

MEMORANDUM

To: Executive Director, UN-Habitat

Reference: HR/Mob/131126

Through:

From: Jane Nyakairu, OIC, Office of Management,
UN-Habitat

Date: 26 November 2013

Subject: **Internal Mobility within UN-Habitat**

1. I would like to request your authorization to issue this instruction on internal mobility to facilitate flexible allocation and assignment of staff across within the organization to promote greater interaction among branches and offices in furtherance of the objectives of the recent organizational review.
2. The instruction is in line with your delegated authority in the lateral transfer and assignment of staff. It is also consistent with the overall UN Secretariat mobility principles of strengthening a dynamic and adaptable workforce to meet current, future and evolving operational needs. It facilitates allocation of staff between normative and operational functions of the agency to encourage knowledge exchange and support career development. It also takes into account the current shortfall in core funds.
3. It is also expected to facilitate timely recruitment/placement against project positions, in particular, and to support the achievement of increased implementation rates of UN-Habitat's project portfolio.
4. The main elements are outlined below:
 - a) For vacant posts identified to be filled, priority will be given to UN-Habitat staff members, before advertising positions externally;
 - b) Office of Management will facilitate matching of UN-Habitat staff members to vacant positions through skills sets matching, priority being given to staff whose contractual status may be affected by the current shortfall in core funds;
 - c) If suitable candidates are not identified through staff skills matching, internal vacancy announcements will be issued for possible placement through lateral transfer;
 - d) Hiring managers are required to demonstrate that all suitable internal candidates have been duly evaluated;
 - e) Where suitable UN-Habitat staff are not identified based on the evaluations undertaken (see d. above), external advertising will be cleared by the Office of Management for positions up to the P4 level and by the Office of the Executive Director for P5 and above;
 - f) In the event that a core funded position becomes vacant and has been approved for recruitment, temporary internal vacancy announcements can be issued, pending regular recruitment or placement through lateral move against the post. Staff members so selected against the temporary vacancy may have a right of return to their previous post;

- g) In the event that a project funded position becomes available, a staff member on core funding who been selected for the project position either through internal selection or the regular recruitment process (Inspira), may have a right of return to a post in the organization at the same level as their previous position. However, the right to return is not necessarily to their previous position;
 - h) Periods of placement / recruitment on a different position of three or more months contribute cumulatively with regard to the UN staff mobility programme;
 - i) Records will be kept in the carrying out of each of these steps outlined above to ensure transparency.
5. The moratorium on recruitment on core funded posts continues to apply. Exceptional approval continues to be authorised by my office for new recruitment on core funded posts.
 6. This instruction is effective immediately upon your approval..