



Reference:

Staff Regulations and Rules

Chapter 4 of the Standing Instructions

SERVICE NOTE No. 13/2021

WMO STAFF SELECTION SYSTEM

1. This Service Note introduces the new staff selection system in WMO.
2. The staff selection system provides a clear and transparent delineation of the responsibilities during:
 - Vacancy Notices,
 - Pre-screening,
 - Shortlisting,
 - Assessment of candidates, and
 - Hiring decisions.
3. The policy applies to the selection and appointment of staff in the professional and higher categories up to the level of D2 and General Service category. It includes new provisions about the use of generic job profiles, the composition of selection panels, and the workflow of the selection process.
4. The relevant sections of the Standing Instructions on the selection, appointment, promotion and reclassification are superseded by these provisions and will be updated and published in due course.

Effective date

This Service Note enters into force on 28 May 2021.

STAFF SELECTION SYSTEM

General provisions

1. The present policy establishes the process for the recruitment and promotion of Director, Professional and General Service level staff in WMO.
2. All hiring decisions are made by the Secretary-General, based on the recommendation of the Selection Panel.
3. This policy sets out the procedures applicable from the beginning to the end of the staff selection process. The Human Resources Section provides detailed advice on the roles of the various parties involved in the process, namely the Hiring Manager, the Selection Panel, and the Secretary-General.
4. For the purpose of this policy, the term Hiring Manager shall refer to:
 - The Secretary-General: For all D level posts (D1 and D2) and for any posts at the professional level where the Secretary-General decides to directly engage with the hiring process;
 - The Secretary-General, Deputy Secretary-General or the Assistant Secretary-General: For all posts at the Professional and General Service levels in the Departments under their respective supervision.
5. Hiring Managers may delegate their responsibilities to lower level managers under their supervision, as appropriate.

Scope

6. The policy shall apply to the selection, appointment, promotion and reclassification of all staff members to whom WMO has granted or proposes to grant an appointment of one year or longer, irrespective of the functions or source of funding.
7. The system shall not apply to the following:
 - Appointments at the levels of Deputy Secretary-General and Assistant Secretary-General governed by decisions of the Ninth and Tenth World Meteorological Congress;
 - Temporary appointments not exceeding one year;
 - Appointments of interns, JPOs, and secondees;
 - Lateral movements of staff decided by the Secretary-General under his/her authority under Staff Regulation 1.2.

Advertisement of vacant positions

Vacancy Notices

8. Vacant positions for one year or longer shall be advertised through vacancy notices in the established online talent management system ("e-recruit").

9. A vacancy notice shall be advertised when it is anticipated that an existing post is to become vacant. The Human Resources Section shall consult with the relevant Hiring Manager to confirm the need to refill (or reclassify) the vacant post, and then prepare the vacancy notice.
10. Vacancy notices for positions whose incumbents are reaching the mandatory age of separation pursuant to Staff Regulation 9.2 shall be advertised, after confirmation to refill (or reclassify) the vacant post by the relevant Hiring Manager, no later than three months prior to the expected date of separation of the incumbent.
11. A vacancy notice shall be based on a generic job profile, an individually classified job description or a previously published vacancy notice.
12. A vacancy notice shall state the title, the grade level, the source of funding and the duty station of the position, as well as its hardship classification and non-family designation status. A vacancy notice shall also describe the functions and requirements of the position.
13. A vacancy notice shall include:
 - The length of required and, if any, desirable work experience, including relevant fields of work and international work experience;
 - The required and, if any, desirable educational and other qualifications;
 - The required and, if any, desirable proficiency level in UN working languages and/or UN official languages;
 - Any screening questions reflecting the required and/or desirable criteria of the vacancy notice.
14. Each vacancy notice shall indicate the date of posting and specify a deadline by which all applications must be received. The deadline for applying to vacancy notices shall normally be 30 calendar days from the date of posting.
15. In addition to advertising vacant positions in e-recruit, the Human Resources Section may bring particular vacancy notices to the attention of permanent missions, professional associations, academia or institutions/organizations in order to attract the widest possible range of qualified candidates.

