

**GENERAL INFORMATION ON CONDITIONS OF SERVICE APPLICABLE TO
APPOINTMENTS OF JUNIOR PROFESSIONAL OFFICERS (JPOs),
INCLUDING SPECIAL ASSISTANTS TO RESIDENT COORDINATORS (SARCS)¹**

Disclaimer

This document is intended solely for the general guidance and information of prospective Junior Professional Officers. The UN Staff Regulations and Rules and related administrative issuances, which are available to all staff members, constitute the authoritative texts establishing the rights and obligations of UN staff members, and no further or different expectancies should be inferred. The entitlements and rates mentioned in this document, as well as in the offer of appointment and the annexes thereto, are subject to the UN Staff Regulations and the Staff Rules and may be changed by decision of the General Assembly or under the authority of the Secretary-General.

Contractual basis

The appointment is governed by the UN Staff Regulations and Rules and the bilateral agreement between the United Nations and the donor Government for participation in the UN JPO Programme.

Under this arrangement, the donor Government provides the cost involved in the employment by the United Nations of "Junior Professional Officers"², as the appointees are called. JPOs shall, for the duration of their assignment to the United Nations, be subject, as international civil servants, to the rules and regulations of the United Nations

The conditions of service for Junior Professional Officers shall be as set out in the Staff Regulations and Rules of the United Nations, as amended from time to time. Following is a summary of the current Regulations and Rules, together with an indication of the principal modifications of such Regulations and Rules in respect of Junior Professional Officers.

General conditions

1. Declaration: You will be required to sign to the declaration (Oath of Office) required of all staff members of the United Nations.

¹ SARC appointments are administered in the framework of the UN JPO Programme and JPO conditions of service apply. The only contractual difference applicable to SARCS is the level of recruitment (P3).

² Formerly known as "Associate Experts"

2. Appointment term: The appointment is normally for one-year and will take effect on a mutually agreeable date. Your appointment will take effect from the date on which you are duly authorized to enter into official travel status to assume your duties, or if no travel is involved, the day you report for duty. A formal Letter of Appointment will be issued for your signature shortly thereafter. The terms of your conditions of service will be subject to the provisions of the Staff Regulations and Staff Rules and relevant administrative issuances, together with such amendments as may from time to time be made to such Staff Regulations and Staff Rules and administrative issuances.

In accordance with General Assembly resolution A/RES/63/250, dated 10 February 2009, the period of service as Junior Professional Officer shall not be taken into account as part of the requisite period of service for consideration for a continuing appointment.

Salary and allowances

3. Salary: Your base salary will be in accordance with the United Nations salary scales. The salary is payable at the dependency rate for staff members with a dependent spouse or a dependent child, and at the single rate for staff members without such dependants. Whether or not your spouse or child is accordant dependent status will be determined by the United Nations definition of dependency (see para. 6 below). United Nations salaries are quoted in U.S. dollars for the sake of uniformity, but may be paid in the currency of the country to which you are assigned. For staff assigned to non-Headquarter duty stations (Headquarter duty stations include *inter alia* New York, Geneva, Vienna), a portion of salary may be paid in a single other convertible currency of your choice.

4. Post adjustment: Post adjustment is a non-pensionable amount which is added to the base salary in order to maintain equivalent standards of living at different locations. It is paid at a single or dependency rate. As the amount can vary from month to month, the post adjustment mentioned is the one applicable at your duty station during the month in which the offer is made.

5. Rental subsidy: The purpose of the rental subsidy scheme is to ensure a greater degree of equity and to alleviate hardships for staff members whose rented accommodations are of reasonable standard but cost significantly more than the average for the duty station. The staff member may qualify for rental subsidy during the first seven years following arrival to the duty station. Under the scheme, the Organization will reimburse a certain percentage of your rent in excess of a threshold amount (a percentage of the emoluments). The Organization has determined reasonable maximum rent levels for eligible duty stations, and that portion of rent which exceeds the reasonable maximum level is your own responsibility.

6. Dependency benefits: The United Nations determines the dependency status of eligible family members based on the recommendations of the International Civil Service Commission as approved by the General Assembly and reflected in the United Nations Staff Regulations and Staff Rules and relevant administrative issuances.

A dependent spouse is one whose annual gross, if any, do not exceed a limit based on the lowest entry level of the General Service gross salary scales at the base of the salary system in New York

(G-2 step I) or at the closest United Nations duty station in the country of the spouse's place of work, whichever is higher. In New York, the earning limit for the calendar year 2019 is set at \$ 41,461. Earning limits are subject to regular revision as the applicable salary scale is revised. A child allowance for single parent is payable to a staff member 1) whose marital status as recognized by the United Nations Secretariat is single, legally-separated, divorced or widowed, 2) who has a dependent child and 3) who did not receive financial support in excess of \$41,461 per annum for the calendar year 2019. This limit is based on the lowest entry level of the General Service gross salary scales at the base of the salary system (G-2, step I in New York) on 1 January of the year concerned, which is \$41,461. A dependent child is a child who is under the age of 18 years or, if the child is in full-time attendance at a school or university, under the age of 21.

For recognized dependents, dependency benefits are paid at the following rates:

- For a dependent spouse: 6% of the net remuneration (net base salary plus post adjustment) per annum
- For a single parent: 6% of the net remuneration (net base salary plus post adjustment) per annum
- For each dependent child in respect of whom the staff member is not paid a single parent allowance: \$2,929 net per annum
- Where there is no dependent spouse; for one secondary dependent; i.e. dependent parent, brother or sister: \$1,025 net per annum

7. Education grant: If your duty station is outside your home country, an education grant is paid under certain conditions for each eligible child.

