

# UN Junior Professional Officers (JPO) Programme

*(Formerly known as Associate Experts Programme)*

## HANDBOOK



**Department of Economic and Social Affairs**



This handbook prepared by the Junior Professional Officers (JPO) Programme is intended solely for the general guidance and information of prospective JPOs and SARCs. The United Nations Staff Rules constitute the authoritative text establishing the rights and obligations of United Nations staff on fixed-term contracts, and no further or different expectations should be inferred. The entitlements and rates mentioned in this handbook, as well as in the Letter of Appointment and annexes thereto are subject to the United Nations Staff Regulations and Staff Rules and may be changed by decision of the General Assembly or the Secretary-General of the United Nations and are subject to modifications agreed upon by donor Governments.

Please read this handbook carefully. If you have any questions, please do not hesitate to contact us:

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# TABLE OF CONTENTS

<b>I. UN JPO Programme – Team</b>	<b>5</b>
<b>I. General Information on the United Nations Junior Professional Officers (JPO) Programme</b>	<b>6</b>
<b>II. PRE-ASSIGNMENT PROCEDURES</b>	<b>8</b>
<b>A. Formalities to be completed before appointment and departure</b>	<b>8</b>
1. Pre-placement medical examination	8
2. Acceptance of the offer of appointment	8
3. Security clearance	8
<b>B. Travel to the duty station &amp; Installation entitlements</b>	<b>9</b>
5. Travel arrangements	9
6. Travel documents	9
7. Route and mode of travel	10
8. Official travel of family members on initial appointment	10
9. Terminal expenses	10
10. (Accompanied) baggage	11
11. Settling-in Grant	11
12. Relocation grant	11
13. Claims for reimbursement of expenses	12
14. Brief overview of selected steps involved in the recruitment process	12
<b>III. UPON APPOINTMENT- Tasks to be completed within the first three months</b>	<b>14</b>
15. Umoja	14
16. Insurance enrolment upon recruitment	14
18. Duty Station-specific Information: Other useful resources for newcomers:	15
<b>IV. DURING THE ASSIGNMENT</b>	<b>15</b>
<b>A. Salaries, Allowances, and Benefits</b>	<b>15</b>
19. Staff assessment (Staff Regulation 3.3)	16
20. Post adjustment (Staff Rule 3.6)	16
21. Rental subsidy (ST/AI/2018/3, ST/IC/2018/9)	16
22. Dependency benefits (ST/IC/2011/6, ST/IC/2011/6/Corr.1, ST/IC/2018/11, ST/IC/2018/11/Corr.1, ST/IC/2018/Corr.2, ST/AI/2018/6)	17
23. Hardship scheme (Staff Rules 3.12 and 3.13)	18
24. Education grant	18
25. Pension fund	19
<b>B. Leave</b>	<b>19</b>
26. Official holidays	19
27. Annual Leave (Staff Rule 5.3, ST/AI/2013/1 and ST/AI/2010/4/REV.1)	19
28. Home Leave (Staff Rule 5.4)	20
29. Sick leave (Staff Rule 6.2)	20

30. Parental leave (Staff Rule 6.3 and ST/AI/2023/2)	20
<b>C. UN Learning and Development</b>	<b>21</b>
<b>D. Official Travel &amp; Training</b>	<b>21</b>
Donor	21
<b>E. Supervision</b>	<b>22</b>
31. The start of the assignment	22
32. Establishment of binding work plan for the first year	22
33. Evaluation and work plan for the second year	22
<b>F. Appointment extension procedure</b>	<b>22</b>
<b>V. POST-ASSIGNMENT PROCEDURES</b>	<b>23</b>
<b>A. End of assignment</b>	<b>23</b>
34. Final date of your appointment	23
35. Last day for pay purposes (Staff Rule 9.13)	23
<b>B. Formalities to be completed at the end of the assignment</b>	<b>23</b>
36. Final pay and allowances	23
<b>VI. ANNEX I United Nations Salary Scale</b>	<b>24</b>

