applied retroactively, *e.g.*, if applicable, the staff member will receive relocation costs from The Hague at the end of his or her appointment, but not to The Hague, and no settling-in grant shall be paid.
50. When the selection process results in the appointment of an internal candidate, the selected candidate and the releasing and receiving Division(s) or Office(s) concerned will be promptly notified of the decision. When the selection decision entails movement of the staff member from one Division or Office to another, the releasing Division or Office shall release the staff member as soon as possible and at a mutually agreed date, not later than 30 working days following the staff member's signature of the letter of appointment.
51. For candidates whose employment immediately prior to or within the previous six months of the new appointment was within the OPCW (or an organisation applying the remuneration scales of the UN common system), the step assigned within the grade shall be calculated taking into account the grade and step applicable at the time of separation from that prior employment, as shown in the table at Annex V.
52. External candidates appointed with no immediate prior experience as a staff member at the OPCW or an organisation applying the remuneration scales of the UN common system will normally be appointed at Step 1 of the relevant grade. However, if a candidate has additional relevant experience over and above the minimum requirements stipulated for the post, as assessed by HRB, each completed year of relevant professional experience shall be counted for the purposes of awarding one additional step in grade with a maximum of Step VI for the levels G-1 to G7 and P-1 to P-4 and Step V for P-5 and D-1 posts. Appointment at the D-2 level is normally made at Step I.

Recruitment of General Service Staff

53. Staff members in the General Service category shall have local recruitment status.
54. Except as provided in paragraph 55 below, posts in the General Service category shall be designated as local. An explicit decision of the Director-General is required to change the status of a General Service category post from local status to international status.
55. If the post requires special skills, the Director-General may, on an exceptional basis, approve international recruitment for a General Service category post.
56. A staff member in the General Service category recruited under the conditions described in paragraph 55 above shall have international recruitment status.

57. In the event that a General Service category staff member with international recruitment status applies and is selected for a General Service vacancy, which is open for local recruitment, they will automatically acquire local status upon the date of appointment to the new post and relinquish their international status. As provided in paragraph 48 above, a letter of appointment stipulating the new conditions of service will be issued. The allowances and benefits that accrue from international status will cease to be due to the staff member from the date of appointment to the new post, with the exception of the repatriation benefits (travel, shipment, etc.) derived from his or her period as an internationally recruited staff member. These benefits shall be paid if and when they repatriate and the requirements for the payment of such allowances and benefits as established in the Staff Regulations, Interim Staff Rules and relevant administrative directives are met.
58. Notwithstanding paragraph 53 above, if a General Service staff member with international status is reassigned by the Director-General, in accordance with paragraphs 59 – 64 below, to another General Service category, the staff member will maintain their international status for the duration of their current contract or up to the maximum period of service limitation indicated in Staff Regulation 4.4, at which point the staff member will assume local employment status. As in paragraph 57 above, the staff member will retain the repatriation benefits accrued under the international status until their separation.

Reassignment of staff members

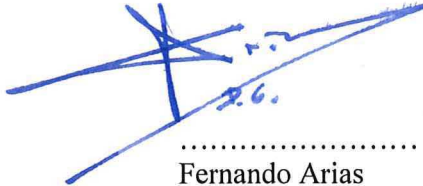
59. In accordance with Staff Regulation 1.2, staff members are subject to the authority of the Director-General and to assignment by him or her to any of the activities or offices of the Organisation.
60. The Director-General may reassign a staff member whenever it is in the interest of the Organisation to do so.
61. When making a decision on reassignment, the Director-General shall ensure that a staff member being reassigned has the required qualifications for the post to which they are being reassigned, as well as take into account the staff member's performance and HRB's advice. A staff member being reassigned shall be consulted before the final administrative decision is taken.
62. The reassignment shall not affect the conditions of service attached to staff member's current appointment.
63. A staff member may exceptionally be reassigned to a post which is classified at a level below his or her personal grade. Should this occur, the staff member will retain their current grade and salary level for the duration of the appointment to the new post.
64. A staff member shall not be reassigned to a post which is classified at a level above his or her personal grade.

Employment of Family Members and Spouses

65. The recruitment of family members and spouses shall be in accordance with Interim Staff Rule 4.3.01 on family relationships and the Administrative Directive on Employment of Family Members (AD/PER/15, and any revisions thereto).

Effective Date

66. The present administrative directive shall enter into force on 12 December 2019 and supersedes AD/PER/29/Rev.4, dated 15 August 2018.

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Fernando Arias
Director-General

ANNEX I

AD/PER/29/Rev.4*

Category	Advertisement duration in calendar days*
External and Internal advertisement simultaneously	
Professional and higher categories	30 days
General Service category	30 days
Internal advertisement only	
Professional and higher categories	21 days
General Service category	21 days

* The Appointing Official may approve a different duration (either shorter or longer) in special cases, such as unanticipated vacancies or re-advertisement of the Vacancy Notice. The Head, HRB may approve an extension of the deadline for a Vacancy Notice.

