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Administrative instruction**Staff selection system****Contents**

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The Under-Secretary-General for Management Strategy, Policy and Compliance, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), entitled "Procedures for the promulgation of administrative issuances", as may be amended or revised, promulgates the following:

Section 1

Definitions

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

- (a) *Applicant*: an individual who has applied for a job opening;
- (b) *Assessment*: the process of evaluating candidates to determine whether they meet the evaluation criteria;
- (c) *Candidate*: an applicant for a job opening who has been screened and found eligible for further consideration;
- (d) *Documented record*: a record consisting of written, printed or electronic material that provides information or evidence on the recruitment process;
- (e) *Evaluation criteria*: criteria used for the assessment of applicants for a job opening. Evaluation criteria must be objective, related to the responsibilities and requirements of the relevant classification document, and established by the hiring manager prior to the posting of a job opening;
- (f) *Field operation*: a United Nations entity or office of that entity based outside of a headquarters, an office away from headquarters, or a regional economic commission location;
- (g) *Generic job opening*: a job opening used for the purpose of creating and maintaining viable rosters of qualified and available candidates for anticipated job openings;
- (h) *Generic job profile*: a classified job description that reflects the responsibilities and requirements of identical or similar jobs;
- (i) *Geographical move*: service in the United Nations Secretariat or in other organizations of the United Nations common system¹ as a staff member for a continuous period of at least one year, following service in the Secretariat or in other organizations of the United Nations common system as a staff member at a different duty station for a continuous period of at least one year. The two periods of service may be separated by a break in service;
- (j) *Global roster*: a pool of assessed candidates reviewed and endorsed by a central review body for positions in the Professional and higher categories or in the Field Service category;²
- (k) *Head of entity*: has the meaning set forth in footnote 1 of Secretary-General's bulletin [ST/SGB/2019/2](#), entitled "Delegation of authority in the administration of the Staff Regulations and Rules and the Financial Regulations and Rules", as may be amended or revised;
- (l) *Hiring manager*: the official responsible for the filling of a vacancy;

¹ For the purposes of the present instruction, the United Nations common system refers to organizations that have accepted the statute of the International Civil Service Commission.

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

(m) *Hiring team*: a team that may include the hiring manager(s), human resources and/or administrative officer(s), and/or subject matter expert(s) who are responsible for performing the tasks related to establishing or replenishing a roster of candidates or for filling a specific job opening;

(n) *Language job*: a job requiring specific language skills in the Professional category in conference-servicing areas (i.e. interpreters, translators, translators/précis-writers, revisers, editors, verbatim reporters, copy preparers/proofreaders/production editors, translation support officers, terminologists, computational linguists);

(o) *Lateral move*: movement of a staff member to different functions at the same level for the duration of at least one year, after at least one year of performing the functions of the post to which they were previously appointed. The new functions may be in the same or a different entity, in the same or a different duty station and in the same or a different occupational group. Inter-agency loans or other movements to and from other organizations of the United Nations common system are lateral moves. Within the same entity, a lateral move will normally involve a change in functions with or without a change of supervisor. When the supervisor remains the same, there will be a lateral move if the responsibilities are substantially different, for example if there is a different area of responsibilities or a change in the entities serviced by the staff member. A change in supervisor without a change in functions does not constitute a lateral move. Temporary assignments of at least three months but less than one year, with or without special post allowance, qualify as a lateral move when the cumulative duration of such assignments reaches one year;

(p) *Local roster*: a pool of assessed candidates reviewed and endorsed by a central review panel or a local review panel for locally recruited positions in the National Professional Officer and General Service and related categories;

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

(r) *Position*: the role that a staff member is required to fulfil within the organizational structure, as defined by the functions and responsibilities of that role, and classified in accordance with administrative instruction [ST/AI/1998/9](#) and [ST/AI/1998/9/Corr.1](#), as may be amended or revised;

(s) *Position-specific job opening*: an announcement issued for one or more specific vacant positions, when the need for the position is for one year or more;

(t) *“Recruit from roster” job opening*: a job opening type that may be used in missions and field operations for which only candidates on the relevant global or local roster or downsized staff members as defined in section 5.10 of administrative instruction [ST/AI/2023/1](#) are eligible to apply;

(u) *Roster-building partners*: entities designated by the Department of Operational Support, possessing specific subject matter expertise, tasked with contributing to the building and maintenance of rosters through generic job openings in the Field Service and Professional and higher categories (up to the D-1 level).