# I. UN JPO Programme – Team

The UN JPO Programme at DESA /CDPMO functions as **Executive Office** for all UN JPOs and administers JPOs and SARCs in all HR related matters (contract, administration of benefits and entitlements, time and attendance, training budget, donor liaison) regardless of whether the JPO/SARC is placed at UNHQ or any other duty station. **JPOs/SARCs are encouraged to contact the JPO Programme office for any questions on HR and JPO Programme related matters.**

## Services provided by HR-desk/ country focal points

- **Contract administration** (Appointment, extension, transfer, separation)
- **Liaison with your office and donor regarding contract renewals and funds transfer**
- **Contract and entitlement administration** (appointment, Settling-in entitlements, dependency benefits, rental subsidy, education grant, MORSS, danger pay etc.)
- **Change of personal status** (Change in family status, name change etc.)
- **HR and entitlement travel HR approval** (onboarding, transfer, separation, home leave, RnR)
- **Time and Attendance** (certification of sick leave, home leave, RnR, special leave, association of time managers)
- **Signatory for grounds pass renewal, visa renewal, LP applications, update of bank details, work permit applications**

Coordination and Monitoring Training & Special Projects  
**China, Iceland, Italy, Mongolia, Morocco, Republic of Korea, Switzerland**

**Australia Austria, Estonia, Finland, Hungary, Japan, Kazakhstan, Kuwait, Netherlands, Norway, Russian Federation Saudi Arabia, Singapore, Sweden, UAE, USA**

**Bahrain, Belgium, Denmark, France, Germany, Luxembourg, Poland, Qatar, Spain, UK**

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## **I. General Information on the United Nations Junior Professional Officers (JPO) Programme**

The United Nations Junior Professional Officers (JPO) Programme, emanated from a United Nations Economic and Social Council resolution adopted in 1961, which approved and encouraged the collaboration of young graduates, financed by their respective Governments, in implementing development cooperation initiatives and Programmes.

The Programme recruits Junior Professional Officers under bilateral agreements between the United Nations (UN) to support the UN's activities. JPOs are generally nationals of donor countries, yet some donors agree to also finance nationals of developing countries. Candidates are young professionals with an advanced university degree and usually minimum two years of professional experience. Special Assistants to Resident Coordinators (SARCs) are young professionals with an advanced university degree and a minimum of 5 years of work experience.

As of January 2024, the following countries have an agreement for participation in the JPO Programme: Australia, Austria, Bahrain, Belgium, China, Denmark, DPRK, Egypt, Estonia, Finland, France, Germany, Hungary, Iceland, Israel, Italy, Japan, Kazakhstan, Kuwait, Luxembourg, Mongolia, Morocco, The Netherlands, Norway, Poland, Qatar, Republic of Korea, Russian Federation, Saudi Arabia, Singapore, Spain, Sweden, Switzerland, Turkey, United Arab Emirates, United Kingdom, and the United States. The Junior Professional Officers (JPO) Programme is under the direct management of the Capacity Development Programme Management Office (CDPMO) in the United Nations Department of Economic and Social Affairs (UN/DESA).

As of 2019, the UN JPO Programme also recruits JPOs and Special Assistants to the Resident Coordinator (SARC) at the P3 level for UN Resident Coordinator Offices (RCO). While JPO and SARCs deployed to RCOs previously were administered by the JPO Service Centre at UNDP, JPOs and SARCs in RCOs joining as of 2019 are administered by the UN Secretariat's JPO Programme. To date (January 2024) the SARC program is on hold.