Submission of application

16. Applications must be submitted through e-recruit in accordance with the instructions set out in the vacancy notice.

Eligibility screening of candidates by HR

17. The responsibility for the initial screening of the eligibility of candidates rests with the Human Resources Section.
18. At the time of application, candidates are pre-screened by the Human Resources Section on the basis of the information provided in their applications. This initial step is needed to determine whether the eligibility requirements, including the minimum educational, work experience and language proficiencies required as stipulated in the vacancy notice are met.

The Human Resources Section shall confirm the eligibility prior to the submission of the lists of candidates to the Hiring Manager. Furthermore, the eligibility of candidates may be reassessed by the Human Resources Section at any time prior to selection or appointment.

19. The minimum educational requirements are a first-level university degree (bachelor's or equivalent) for positions in the Professional and higher categories, and a high school diploma for positions in the General Service category. The counting of the years of professional experience shall start with the first work experience acquired after the required minimum educational degree was obtained.
20. The Human Resources Section shall determine whether an educational qualification or equivalency will be recognized by the Organization. Educational qualifications and the equivalency of degrees presented by candidates are recognized by the Organization only where the qualification is obtained from, and the equivalency confirmed by, an educational institution that is recognized, accredited or otherwise sanctioned by competent national authorities of the country in which the institution is based or the qualification was awarded.
21. Former staff members of the organizations of the United Nations system shall not be eligible to be considered for positions in WMO following their separation from service on any of the following grounds:
 - Abandonment of post;
 - Misconduct;
 - Termination or non-renewal of appointment for unsatisfactory service;
 - Resignation during an investigation of misconduct or the initiation of a disciplinary process, unless the former staff member agrees to cooperate with an ongoing investigation or disciplinary process until its conclusion.
22. The minimum age to be eligible for consideration for vacant positions is 18, and the maximum age must be the maximum age to enable the candidate to serve for at least one term.

Composition of Selection Panels

23. The Selection Panel for the vacancy will be set up by the Human Resources Section, in consultation with and approval by the Hiring Manager, to assess knowledge, skills, abilities, and competencies of the shortlisted candidates in order to determine their suitability for the vacant position.
24. Each Selection Panel consists of a minimum of three full members plus an ex officio member, normally from the Human Resources Section. The full members shall be the Hiring Manager or his/her delegate and at least two other staff members at the same or at a higher level than the vacant position.
25. In the composition of selection panels for staff, due consideration shall be given to diversity. If appropriate, panels may contain one full member from outside the Department where the vacant position is located. The ex officio member of the Selection Panel is also responsible for the preparation of a record of the assessment process summarizing the findings of the Selection

Panel. The SG may decide to invite a member of the Staff Association to be a Selection Panel member for C/HRS and Ethics Officer posts.

26. All members of the Selection Panel shall hold appointments under the Staff Regulations and Rules other than temporary appointments. In the case of posts with co-sponsored nature¹ and other posts where it is deemed useful by the Hiring Manager, external experts may be invited to participate as observers on the Selection Panel. Observers may provide their opinion on the candidates but are not eligible to score or vote as part of the assessment.

Shortlisting of candidates by the Hiring Manager

27. The list of eligible candidates shall be submitted by the Human Resources Section to the Hiring Manager for further assessment of their suitability for the vacancy. In addition, the full list of all candidates shall be provided by the Human Resources Section to the Hiring Manager for information.
28. The Human Resource Section shall also submit the recommended composition of the Selection Panel for the post to the Hiring Manager.
29. The responsibility for the shortlisting of candidates rests with the Hiring Manager. Hiring Managers may delegate the responsibility for shortlisting to the appropriate manager under their supervision, and report back the shortlisting outcomes to the Hiring Manager for approval.
30. Based on the documentation provided by the candidates, the Hiring Manager shall evaluate all eligible candidates, considering the details of their educational background, professional experience, and any other relevant information and prepare a shortlist for assessment by a Selection Panel.
31. The shortlist shall contain those candidates who, in the assessment of the Hiring Manager, meet all the required and, if applicable, all desirable criteria for the vacant post.
32. The Hiring Manager may use various methods to arrive at a shortlist such as a paper-review of applications, pre-recorded interviews, job-specific questionnaires and others.
33. The final shortlist for interviews shall normally not exceed five candidates with the best expertise and with due consideration of gender and regional balance.