Section 2

General provisions

2.1 The present administrative instruction establishes the staff selection system for vacancies of one year or more, and for roster management.

2.2 Staff members in the Professional and higher categories and in the Field Service category holding an appointment other than a temporary appointment are subject to the provisions of administrative instruction [ST/AI/2023/3](#) on mobility.

2.3 In keeping with the Charter of the United Nations, as well as the Staff Regulations and Staff Rules of the United Nations, the paramount consideration in the selection and appointment of staff members is the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting staff on as wide a geographical basis as possible; achieving and maintaining gender parity at all levels of the Organization; and selecting staff members without any form of discrimination.

2.4 Selection of staff members must, as far as practicable, be competitive with respect to the selection principles.³ Moreover, the recruitment process must be treated with confidentiality by all involved parties.

Section 3

Scope

3.1 The staff selection system applies to the selection and appointment of staff members for one year or more in all categories and at all levels except as provided in section 3.2 below. The process leading to selection and appointment to the D-2 level is governed by the provisions of the present administrative instruction.

3.2 The staff selection system does not apply to the following:

(a) Selection and appointment at the Assistant Secretary-General and Under-Secretary-General levels;

(b) Temporary appointments and temporary job openings;⁴

(c) Selection and appointment of staff through a competitive examination under staff rule 4.16, except for the relevant provisions of section 10 below on roster management;

(d) Movement subsequent to recruitment under the provisions of the administrative instruction on managed reassignment⁵ of staff recruited through the young professionals programme, except for the relevant provisions of section 10 below on roster management;

(e) Movement during the first five years of service of staff serving in a P-2 or P-3 language job who are subject to the provisions of the administrative instruction setting out special conditions for recruitment or placement of candidates successful in a competitive examination for jobs requiring special language skills;⁶

(f) Selection and appointment of staff from the General Service and related categories to the Professional category;⁷

(g) Selection and appointment of staff selected to serve in the Executive Office of the Secretary-General or to serve as special envoys of the Secretary-General;

(h) Lateral reassignment of staff members under administrative instruction [ST/AI/2023/3](#), entitled “Mobility”, as may be amended or revised, except for the relevant provisions of section 10 below on roster management;

³ See staff regulation 4.3.

⁴ See [ST/AI/2010/4/Rev.2](#), entitled “Administration of temporary appointments”, as may be amended or revised.

⁵ [ST/AI/2001/7/Rev.2](#), entitled “Managed Reassignment Programme for staff in the Professional category at the P-2 level recruited through the national competitive examination, the General Service to Professional category examination or the Young Professionals Programme”, as may be amended or revised.

⁶ [ST/AI/2020/3](#), entitled “Competitive examinations for recruitment against or placement in language positions at the P-2 or P-3 level”, as may be amended or revised.

⁷ See [ST/AI/2012/2/Rev.1](#), entitled “Young professionals programme”, as may be amended or revised.

- (i) Lateral movements of staff who are reassigned by heads of entity under their delegated authority;
- (j) Selection and appointment to the position of Resident Coordinator;⁸
- (k) Secondment of active-duty military and police personnel from Member States;
- (l) Engagement of gratis personnel in accordance with administrative instructions [ST/AI/1999/6](#) on gratis personnel and [ST/AI/231/Rev.1](#) on non-reimbursable loans of personnel services from sources external to the United Nations common system, or as amended or revised.

Section 4

Job openings

4.1 Heads of entity must issue a job opening in the following circumstances:

- (a) When a new position is established;
- (b) When an existing position is reclassified, resulting in a change in category, a higher grade in the same category, or a lower grade in the same category after the incumbent vacates the position, or when both the category and grade remain the same but the nature of the position has changed and the head of entity decides not to laterally reassign the incumbent to the position; or
- (c) When an existing position becomes vacant for one year or more and there is no lien on the position for the return of an incumbent.