United Nations Junior Professional Officers Programme recruits JPOs for

- United Nations Secretariat (all Departments/Offices, Headquarters and Field Offices, including Peacekeeping Operations, Special Political Missions and Resident Coordinator Offices\*)
- Office of the High Commissioner for Human Rights (OHCHR)
- United Nations Office on Drugs and Crime (UNODC)
- Regional Commissions (ECA, ECE, ESCWA, ECLAC, ESCAP )
- United Nations Conference on Trade and Development (UNCTAD)
- Secretariat of the United Nations System Chief Executives Board for Coordination (CEB)
- Joint Inspection Unit (JIU)
- International Court of Justice and United Nations Tribunals
- United Nations Secretariat of the Convention to Combat Desertification (UNCCD)
- United Nations Framework Convention on Climate Change (UNFCCC)
- Interregional Crime and Justice Research Institute (UNICRI)
- United Nations International Strategy for Disaster Reduction (UNISDR)
- United Nations Research Institute for Social Development (UNRISD)

- United Nations System Staff College (UNSSC)

\*Special Assistants to the Resident Coordinators (SARCs) are only placed in Resident Coordinator Offices

At any given moment, there are approximately 360 JPOs/SARCs throughout the United Nations Secretariat. The overall goal of the Junior Professional Officers (JPO) Programme is to enhance the development and capacity development work of the United Nations and other participating Agencies. The Junior Professional Officers (JPO) Programme aims to meet the following objectives:

- *For developing countries and donors*, it represents another form of development aid through the United Nations System. It also provides vast opportunities for on-the-job training in the multilateral capacity building for the young graduates and enables donors to contribute multilateral capacity development personnel to developing countries where they have no official representation. It can as well support specific goals in promoting and advancing priority areas in selected countries;
- *For the United Nations Secretariat and the other Programmes/Funds* involved, the JPO Programme represents a significant opportunity for mobilizing additional capacity development resources from some donors. It serves to increase capacity development, professional staffing capacity and gives immediate access to human resources with recognized talent, up-to-date general or specialized knowledge and academic credentials. It also allows the agencies to discharge more effectively their increased and complex responsibilities;
- *For the JPOs themselves*, it offers possibilities for participation in the capacity development activities of the United Nations system as well as, in most cases, immediate exposure to the development processes and interaction in developing countries. It enables them to obtain work and learning experience in the international sphere and offers opportunities for an international career.

Upon completion of their United Nations contracts, the great majority of the JPOs pursue careers on the international level. One half continues to work for International Organizations, although there is no automatic transfer to regular staff positions. The other half resumes their professional careers in the public and private sector or goes back to universities or other higher education institutions to reinforce their international experience with advanced studies.

## II. PRE-ASSIGNMENT PROCEDURES

### A. Formalities to be completed before appointment and departure

#### 1. Pre-placement medical examination (Staff Rule 4.19 and ST/AI/2005/12)

All appointments of United Nations staff members are subject to satisfactory medical clearance by the United Nations Medical Director, New York.

Information on this process will be shared with you upon receipt of the following required documents:

- Copy of passport
- Copy of birth certificate

The UN JPO Programme will inform you of your medical clearance once obtained and will then in consultation with you arrange for your travel to the duty station.

You will receive a form for your completion and submission to UN medical service.

The medical clearance process does not require you to undergo a medical examination.

**Only if instructed** by UN medical service, you may need to consult a doctor for additional supporting documents. In such a case and if you incur expenses for medical examination, laboratory tests, and X-ray, you should submit your claim for reimbursement of the amount to the UN JPO Programme upon reporting. The current maximum amount reimbursable for expenses related to medical clearance is USD \$400, depending on the country in which the medical examinations were taken. Please note that the United Nations is neither responsible for any expenses incurred for medical procedures that are not required in connection with the pre-placement examination nor for any medical examination of dependants.

#### 2. Acceptance of the offer of appointment

Upon receipt of the United Nations offer of appointment, you are requested to forward your written acceptance within 7 days, indicating your preferred reporting date, if not specified previously. **Your appointment will become effective on the date of departure from your place of recruitment.** Usually, JPOs are expected to travel on a Sunday to report to work on Monday. The day of travel will also be the first day of contract.

#### 3. Security clearance

Some appointments may be subject to security clearance by the United Nations Security Coordinator. The UN JPO Programme will deal with this matter. Furthermore, it is mandatory for all UN staff members to complete the system-wide, self-administered training course called "(BSAFE)". The course may be completed online after you begin your assignment.