ANNEX II

AD/PER/29/Rev.4*

Level of university degree and minimum number of years of relevant professional experience or equivalent years of relevant professional experience and/or specialised training to be considered for P level posts

Grade	Level of university degree and minimum number of years* of relevant** professional experience or equivalent years relevant professional experience and/or training		
	Advanced Degree/PhD	First Level University Degree	Equivalent years of professional experience and/or Specialised Training***
P-1	0	2	6
P-2	2	4	8
P-3	5	7	11
P-4	7	9	13
P-5	10	12	16
D-1	15	17	21
D-2	> 15	> 17	> 21

* Where the Vacancy Notice so specifies, a higher-level degree may be considered in lieu of a portion of the required number of years of professional experience.

** Relevant means any type of experience that would contribute to the professional competencies/skills required, and that would prepare a candidate to perform the functions of the post/position.

*** A High School Diploma or equivalent Diploma of secondary education is always a prerequisite.

ANNEX III

AD/PER/29/Rev.4*

Academic requirements and length of relevant work experience to be considered for appointment to GS level post

Level	Education	Minimum Experience Required
GS-1	High School Diploma or equivalent Diploma of Secondary Education	None
GS-2	High School Diploma or equivalent Diploma of Secondary Education	None
GS-3	High School Diploma or equivalent Diploma of Secondary Education	1 year of relevant experience*
GS-4	High School Diploma or equivalent Diploma of higher secondary Education	3 years of relevant experience*
GS-5	High School Diploma or equivalent Diploma of higher secondary Education	4 years of progressively responsible** relevant experience
GS-6	High School Diploma or equivalent Diploma of higher secondary Education	6 years of progressively responsible** relevant experience
GS-7	High School Diploma or equivalent Diploma of higher secondary Education	9 years of progressively responsible** relevant experience

* Relevant additional formal training may be counted towards experience.

** Determination of “progressively responsible” experience will be based on whether the candidate has continued to take on new challenges and responsibilities, and whose employers have trusted them to do that.

ANNEX IV

AD/PER/29/Rev.4*

The table below details each stage of the selection process, by activity and the timeline in which each activity is normally completed

Selection Activity:	<i>Normally Completed:</i>
a. The Selection Recommendation Panel (the "Panel") will be established.	Before the closing date of the Vacancy Notice
b. Preparation of the process: Determination of the necessary examinations 1. Examinations proposed by the post owner or his/her designee: the post owner may involve functional experts in the drafting of any technical tests on a strictly confidential basis. The draft proposed Examination should be presented to the Panel and to HRB for review of appropriateness, relevance to the post under recruitment, and level of difficulty and complexity. 2. Behavioural Assessment profile of post may be completed under the coordination of the HR representative.	Before the closing date of the Vacancy Notice
c. HRB compiles a list of all applications received by the closing date of the Vacancy Notice and submits the applications from eligible candidates that were assessed as meeting the minimum requirements for the post to the Panel for further assessment and shortlisting. This assessment will be based on the successful completion of the screening questions, included as part of application process.	Within three working days of the closing date of the Vacancy Notice
d. Applications reviewed by the Panel; a Longlist of candidates to be invited to participate in video screening (recording and submitting video responses to an established list of questions) or an Examination, as applicable, is prepared.	Within seven working days following receipt of the list of all applications
e. Video screening of long listed candidates, as applicable.	Within five working days after completion of long list
f. Review of video screening and a short list for Examination, as applicable.	Within five working days after completion of video screening
g. Examination is completed by all shortlisted candidates. The written examination will be reviewed by two functional experts appointed by the post	Completed within 20 working days following the finalisation of the Shortlist of candidates

owner together with HRB prior to commencing the recruitment (see aforementioned provision b).	
h. Following an evaluation of the completed Examination, the Panel agrees on a list of candidates to be invited for interview.	Within ten working days of the submission of the last Examination
i. HRB sends invitations for interview to candidates and invites them for a behavioural assessment survey, as applicable.	Within five working days of receiving the list of candidates to be interviewed
j. Interviews conducted in person or via tele/video conference. In duly justified cases, a further selection phase may be undertaken by inviting certain candidates to undertake a supplementary stage in the recruitment process at HQ. Completion of behavioural assessment review by HR representative.	Within ten working days of sending invitations for interview to candidates
k. Panel completes a Selection Report for each Candidate interviewed and a Selection Summary Report. HRB presents the Selection Recommendation package to the Appointing Official for appointment of one of the recommended candidates.	Within ten working days of the final interview

Note:

The use of Behavioural Assessment as well as the video screening is at the discretion of the Panel, in consultation with the Head, HRB.

ANNEX V

AD/PER/29/Rev.4*

Previous experience, Grade and Step criteria to be considered when allocating step on appointment for candidates from an organisation applying the remuneration scales of the UN common system

	Experience
Short-Term or Fixed-Term to Fixed-Term: Same Grade	Match existing step at the time of hire
Short-Term or Fixed-Term to Fixed-Term: Higher grade	Placed on the lowest step in the higher level that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level
Short-Term or Fixed-Term to Fixed-Term Lower grade	Steps can be matched up to highest step in lower grade