

10 May 2011

Administrative Instruction ST/AI/2010/3 of 21 April 2010
Staff Selection system

Section 1

Definitions

(c) *Assessment panel*: a panel normally comprised of at least three members, with two being subject matter experts at the same or higher level of the job opening, **at least one being female** and one being from outside the work unit where the job opening is located, who will undertake the assessment of applicants for a job opening. For **D-2** level job openings, the panel should normally be comprised of at least three members, with two being from

preferred candidate for a particular position up to and including the D-1 level from a list of qualified candidates who have been reviewed by a central review body taking into account the Organization's **human resources objectives and targets as reflected in the departmental human resources action plan, especially with regard to geography and gender, and giving the fullest regard to candidates already in the service** of the Organization as well as those encumbering posts that are slated for abolition or are serving in secretariat entities undergoing downsizing and/or liquidation. Selection decisions for positions at the D-2 level are made by the Secretary-General following review

selection to the head of department/office/mission, without reference to the central review body. **In cases where the recommendation is for an external over an internal roster candidate, section 9.3 shall apply.**