#### 4. Salary payment (ST/AI/2001/1) \_

- i. After you have arrived at the duty station, please complete and return the salary distribution form as soon as possible indicating your banking instructions. Salary payments cannot be made until



the UN JPO Programme has received this form. The name, address and IBAN code of the bank where you wish your salary deposited should be clearly printed, together with your account number and BIC/SWIFT code, if applicable.

- ii. At duty stations in the field, a certain percentage of your net base salary may be payable in the currency of the duty station and the balance percentage in a single currency of your choice to one single account. At United Nations Headquarter duty stations in New York and Geneva, all of your net base salary is payable in the currency of the duty station.

You will receive a monthly statement of earnings and deductions that will indicate the manner in which your salary has been disbursed.

- iii. All deductions (for Pension Fund, group life insurance plan, and group medical, hospital and dental insurance scheme) will be made from the other single-currency portion.

## ***B. Travel to the duty station & Installation entitlements***

### ***5. Travel arrangements***

As soon as we receive your medical clearance, your acceptance of our Offer of appointment and the visa requirements are met, we shall authorize your travel and that of your eligible dependents by the most economical route (economy class only). Normally reporting is on a Monday and JPOs travel on a Sunday. The UN travel agency will contact you to arrange your itinerary and to issue your tickets according to our instructions. Upon receipt of the travel agency's proposed itinerary, you will have to review and CONFIRM the proposal for your ticket to be issued.

You should NOT purchase your own tickets (unless instructed by our office).

### ***6. Travel documents***

- i. Passports: All JPOs require a valid national private passport. If you do not have one, please obtain one immediately. Diplomatic passports are not permitted for service as international civil servant. JPOs with dual nationality must use the passport of their sponsoring country for service with the United Nations.
- ii. United Nations Laissez-Passer: Only if applicable as notified by our office, please complete and return the United Nations Laissez-Passer (LP) form together with the required number. If there is sufficient time, the LP will be sent to your home address before your departure, and if not, directly to your duty station. No LP's are issued for Headquarter duty stations in New York, Geneva or Vienna on appointment. The LP will be issued when an official travel in the field is scheduled.
- iii. Visa(s): If you come to New York, the UN JPO Programme will request a visa cable in support of your G4 visa application which you will need to submit to the relevant US Embassy/Consulate. Please make sure to inform the UN JPO Programme as early as possible about the location of the US embassy you wish to apply at.

JPO assigned to other duty stations are required to clarify visa requirements to enter the country of duty station. You should take the necessary steps to obtain the visa(s) yourself.

If you experience difficulty obtaining the visas, please contact the UN JPO Programme, as we may be able to assist you with a supporting letter if needed. All visas should be affixed to your national passport. No travel can be started if the necessary visa requirements are not finalized as requested. ***The UN JPO Programme can therefore not provide flight confirmation or tickets to support your visa application.***

***7. Route and mode of travel*** (Staff Rule 7.6 and ST/AI/2013/3)

The authorized mode for all official travel of JPOs and their dependents irrespective of the duration of travel is economy class. JPOs who wish to avail higher standards of travel class either for themselves or for their family members shall bear the additional costs involved. The United Nations does not assume any liability for illness, injuries or additional expenses on portions of the trip considered by the United Nations as a deviation from the most direct and authorized route.

***8. Official travel of family members on initial appointment*** (Staff Rule 7.2)

If you have eligible family members (spouse and/or dependent children) they may travel at the United Nation’s expense to your duty station. Travel of family members will be authorized directly from your home country (or country of established residence) to the duty station. Please let the UN JPO Programme know as soon as possible the names of eligible family members for whom you request the United Nations to pay travel expenses, as well as the proposed dates of their journey.