4.2 Notwithstanding the above, heads of entity may exercise their delegated authority to laterally reassign an existing staff member in their entity, in accordance with section 3.2 (i) above.

4.3 Job openings should be issued six months in advance of an anticipated vacancy, for example due to the retirement of the incumbent within six months or foreseen operational requirements.

4.4 Heads of entity may issue job openings as one of the following types:

- (a) A position-specific job opening; or
- (b) A “recruit from roster” job opening, which may be issued only for missions and field operations.

4.5 When workforce planning needs arise for the creation of rosters, a generic job opening may be issued:

- (a) Heads of entity may issue a generic job opening for the creation of local rosters;
- (b) The Department of Operational Support and/or roster-building partners may issue a generic job opening for the creation of global rosters.

4.6 A job opening must reflect the organizational setting, duty station, functions and responsibilities of the position, as applicable, and include qualifications, skills and other requirements. Job openings, to the greatest extent possible, are based on generic job profiles approved by the Office of Human Resources, a previously published job opening, or a previously classified individual or standard job description. Each job opening must indicate the date of posting and specify a deadline date by which all applications must be received.

⁸ See [ST/AI/2022/1](#), entitled “Resident coordinator selection”.

4.7 To attract as diverse a pool of applicants as possible, criteria used for job openings should clearly relate to the functions of the position.

4.8 The minimum posting periods are set out in the table below.

Minimum posting period for each category of staff based on the type of job opening

	<i>Position-specific job opening</i>	<i>Generic job opening</i>	<i>"Recruit from roster" job opening (applicable only in missions and field operations)</i>
Professional and higher categories	<ul style="list-style-type: none"> • 30 days for missions and field operations, unless the head of entity exceptionally approves a 15-day deadline if necessary to meet immediate operational requirements • 30 days for project-funded vacancies in any location, unless the head of entity exceptionally approves a 15-day deadline if necessary to meet immediate operational requirements • 45 days for all other vacancies^a 	30 days	15 days
Field Service category	15 days	30 days	15 days
General Service and related categories	15 days	30 days	15 days
National Professional Officer category	15 days	30 days	15 days

^a General Assembly resolution [71/263](#), para. 13.

4.9 The posting periods referred to in the table above may be extended beyond the minimum at the discretion of the recruiting or roster-building entity.

Section 5

Applications

5.1 Job openings are posted on the United Nations online recruitment platform. Applications must be submitted in accordance with the instructions set out in the job opening.

5.2 Applicants are responsible for the completeness and accuracy of the information submitted and may submit only one application per job opening. If an application is withdrawn, the applicant may not submit a new application for the same job opening.

Section 6

Eligibility requirements

6.1 All applicants are eligible to apply for job openings regardless of their current grade and level, as long as they meet the requirements of the job opening.

6.2 Years of experience used to determine whether an applicant meets the requirements of the job opening will be calculated on the basis of equivalency with service requirements for the purpose of awarding a salary step.

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

6.4 Staff members in the General Service and related categories and staff in the Field Service category at the FS-1 to FS-5 levels will be eligible to apply for job openings in the Professional and higher categories only after having successfully passed the appropriate competitive examination and while remaining on the list of successful candidates in accordance with staff rule 4.16. This equally applies to staff members from the United Nations common system.

6.5 As of the posting date of a job opening, the minimum age to be eligible for consideration for a vacancy is 18.

6.6 Applicants who are within one year of reaching the mandatory age of separation at the time the job opening closes are not eligible to apply for job openings.

6.7 Currently serving staff members must meet the following geographical move requirements:

(a) Staff members who entered on duty before the effective date of administrative instruction [ST/AI/2010/3/Rev.3](#) on the staff selection system⁹ must have at least one geographical move before being eligible to be considered for higher-level jobs at the P-5 level and above. The following transitional measures apply:

(i) Staff members who entered on duty before the effective date of administrative instruction [ST/AI/2010/3/Rev.3](#) (other than staff members serving in language jobs in accordance with subsection (ii) below) can be considered for higher-level jobs on the basis of having satisfied the lateral move requirements as set out in section 6.4 of administrative instruction [ST/AI/2010/3/Rev.2](#)¹⁰ or on the basis of having satisfied the geographical move requirement under the present administrative instruction, whichever basis best facilitates the staff member's eligibility, up to and including the last day of the seventh year following the effective date of [ST/AI/2010/3/Rev.3](#);

(ii) For staff members who entered on duty before the effective date of administrative instruction [ST/AI/2010/3/Rev.3](#) and who are serving in language jobs, there is no requirement for lateral moves when they apply to another

⁹ Effective date: 1 February 2024.

