

## Recruitment of staff on temporary appointments of up to 12 months

### INTRODUCTION AND ENTRY INTO EFFECT

1. This Policy complements the UNAIDS Recruitment Policy (HRM/IN 2022-1) and sets out provisions for the recruitment of staff on temporary appointments of a duration of up to 12 months under Staff Rule 420.4. This Policy cancels and supersedes HRM/IN 2015-5. It should be read in conjunction with the Recruitment Policy and the Guidelines for Recruitment Administrators. This Policy enters into effect on its date of issue.

### GOVERNING FRAMEWORK

2. Recruitment in UNAIDS is governed by the Staff Regulations and Staff Rules of the World Health Organization (WHO), as adjusted for UNAIDS<sup>1</sup>. Staff members should refer to Article IV of the Staff Regulations and Section 4 of the Staff Rules, in particular. Guidance is also provided by the eManual provisions pertaining to the recruitment, selection and appointment of staff on temporary appointments<sup>2</sup>, which, except as otherwise provided, also apply to recruitment in UNAIDS. In the event of any inconsistency between the Staff Regulations and Rules and this document, the provisions of the Staff Regulations and Rules shall prevail.

### SCOPE

3. Temporary appointments of up to 12 months may be considered to meet short-term service requirements, such as needs arising from temporary staff absences on parental leave, special leave without pay, unexpected staff absences on extended sick leave, time-limited project-oriented functions and activities or other temporary service requirements.
4. Staff on temporary appointments of up to 12 months can be recruited against:
  - a. a position occupied by an incumbent who is temporarily absent from work;
  - b. a position that is temporarily vacant; or
  - c. a new temporary position, the creation of which has been approved.
5. The recruitment of temporary staff to cover absences of staff on annual leave is not authorized.

### ROLES AND RESPONSIBILITIES

6. The recruitment of staff on temporary appointments of up to 12 months is implemented by the hiring manager/office with guidance from the Department of People Management (HRM)<sup>3</sup>.
7. The joint role of the hiring manager and HRM is to solicit and screen candidatures, and check references. The hiring manager shall prepare a written assessment of the recommended candidate and submit the

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<sup>1</sup> The Introduction to the Staff Regulations and Staff Rules for staff members of UNAIDS provides an up-to-date summary of adaptations for UNAIDS staff.

<sup>2</sup> Section III.4 of the eManual.

<sup>3</sup> Unless otherwise stipulated, reference to HRM throughout this Policy should normally be understood to include the relevant HRBP/RST (Recruitment Administrator).

selection recommendation to Director, HRM.

8. HRM and the hiring manager shall jointly ensure that the selection complies with this Policy and other applicable regulations and rules.
9. All parties must observe the highest level of confidentiality with regard to the recruitment process. Any breach of confidentiality may entail disciplinary proceedings.
10. A job profile is required for every position in UNAIDS and for each recruitment process. For temporary appointments, proposals to fill a vacancy are made by the relevant department and hiring manager who will develop a specific job description or adapt the relevant generic job description, including a description of the functional duties and responsibilities, and minimum requirements for the position.
11. For existing positions, the job profile for that position outlines the minimum requirements to be met by candidates.
12. When a new position is to be created, a generic job profile should be used. Where no generic job profile exists, a new job profile is prepared by the hiring manager in consultation with HRM and subsequently classified. Guidance for the preparation of job profiles and vacancy notices is outlined in the Guidelines for Recruitment Administrators. Standard minimum requirements for educational qualifications, work experience and languages are included in the Annex to the Recruitment Policy (HRM/IN 2022-1) and are to be reflected in job profiles and vacancy notices for temporary appointments.
13. In the interests of efficient and effective management of recruitment, the advertising of temporary vacancies under this Policy is not required.

**RECRUITMENT  
PREREQUISITES  
AND  
TEMPORARY  
VACANCIES**

14. Only candidates meeting all of the minimum essential requirements specified in the job profile and vacancy notice, as applicable, can be selected.

**POSITION  
REQUIREMENTS**

15. The hiring manager, jointly with HRM, screens qualified candidates and creates a shortlist of the best qualified candidates.
16. Testing is not required for temporary positions of up to 12 months, but may be used by the hiring manager to assist in assessing candidates. HRM is available to provide guidance on selecting an appropriate type of test, developing the questions, and defining scoring criteria.
17. Interviews are not required for temporary positions of up to 12 months, but may be conducted by the hiring manager to assist in assessing candidates. In case the hiring manager decides to conduct interviews, related guidance, including on Selection Panels, should be sought from the relevant sections of the Recruitment Policy (HRM/IN 2022-1).

**SCREENING AND  
ASSESSMENT**

REFERENCE  
CHECKS AND  
SELECTION  
RECOMMENDA  
TION

18. HRM checks references<sup>4</sup> and provides support to the hiring manager who prepares a written assessment of the recommended candidate (selection recommendation), which will include the following documents:
  - a. the job profile for the position;
  - b. the Personal History Forms (PHFs) of all candidates;
  - c. a brief report of reference checks obtained; and,
  - d. a copy of the recommended candidate's passport or valid residence or work permit (only for candidates for positions subject to local recruitment).
19. The hiring manager submits the selection recommendation through the relevant senior manager(s) to Director, HRM, for verification that the process complies with this Policy and other related UNAIDS policies and guidelines and that all the required documentation is included.

DECISION-  
MAKING  
AUTHORITY

20. Approval of the candidate for selection and authorization to proceed with an offer of temporary appointment is required from the Director, Management.

APPOINTMENT

21. Following approval of the selection, HRM coordinates implementation of the appointment with the WHO Global Service Centre (GSC).
22. After receiving notification of the acceptance of the formal offer of appointment from the successful candidate, HRM informs the unsuccessful candidates of the outcome of the selection process.

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<sup>4</sup> Relevant provisions of section III.4.2 of the eManual apply.