***9. Terminal expenses*** (Staff Rule 7.6)

- i. For all official travel to or from the duty station, you and each family member authorized to travel at United Nations expense may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or another point of arrival or departure and the hotel or another place of dwelling. The Secretary-General establishes the applicable rates and conditions. No expenses shall be reimbursable in respect of an intermediate stop which:
  - is not authorized,
  - does not involve leaving the terminal,
  - is exclusively for the purpose of making an onward connection.
- ii. Terminal expenses include all expenditures up to a pre-fixed amount for transportation between the airport or another point of arrival or departure and the hotel or a n other place of dwelling, including the transfer of accompanied baggage and other incidental charges. No additional payments will be made. Therefore, you do not need to submit any bills/receipts.

Effective 1 June 2023, the applicable rates are as follows:

	New York	other duty stations
Staff member	\$104	\$63
Family members	\$35	\$21

## 10. *(Accompanied) baggage* (Staff Rule 7.12 and ST/AI/2016/4)

If you are travelling by plane on recruitment, you and each of your eligible family members will be entitled to payment of the cost of one excess baggage (one additional piece of luggage) up to 25 kilograms per traveler.

You may need to prepay charges related to the excess baggage directly with the airline and submit the receipts with your claim for reimbursement of expenses upon reporting. Please ensure that the excess baggage receipt states the amount you paid and mentions the purpose of the payment as you need the receipt for reimbursement.

## 11. *Settling-in Grant*

- i. If your recruitment involves travel (arranged by the UN), you will be entitled to a Settling-in grant upon arrival at the duty station. **Note that the Settling-in grant normally will be disbursed approximately 3-4 weeks after reporting.**
- ii. The purpose of the settling-in grant is to provide eligible staff members with a reasonable cash amount for relocation on initial appointment, assignment or transfer to a duty station for one year or more. It is compensation for costs incurred as a result of an appointment, assignment or transfer involving relocation, as well as any pre-departure expenses that the staff member may incur as a result.

The Settling-in grant consists of 2 portions:

### 1) Daily Subsistence Allowance (DSA) Portion

- Staff Members: 30 days x DSA applicable for the duty station
- For each family member joining at the duty station: 30 days x 50% of DSA

### 2) Lump-sum Portion (for Staff member only)

1 month of net base salary + Post Adjustment

### Examples (based on January 2024 rates):

New York P2/1 Single: DSA 500 x 30 = 15,000 + lump sum 7,578: Total: \$22,578

Geneva P2/1 with spouse and 1 child: DSA 435 x 60 = 26,100 + lump sum 7,569: Total: \$33,669

## 12. *Relocation grant/ Transportation of personal effects*

(Staff Rule 7.13 and ST-IC-2017-35)

### i. *Relocation grant*

If your recruitment involves travel (arranged by the UN) you will be entitled to 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 purpose of the relocation grant is to cover expenses related to your move.

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 joining at the duty station.**

ii *Shipment*

Alternatively, if you are being recruited with travel within the same country, the lump sum is not applicable. Instead, you may opt for shipment of personal effects. The shipment entitlement for JPOs is

- A maximum of 600 kg (or 132 cu. ft.) surface or 300 kg (or 66 cu. ft.) airfreight for yourself;
- A maximum of 250 kg (or 55 cu. ft.) surface or 125 kg (or 27.5 cu. ft.) airfreight for the first eligible family member;
- A maximum of 150 kg (or 33 cu. ft.) surface or 75 kg (or 26.5 cu. ft.) airfreight for each additional eligible family member.

These weights are gross and include the weight or volume of the packing but exclude crating and lift vans. Shipment should be made in one consignment unless warranted, in the opinion of the United Nations, by exceptional circumstances. You should note that some carriers charge by weight while others charge by volume. You must reimburse the United Nations for costs above the limits specified. Full conversion of the surface shipment entitlement to airfreight is authorized only for land-locked countries and other designated duty stations. The United Nations will defray or reimburse reasonable costs of packing, crating, and unpacking of surface shipment within the authorized limits. The United Nations will not bear costs for servicing of appliances, dismantling or erection of fixtures or costs of special packing or storage charges except that incidental to the shipment of the personal effects.