¹⁰ Section 6.4 of administrative instruction [ST/AI/2010/3/Rev.2](#) provides that:

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

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

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

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

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

language job at the P-5 level up to and including the last day of the ninth year following the effective date of [ST/AI/2010/3/Rev.3](#). Furthermore, the requirement for geographical moves set out in section 6.7 (a) of the present instruction does not apply to staff members serving in language jobs when they apply to another language job at the P-5 level up to and including the last day of the ninth year following the effective date of [ST/AI/2010/3/Rev.3](#);

(b) Staff members (including staff serving in language jobs) who enter on duty on or after the effective date of administrative instruction [ST/AI/2010/3/Rev.3](#) require the following number of geographical moves before being eligible to be considered for higher-level jobs at the P-5 level and above:

(i) Staff who enter on duty at the P-4 or lower level must have at least one geographical move before being eligible to be considered for higher-level jobs at the P-5 level and at least two geographical moves before being eligible to be considered for higher-level jobs at the D-1 level and above;

(ii) Staff who enter on duty at the P-5 level must have at least one geographical move before being eligible to be considered for higher-level jobs at the D-1 level and above;

(iii) Staff who enter on duty at the D-1 level must have at least one geographical move before being eligible to be considered for higher-level jobs at the D-2 level;

(c) There is no requirement for geographical moves for consideration for jobs at the same level;

(d) In all cases, if the selection of a staff member for a post at the P-5 level or above would itself result in a geographical move, that move counts towards the geographical move requirements listed above.

6.8 Staff members serving in language jobs that are subject to the provisions of administrative instruction [ST/AI/2020/3](#) on competitive examinations for recruitment against or placement in language positions at the P-2 or P-3 level, as may be amended or revised, are eligible to apply for non-language jobs after a continuous service of a minimum of five years in a language job.

6.9 Staff members who hold a temporary appointment in the Professional and higher categories for a position authorized for one year or more may not apply for or be reappointed to that position within six months of the end of their current service on the temporary appointment, if the position is advertised through the established procedures and will result in a fixed-term appointment.¹¹ This provision does not apply to positions in peacekeeping operations or special political missions.

6.10 Interns, consultants, individual contractors and gratis personnel may not apply for or be appointed to any vacancy in the Professional or higher categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most recent service. This restriction does not apply to Junior Professional Officers appointed under the Staff Rules or to United Nations Volunteers.¹²

6.11 Applicants for positions in the Field Service category cannot be of the nationality of the country where the position is located.

6.12 Applicants for positions in the National Professional Officer category must be of the nationality of the country where the position is located.

¹¹ General Assembly resolution [51/226](#), para. 26.

¹² Ibid.

6.13 Applicants for positions in the Professional or higher categories in a mission, field operation or resident coordinator's office cannot be of the nationality of the country where the position is located.

6.14 In case of separation following a mutually agreed termination, a former United Nations common system staff member may not be appointed to any position for a number of months equal to the number of months received as termination indemnity, including any payment in lieu of notice, if applicable, and any additional payment on account of an enhanced termination indemnity, unless otherwise stated in the agreed termination agreement.

6.15 The following are not eligible for re-employment:

- (a) Staff members who separate from service for abandonment of post;
- (b) Staff members who separate from service for misconduct;
- (c) Staff members who resign during a disciplinary process or investigation of misconduct (unless the former staff member agrees to cooperate with an ongoing investigation or disciplinary process until its conclusion);
- (d) Individuals whose names are in ClearCheck;
- (e) Former staff members who receive a post-separation sanction which indicates that their appointment would have been terminated, whether on the basis of separation from service or dismissal, had they remained with the Organization.

Section 7

Screening and assessment

Screening

7.1 Applicants are screened for suitability against the criteria provided in the job opening based on the information provided in their application. Hiring managers may start screening the applications as they are received; however, assessment of the applicants can start only after the closing date of the job opening.