Assessment of shortlisted candidates by the Selection Panel

34. The responsibility for the assessment of shortlisted candidates rests with the Selection Panel.
35. The Selection Panel shall receive from the Human Resource Section:
- The full list of eligible candidates and the Hiring Manager's reasoned assessment of non-shortlisted candidates;
 - The shortlist of candidates with the Hiring Manager's reasoned assessment of each shortlisted candidate.

¹ Provisions of the respective co-sponsorship shall apply.

36. The Selection Panel will contribute to the development and marking of any written assessments that may be part of the selection process. The Selection Panel may establish passing thresholds for the written assessments in order to determine which candidates may be invited for interviews and shall conduct those interviews.
37. The assessment process may include:
- Any form of assessment that supports the Selection Panel in determining the substantive qualification of candidates for the vacant posts such as written tests, multiple choice tests, pre-recorded interviews and others;
 - An interview for those candidates who pass the substantive assessment. The interview may consist of questions on relevant job competencies, knowledge and job skills;
 - A psychometric assessment to assess aptitude, behavioural traits and personality of candidates.

Review of suitable candidates

38. Upon completion of the assessment process, the Human Resources Section shall finalize and transmit the summary report of the assessment to the Hiring Manager or his/her delegatee for review.
39. This summary must include a list of suitable candidates who have successfully passed the various steps of the assessment process. This list shall normally include at least three candidates.
40. Along with such lists, the Human Resources Section shall submit to the Hiring Manager the following information:
- Vacancy notice associated with the vacant position;
 - The personal history profiles of the candidates on the lists;
 - If available, the performance evaluation reports of the candidates on the lists;
 - Reasoned and objectively justifiable records of the assessment process.
41. The above shall be reviewed by the Hiring Manager or his/her delegatee, and a memo shall be prepared indicating input and preferences, in ranking order, of candidates deemed suitable for the vacant positions. In providing their written input and preferences, Hiring Managers shall consider the extent to which the suitable candidates will complement the skillsets of the organizational unit where the vacant positions are located and whether the candidates will be most likely to facilitate the implementation of the mandate of the departments or offices. Hiring Managers shall record their input and preferences in writing for the consideration of the Secretary-General.
42. The Hiring Manager shall submit the memo together with the assessment summary through the normal workflow report to the Secretary-General for decision, with the following optional recommendations:
- (a) Recommendation with a preferred candidate, together with a secondary preferred candidate;

- (b) Recommendation with only one preferred candidate;
- (c) Recommendation for the way forward in cases of absence of preferred candidates. In this case, the Secretary-General may decide to re-start the recruitment process.

Notification and implementation of the selection decision

- 43. Shortlisted candidates shall be informed by the Human Resources Management Section of the outcome of their application within 14 calendar days after the selection decision is made.
- 44. Subject to satisfactory completion of the relevant on-boarding procedures, the earliest date of assumption of duties by the selected candidate may be the date of notification of the selection decision.
- 45. Selected internal candidates shall normally take up their new duties within one month from the selection decision. External candidates shall normally commence their duties within three months of notification of their selection.
- 46. The decision to select a candidate shall be implemented upon its official communication to the individual concerned.
- 47. Selected internal staff shall be released as soon as possible and normally no later than one month after the date on which the releasing office is notified of the selection decision. For internal candidates selected for a position at another duty station, the release shall be normally no later than two months after the releasing office is notified of the selection decision.
- 48. If the selected candidate declines the selection or offer or fails to report to duty within the time frames specified above, the Hiring Manager shall inform the Secretary-General who shall make a new selection decision, based on the selection recommendations submitted by the panel by making an offer to the secondary preferred candidate. If no suitable candidate is available from the list of recommended candidates, the vacant position shall be re-advertised.
- 49. If the newly recruited staff member resigns or vacates the post for other reasons within one calendar year from the date of assumption of duties, the Secretary-General may also decide to make an offer to the secondary preferred candidate.

Re-advertisement of vacancies

- 50. A vacancy notice may be closed and the post re-advertised if none of the applicants is found eligible for shortlisting or suitable after the assessment by the Selection Panel.
