

Personnel of UNFPA

Types of functions and corresponding contracts

The following tables identify the appropriate type of contract for specific functions.

1. Internationally recruited professional staff:

| | Internationally recruited professional staff (IPs) | Junior Professional Officers (JPOs) | Internationally recruited professional staff (IPs) (temporary requirement) |
|--|--|--|--|
| Type of function | Professional functions for one year or more (ongoing) <ul style="list-style-type: none"> - Programme support - Management - Administration - Country Programme; - Regional programme; - Other projects that form part of a UNFPA programme - Stand-alone projects | <ul style="list-style-type: none"> - Assist at professional level in programme delivery; - Acquire professional experience in international development cooperation and related fields. <p>Post, function and related costs financed by sponsoring Government.</p> | <p>Temporary professional functions related to:</p> <ul style="list-style-type: none"> - Seasonal workloads, - Peak workloads, - Specific short-term requirements <p>In all cases, requirement at time of recruitment is for <u>less than</u> 1 year.</p> <p>Examples:</p> <ul style="list-style-type: none"> (a) Response to humanitarian/crisis/emergency requirements; (b) For the temporary design, start-up or training in the context of new activities (c) Temporary development/management projects; (d) Temporary activities of a highly technical, specialised nature (e) Temporary replacement of staff for reasons of health, leave or on short-term redeployment; (f) To employ staff temporarily but for which an individual consultant contract does not appear to be the right contract modality e.g. because function must be executed by a staff member in accordance with other policy requirements. |
| Staff member? | Yes | Yes | Yes |
| Staff category | Professional and higher | Professional | Professional and higher |
| International or local recruitment? | International | International | International |
| Projected duration of function | Initially one year or more | Initially one year or more | Less than one year |

UNFPA

Policies and Procedures Manual

Policy on Personnel: Types of functions and corresponding contracts

Human Resources

| | Internationally recruited professional staff (IPs) | Junior Professional Officers (JPOs) | Internationally recruited professional staff (IPs) (<u>temporary requirement</u>) |
|-------------------------------------|---|---|--|
| Appointment or contract type | Fixed Term Appointment Project or programme posts: there has to be a reasonable assurance of funding for one year or more to justify the issuance of a fixed term appointment. If there is no such reasonable assurance, the Temporary Appointment should be used. | Fixed Term Appointment | Temporary Appointment |
| Benefits and entitlements | International | International (with or without UN Joint Staff Pension Fund contribution, depending on sponsoring Govt.) | International (Reduced) |
| Serves on post? | Yes | Yes | Yes |
| Renewals | Generally for 2 years In program posts renewals should be aligned with programme or project duration and funding | Limited in time as determined by the sponsoring government (mostly 1 year at a time) | Renewal possible for one additional year (up to a maximum of two years minus one day, or 729 days) when warranted by: - surge requirements and operational needs - related to field operations and special projects - with finite mandates. Should be aligned with programme or project duration and funding. No conversion into any other type of appointment. |
| Where administered? | UNFPA-HQ | UNDP JPO Service Center Selection done at UNFPA HQ | UNFPA-HQ |
| Applicable policy document | UNFPA | UNFPA | UNFPA |
| Appointed on behalf of: | ED of UNFPA | ED of UNFPA | ED of UNFPA |
| Compliance Review Board | UNFPA-HQ | n/a | n/a |

2. National professional staff

| | Nationally recruited professional staff at COs (NPOs) | Nationally recruited professional staff at COs (NPOs) (<u>temporary requirement</u>) |
|--|--|--|
| Type of function | <p>Functions of 1 year or more (ongoing):</p> <ul style="list-style-type: none"> - Programme support; - Management; - Administration - planning, - monitoring, - evaluation, - implementation, - improvement, - strengthening and - other support of UNFPA programmes and projects at country level. | <p>Functions for less than 1 year (temporary) related to:</p> <ul style="list-style-type: none"> - Seasonal workloads, - Peak workloads, - Specific short-term requirements <p>In all cases, requirement at time of recruitment is for <u>less than</u> 1 year (<i>i.e.</i> requirement is for 364 days or less).</p> <p>Examples:</p> <ul style="list-style-type: none"> - Design, start-up, training of new activities to be taken over by continuing staff; - Some development/ management projects; - Humanitarian/crisis deliverables; - Highly technical, specialised nature, immediacy of requirement, humanitarian or crisis situations, etc.; - Temporary replacement of staff for reasons of health or short-term redeployment; - To employ full-time staff whose services are temporarily required for less than 1 year in the office but for which an individual consultant contract does not appear to be the right modality, e.g. because function must be executed by a staff member in accordance with other policy requirements. |
| Staff member? | Yes | Yes |
| Staff category | National Officer | National Officer |
| International or local recruitment? | Local | Local |
| Projected duration of function | Initially one year or more | Less than one year |

| | Nationally recruited professional staff at COs (NPOs) | Nationally recruited professional staff at COs (NPOs) (<u>temporary requirement</u>) |
|-------------------------------------|---|---|
| Appointment or contract type | Fixed term appointment Project or programme posts: there has to be a reasonable assurance of funding for one year or more to justify the issuance of a fixed-term appointment. If there is no such reasonable assurance, the Temporary Appointment should be used. | Temporary Appointment |
| Benefits and entitlements | Local | Local (Reduced) |
| Serves on post? | Yes | Yes |
| Renewals | Generally for 2 years Project or programme posts: Should be aligned with the duration of a project | Renewal possible for one additional year (up to a maximum of two years minus one day, or 729 days) when warranted by: - surge requirements and operational needs - related to field operations and special projects Should be aligned with programme or project duration and funding. No conversion into any other type of appointment. |
| Where administered? | UNFPA field duty station | UNFPA field duty station |
| Applicable policy document | UNFPA | UNFPA |
| Appointed on behalf of: | ED of UNFPA | ED of UNFPA |
| Compliance Review Board | UNFPA field duty station or regional | n/a |