7.2 In the event that downsized staff members¹³ are among the applicants who meet the requirements for position-specific and "recruit from roster" job openings, such applicants must be screened for suitability before any other applicants, regardless of whether they are rostered or not, in accordance with the relevant provisions of section 5 of administrative instruction [ST/AI/2023/1](#), entitled "Downsizing or restructuring resulting in termination of appointments", as may be amended or revised. If no downsized staff members are deemed to be suitable for the position, or the procedure described in section 5 of administrative instruction [ST/AI/2023/1](#) did not lead to the selection of any downsized staff members, the hiring manager may proceed to assess all other applicants.

Assessment

7.3 Candidates identified for further consideration must be assessed in accordance with the predetermined evaluation criteria. Assessments may include a competency-based interview and/or other appropriate evaluation mechanisms, such as written tests, work sample tests or assessment centres.

7.4 An assessment panel will undertake the assessment of candidates.

¹³ As defined in section 5.10 of administrative instruction [ST/AI/2023/1](#), entitled "Downsizing or restructuring resulting in termination of appointments", as may be amended or revised.

7.5 All assessments except for interviews must be assessed by at least two subject matter experts, who are not required to be staff members.

7.6 Assessment panels convened for interviews must be comprised of staff members at the same or higher level of the job opening, with at least one from the Secretariat. Interview panels must include at least three participants, with one being from outside the work unit where the job opening is located. Interview panel members normally hold appointments other than temporary appointments. Interview panel members must be gender- and geographically diverse.

7.7 In addition to the criteria above, for D-2 level job openings, at least two interview panel members must be from outside the entity.

7.8 For each job opening, up to and including the D-1 level, the hiring manager or hiring team, as appropriate, must prepare a reasoned and documented record of the evaluation of the candidates against the applicable evaluation criteria to allow for review by a central review body, if applicable, and a selection decision by the head of entity:

(a) For position-specific job openings up to and including the D-1 level, an unranked list of one or more recommended candidates must be transmitted to the appropriate central review body. The list should be gender- and geographically diverse;¹⁴

(b) For generic job openings, the unranked list of recommended candidates must be transmitted to the appropriate central review body. The list should be gender- and geographically diverse.

7.9 For vacancies at the D-2 level, heads of entity submit to the Senior Review Group a shortlist normally containing at least three names of qualified and suitable candidates, including at least one woman. The shortlist is prepared following interviews by an interdepartmental assessment panel. In making such submission, due regard must be given to candidates with diverse experience, including career mobility. The submission to the Senior Review Group from the head of entity is transmitted to the Chairperson of the Senior Review Group through the Secretary of that body and must include a comprehensive evaluation of the shortlisted candidates justifying their qualifications and suitability for the vacancy. The submission must also include the applications of the shortlisted candidates and statistics on staff at the D-1 and D-2 levels in the entity, including information on nationality and gender.

Section 8

Central review bodies

8.1 The central review bodies discharge the functions described in section 4 of Secretary-General's bulletin [ST/SGB/2011/7/Rev.2](#), entitled "Central review bodies", as may be amended or revised.

8.2 For vacancies at the D-2 level, the functions normally discharged by a central review body¹⁵ will be discharged by the Senior Review Group,¹⁶ prior to selection by the Secretary-General.

¹⁴ See articles 8 and 101 of the Charter.

¹⁵ See [ST/SGB/2011/7/Rev.2](#), entitled "Central review bodies", as may be amended or revised.

¹⁶ See [ST/SGB/2016/10/Rev.1](#), entitled "Senior Review Group", as may be amended or revised.

Section 9

Selection decision

9.1 Heads of entity are accountable for implementing the present administrative instruction and ensuring compliance with its provisions. When making selection decisions, heads of entity should consider the entity's workforce needs as well as the Organization's strategic objectives, including with regard to geography and gender.

9.2 The selection decision for vacancies up to and including at the D-1 level is made by the head of entity only after the closing date of the job opening.

9.3 Heads of entity may select a rostered candidate through a position-specific job opening advertised in accordance with section 4.4 (a) of the present instruction for all duty stations or a "recruit from roster" job opening advertised in accordance with section 4.4 (b) of the present instruction for positions based in field missions or field operations without review by a central review body.