Travel and shipment (*This provision modifies the UN Staff Regulations and Rules for your service as a Junior Professional Officer.)

8. *Travel: You and your eligible family members will be entitled to travel to the duty station, by air economy class only regardless of duration of travel, by the most economical route, on appointment, home leave and transfer (if applicable) and return to your home country on separation of service.

Travel costs will also be provided for any official travel (economy class only regardless of duration of travel) which you may be required to undertake during your appointment, and you will receive a daily subsistence allowance at the rate established by the United Nations.

9. *Home leave: Home leave entitlements shall be granted to Junior Professional Officers with respect to all assignments after two years of service, provided that the appointment is extended for at least six months after the return date of the home leave travel.

10. Settling-In grant: If your travel to the duty station was authorized by the United Nations for an appointment expected to last one year or more, you are entitled to a Settling-In grant. The purpose of the settling-in grant is to compensate for the initial extraordinary costs incurred on moving to a new location, as well as the pre-departure expenses associated with relocation. The

grant has two elements, a Daily Subsistence Allowance (DSA) portion and a lump sum portion, both payable on arrival at the duty station.

11. Baggage allowance: For your travel to and from the country of assignment, you and each eligible family member will be entitled to one bag in addition to each traveller's baggage allowance or up to 23 kilograms per traveller, at the expense of the United Nations. You are requested to pay for the excess accompanied baggage and claim reimbursement from the United Nations after your arrival at the duty station.

12. *Shipment or Relocation grant: An unaccompanied shipment of personal effects will be authorized up to 600 kilograms for the Junior Professional Officer, 250 kilograms for the accompanying primary dependant, and 150 kilograms for each accompanying dependant child by surface (or half by airfreight), exclusive of crating and lift vans.

Alternatively, you may opt for a lump sum relocation grant in lieu of unaccompanied shipment, provided that the duty station is outside your home country or that the duty station and place of recruitment are in two different countries (beyond commuting distance of minimum 50 miles). The amount of the relocation grant applicable to Junior Professional Officers is US\$7,800 for single staff and US\$10,800 for staff with family members.

13. *Transportation of privately-owned automobile: Junior Professional Officers shall not be entitled to the reimbursement of transport of privately-owned automobiles to their duty station.

14. Repatriation grant: On separation from the Organization, a repatriation grant is payable to staff members who have completed 5 years or more of continuous service outside their home country, subject to submission of evidence of relocation away from the country of the last duty station, and subject to the fulfilment of the other relevant conditions of the Staff Regulations and Staff Rules. The amount of the grant is based on a separate schedule of repatriation grant payments contained in Annex IV to the Staff Regulations.

15. Pension Fund: Depending on the donor agreement, some Junior Professional Officers are covered under the United Nations Joint Staff Pension Fund. In such cases, a contribution of 7.90 per cent of their pensionable remuneration is deducted from their salary. The Fund provides disability, retirement and survivors' benefits as well as lump sum withdrawal settlements. The conditions for entitlement to a benefit, as well as the determination of the amount of the benefit, are governed by the Regulations of the Fund. Elements for such determination are the length of contributory service, the amount of the final average remuneration, the applicable rate of benefit accumulation per year of contributory service and the age on separation.

Participants who leave the Organization after service of less than five years are reimbursed their contributions to the Fund with interest, unless they are eligible for a disability benefit. Staff members may elect to maintain continuity of their pension rights if they come from, enter or return to the service of any of the international organizations or governments with which the Fund has concluded a transfer agreement.

The Secretary of the United Nations Staff Pension Committee should be contacted directly for further information regarding any matter affecting participation in the Pension Fund and the obligations and entitlements deriving therefrom during such participation and upon separation. For further information about the Fund visit their website at: www.unjspf.org

Leave

16. Annual leave: You will accrue annual leave at the rate of two and a half working days a month. You are encouraged to take advantage of your accrued annual leave in order to recuperate from the work stress and to achieve a good work life balance. You are required to maintain your time and attendance in UMOJA every month to record any type of absence.

Should your assignment be extended, you may carry over up to 30 days leave from the first year to the second, a maximum of 60 days accrued annual leave may be carried over from one year to the next. However, the Junior Professional Officers are strongly encouraged to take all their accrued annual leave before separation.

Upon separation from service payment may be granted for outstanding annual leave days as per Staff Rule 9.9.

17. Sick leave: You may be granted sick leave up to three months on full salary and up to three months on half salary in any period of twelve consecutive months, provided that the amount of sick leave permitted in any four consecutive years shall not exceed eighteen months, nine months on full salary and nine months on half salary.

Where the absence due to illness or injury is for three consecutive working days or longer, it shall be supported by a medical certificate.

While on sick leave, you shall not leave the area of the duty station without the prior approval of the United Nations. Entitlements to sick leave shall lapse on separation from service.

18. Medical and dental insurance: You are required to participate in a medical and dental insurance plan provided by the United Nations. You may enrol your spouse and dependent children in the plan.

19. Compensation for injury or illness attributable to service: Compensation will be payable in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations in accordance with the rules set forth in Appendix D to the Staff Rules.

20. Group life and accidental death and dismemberment insurance: You will be a participant in the standard life insurance plan in which all United Nations JPOs participate. Participation is fully subsidised by the donor and at no cost for the JPO. This plan makes no distinction between accidents attributable to service and those that are not attributable to service.