3. Support staff

| | General Service staff | General Service staff (<u>temporary requirement</u>) |
|--|--|--|
| Type of function | Support functions of 1 year or more (ongoing) <ul style="list-style-type: none"> - Programme support; - Management; - Administration - Global or Regional programme; - Other projects that form part of a UNFPA programme; - Stand-alone projects. | Support functions for less than 1 year (temporary) related to: <ul style="list-style-type: none"> - Seasonal workloads, - Peak workloads, - Specific short-term requirements <p>In all cases, requirement at time of recruitment is for <u>less than</u> 1 year (<i>i.e.</i> requirement is for 364 days or less).</p> <p>Examples:</p> <ul style="list-style-type: none"> - Design, start-up, training of new activities to be taken over by continuing staff; - Some development/ management projects; - Humanitarian/crisis deliverables; - Technical, specialised nature, immediacy of requirement, humanitarian or crisis situations, etc.; - Temporary replacement of staff for reasons of health or short-term redeployment; - To employ full-time staff whose services are temporarily required for less than 1 year in the office but for which an individual consultant contract does not appear to be the right modality, e.g. because function must be executed by a staff member in accordance with other policy requirements. |
| Staff member? | Yes | Yes |
| Staff category | General Service | General Service |
| International or local recruitment? | Local | Local |
| Projected duration of function | Initially one year or more | Less than one year |

| | General Service staff | General Service staff (<u>temporary requirement</u>) |
|-----------------------------------|---|---|
| Appointment type | Fixed Term Appointment Project or programme posts: there has to be a reasonable assurance of funding for one year or more to justify the issuance of a fixed term appointment. If there is no such reasonable assurance, the Temporary Appointment should be used. | Temporary Appointment |
| Benefits and entitlements | Local | Local (Reduced) |
| Serves on post? | Yes | Yes |
| Duration | Generally for 2 years Programme posts should be aligned with project duration | Renewal possible for one additional year (up to a max of two years minus one day, or 729 days) when warranted by:- surge requirements and operational needs - related to field operations and special projects Should be aligned with programme or project duration and funding. No conversion into any other type of appointment. |
| Where administered? | UNFPA-HQ or field duty station, as applicable | UNFPA-HQ or field duty station, as applicable |
| Applicable policy document | UNFPA | UNFPA |
| Compliance review | UNFPA-HQ or field duty station, as applicable | n/a |

4. Non-staff personnel

| | Service Contracts | “Temps” (Temporary assistance personnel) | Individual Consultants |
|--|--|---|--|
| Type of function | The SC is intended for engaging individuals under the following conditions: (a) national personnel or others legally authorized to work in the country; (b) for non-core support services in the office that would normally be outsourced to a company, i.e. custodial, security and IT services; (c) as project personnel. The SC issued will be limited to services to that project only; (d) the related services have a defined deliverable that can be completed within a specific time period. | Support functions at HQ or in a field duty station for temporary work demands relating to clerical, secretarial and similar support functions for a variety of reasons, including: - Maternity/paternity leave replacement; - Extended sick leave; - Exceptional workload. | Individual consultants are hired in their capacity as individuals. An individual consultant may be hired for an assignment which is temporary in nature and cannot be performed by regular staff due to a lack of specialized expertise, or because of peaks in workload, or to cover staff functions due to absences or vacancies. |
| Staff member? | No | No If functions are such that staff appointment is necessary, do not use this contract type. | No If functions are such that staff appointment is necessary, do not use this contract type. |
| International or local retention? | Local | n/a The individual Temp is <u>not</u> employed by UNFPA. Rather, he/she has a contractual relationship with a private employment agency. | Local International |
| Contract type | Service contract | Procurement contract for Professional Services or Long Term Agreement between UNFPA and a private employment company that specializes in pre-screening, administering and providing such personnel on short notice. | Individual Consultant Contract |
| Serves on post? | No | No | No |

| | Service Contracts | “Temps” (Temporary assistance personnel) | Individual Consultants |
|---|---|---|--|
| Duration | <p>Usually a SC is issued for a minimum period of 6 months, renewable, but not more than 12 months at a time. In the case of project personnel, the maximum period for the use of a SC is normally for the duration of the project.</p> <p>Generally services expected to be completed in less than 6 months should be contracted under the IC modality.</p> <p>SCs are not intended to be of an indefinite duration.</p> | Normally not to exceed 6 months | Maximum of 11 months within any 12 month period consecutively or cumulatively. |
| Where administered? | UNDP | Procurement contract with employment agency administered at UNFPA HQ or at UNFPA field duty station, as applicable and required in accordance with Procurement Procedures | UNFPA HQ in HQ UNFPA field duty station in the field |
| Applicable policy document | UNDP policy <i>mutatis mutandis</i> | UNFPA Procurement Procedures | UNFPA Individual Consultants policy |
| May have supervisory functions over staff? | Not over UNFPA staff, but may supervise another SC holder or IC depending on the nature of their function. | No | No |