9.4 Recommendations for selection for vacancies at the D-2 level are made by the head of entity for review by the Senior Review Group. Provided that the Senior Review Group finds that the evaluation criteria were properly applied and that the applicable procedures were followed, it completes its review and provides advice on the recommendations to the Secretary-General for a selection decision.

9.5 When recommending the selection of candidates for vacancies up to and including at the D-1 level, the hiring team must support such recommendation by a documented record. The head of entity must select the candidate deemed to be best suited for the functions. In the final selection decision, due consideration should be given to staff members who are victims of malicious acts or natural disasters; and candidates from troop- or police-contributing countries for vacancies in a peacekeeping operation or Headquarters support account-funded vacancies in entities with support account resources.¹⁷

9.6 Due consideration should be given to women candidates, for vacancies up to and including at the D-2 level, in accordance with administrative instruction [ST/AI/2020/5](#), entitled "Temporary special measures for the achievement of gender parity", as may be amended or revised. For the avoidance of doubt, the procedure set out in section 3.5 of that administrative instruction is not considered part of the procedure of the selection decision but is an internal monitoring mechanism.

9.7 When recommending the selection of candidates for vacancies at the D-1 and D-2 levels in departments of the Secretariat that provide backstopping and/or policy guidance to field missions, due consideration should be given to prior service of candidates in field duty stations.¹⁸

Section 10

Roster management

10.1 Global rosters are built and maintained as follows:

(a) Through generic job openings, by the Department of Operational Support and/or roster-building partners for positions in the Professional and higher categories and in the Field Service category;

(b) Through a position-specific job opening process to fill a vacancy. The candidate endorsed by a central review body, who is approved for selection by the head of entity and who assumes the position, will be included in the roster.

¹⁷ See General Assembly resolutions [63/250](#) and [65/247](#).

¹⁸ See General Assembly resolution [63/250](#).

10.2 Local rosters are built and maintained as follows:

(a) Through generic job openings by entities, independently or in cooperation with other entities, or by using shared service centres for positions within a country in the General Service and related categories and in the National Professional category;

(b) Through a position-specific job opening process to fill a vacancy. The candidate endorsed by a central review body, who is approved for selection by the head of entity and who assumes the position, will be included in the roster.

10.3 Local rosters may be used by any Secretariat entities, subject to rostered candidates meeting requirements for local recruitment in accordance with staff rule 4.4.

10.4 Roster membership begins as follows:

(a) Roster membership for candidates who are approved for inclusion in a roster through a generic job opening begins on the date on which they are notified of the approval;

(b) Roster membership for candidates who are selected for a position-specific job opening begins on the date on which they assume the position;

(c) Candidates remain on the applicable roster until the roster expiration period has elapsed as set forth in sections 10.5 and 10.6 below.

10.5 The roster expiration period is four years, except for women, whose roster expiration period is six years. The roster expiration period for the Professional and higher and Field Service categories may be extended by the Under-Secretary-General for Operational Support in consultation with the Under-Secretary-General for Management Strategy, Policy and Compliance based on workforce planning needs. The roster expiration period for local rosters may be extended by heads of entity.

10.6 The roster expiration period begins as follows:

(a) For candidates rostered through a generic job opening, the roster expiration period begins when the candidate is notified of the approval for inclusion on the roster;

(b) For candidates who are selected for a position-specific job opening, the roster expiration period begins when the candidate moves to a position at a different level or with a different functional title or ceases to hold a lien on a position at the level and function for which the candidate was rostered. While staff members hold a position or retain a lien on a position at the same level and with the same functional title for which they were rostered, the roster expiration period is not triggered, subject to sections 10.8 and 10.9 below;

(c) For rostered candidates selected for a position at the level and function for which they were rostered, the roster expiration period begins when the candidate subsequently moves to a position at a different level or with a different functional title or ceases to hold a lien on a position at the level and function for which the candidate was rostered. If the roster expiration period has already started before the selection, it will start over.

10.7 Candidates successful in the young professionals programme examination who are selected for a job based on administrative instruction [ST/AI/2012/2/Rev.1](#) on the young professionals programme, as may be amended or revised, receive a roster membership in accordance with the present instruction for the level and function of the position that they encumber from the date on which they start the job.

10.8 Staff members who are separated due to resignation, termination as a result of abolition of post or reduction of staff, or non-renewal of appointment maintain the roster membership, if any, for the relevant function and level of the previous position that they encumbered for a period of four years from the date on which they are separated, except for women, who will retain their roster membership for six years.

10.9 The following do not retain any roster memberships:

- (a) Staff members who separate from service for abandonment of post or misconduct;
- (b) Staff members who resign during a disciplinary process or investigation of misconduct (unless the former staff member agrees to cooperate with an ongoing investigation or disciplinary process until its conclusion);
- (c) Individuals whose names are in ClearCheck;
- (d) Former staff members who receive a post-separation sanction which indicates that their appointment would have been terminated, whether on the basis of separation from service or dismissal, had they remained with the Organization.

10.10 Candidates who are laterally reassigned through a mobility exercise in accordance with administrative instruction [ST/AI/2023/3](#) on mobility or the managed reassignment programme for young professionals in accordance with administrative instruction [ST/AI/2001/7/Rev.2](#) will acquire a new roster membership based on the position for which they have been selected and assigned.

10.11 The Secretariat may enter into agreements with the separately administered United Nations funds and programmes or any specialized agency or organization of the United Nations common system to recognize roster members of such organizations (“mutual recognition of rosters”). These roster candidates will be treated in the same way as rostered candidates in the Secretariat.

Section 11

Notification and implementation of the decision

11.1 The selected candidate is informed of the selection decision within 14 calendar days after the decision is made. Other candidates are also informed of the outcome of the recruitment process within 14 days.

11.2 The decision to select a candidate will be implemented upon its official communication to the individual concerned. When the selection entails promotion to a higher level, the earliest possible date on which such promotion may become effective is the first day of the month following the decision, subject to the availability of the position and the assumption of higher-level functions.

11.3 When an encumbered position has been advertised after reclassification and an applicant other than the incumbent is selected, the selection decision must be implemented in accordance with section 4.2 of administrative instruction [ST/AI/1998/9](#) and [ST/AI/1998/9/Corr.1](#), entitled “System for the classification of posts”, as may be amended or revised.

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

11.5 If the selected candidate for a position-specific job opening fails to take up the functions within the specified time frames or leaves the job within one year, the head of entity may select another candidate from the list of recommended qualified candidates evaluated by the hiring manager or hiring team and endorsed by the central review body, if required, from the same position-specific job opening.

Section 12

Final provisions and transitional measures

12.1 The present administrative instruction enters into force on 1 October 2025.

12.2 As of the effective date of the present instruction, individuals whose roster expiration period has elapsed as provided in sections 10.5 and 10.6 above will have their roster membership discontinued.

12.3 The provisions of [ST/AI/2010/3/Rev.1](#) shall continue to govern job openings advertised before the issuance of [ST/AI/2010/3/Rev.2](#), provided that a selection decision is made by the head of entity within six months of the effective date of the present administrative instruction.

12.4 The provisions of [ST/AI/2010/3/Rev.2](#) will continue to govern job openings advertised after its issuance, and before the issuance of administrative instruction [ST/AI/2010/3/Rev.3](#), provided that a selection decision is made by the head of entity within six months of the effective date of the present administrative instruction.

12.5 The provisions of [ST/AI/2010/3/Rev.3](#) will continue to govern job openings advertised after its issuance, and before the issuance of the present administrative instruction, provided that a selection decision is made by the head of entity within six months of the effective date of the present administrative instruction.

12.6 For all job openings advertised before the issuance of the present administrative instruction, where no selection decision has been made within six months of the effective date of the present administrative instruction, the present administrative instruction will apply.

12.7 In all other respects, the present administrative instruction (ST/AI/2025/2) supersedes all prior versions, with the exception of section 6.4 of [ST/AI/2010/3/Rev.2](#) concerning lateral move requirements, which will be applied as set out in section 6.7 of the present administrative instruction.

(Signed) Catherine Pollard
Under-Secretary-General for Management Strategy,
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