Storage, cartage or warehouse expenses incurred on unaccompanied baggage will be borne by you. You are therefore advised to time the arrival of your shipment of personal effects to reach your duty station after you have found suitable accommodation in order to avoid personal charges for storage and subsequent delivery to your residence from storage.

Insurance for shipments of personal effects (Staff Rule 7.16)

The United Nations assumes responsibility for freight charges for unaccompanied shipment of personal effects only up to the limits mentioned under paragraph 15. The United Nations will arrange for commercial insurance coverage up to the value of \$16 per kg. Such insurance coverage does not include articles of high value for which special premium rates are charged. The United Nations will not be responsible for the loss of or damage to unaccompanied baggage. Prior to the shipment, please submit to the JPO Programme, in the prescribed form, an inventory of all articles shipped, including all containers such as suitcases, as well as their contents and the replacement value in United States dollars of each article in the shipment. If no inventory is furnished, no insurance coverage will be provided.

*13. Claims for reimbursement of expenses*

- i. Upon arrival at the duty station and **no later than 2 weeks**, you should prepare your claims for reimbursement of expenses related to excess baggage. You may either process it directly online in UMOJA or submit them to the UN JPO Programme.

*14. Brief overview of selected steps involved in the recruitment process  
(duration on average 3 months from day of selection)*

Steps	Approximate time for process to be completed
Selection notification to candidate	
Confirmation of earliest availability/ deliberation on estimated start date and proposed place recruitment	within first week of notification
Submission of requested documents from candidate to UN JPO Programme (as outlined in section 3 of the selection letter) [3-5 weeks]	3-5 Weeks (requirement to provide certified/translated documents as applicable)
Medical clearance process [approx. 2 weeks]	Approximately 2 weeks, upon submission of Medical Report
Internal Human Resources clearance processed by UN JPO Programme	1 day
Financial clearance (Fund request to donor country and transfer of funds from donor to UN) [approx. 4-6 weeks]	Approximately 4-6 weeks depending on date of transfer of funds from donor side
Issuance of Offer of appointment upon receipt of financial clearance	Once required documents have been submitted by candidate and funds have been received from donor
Acceptance of Offer of appointment	Within 7 days of issuance
Visa process, if applicable involving the issuance of UN visa cable and application for a visa by the candidate (if applicable) [approx. 3-5 weeks]	Approximately 3-5 weeks
Travel arrangements made by UN for candidate (and eligible family members) [upon receipt of valid visa if applicable]	Upon receipt of valid visa, if applicable travel shall be <b>booked by the UN</b> (no self ticket) and normally at least 21 days prior to departure date
Security clearance (initiated by UN for candidate)	Initiated by UN for candidate
Arrival notification with details for the first day to the candidate.	
Issuance of Letter of appointment upon reporting for duty.	On the first day of reporting
Disbursement of Relocation grant and Settling-in Grant within the 1 <sup>st</sup> month of appointment.	Within the first month of appointment.

### **III. UPON APPOINTMENT- Tasks to be completed within the first three months**

#### *15. Umoja*

Umoja is an Enterprise Resource Planning (ERP) software, based on an SAP platform, which provides a harmonized and streamlined approach to core organizational functions including Finance, Human Resources, Workforce Management, Supply Chain/Procurement/Logistics Management, and Central Support Services.

JPOs are encouraged to familiarise themselves with the UMOJA Employee Self Service functionalities such as e.g. Time Management, Personal information, Benefits and Entitlements and Travel. Online tutorials and simulations are available for these purposes via: <https://www.unumoja.net/display/public/Umoja+Employee+Self-Service+Tutorials>

Once you have started your JPO appointment and have a valid UN email address, you will need to activate your Unite Identity and UMOJA Employee Self Service account. More information will be provided upon reporting for duty.

#### *16. Insurance enrolment upon recruitment*

##### **Medical insurance (Staff Rule 6.6)**

All JPOs have to participate in the Group Medical and Dental Insurance Scheme provided by the Organization. You will be able to enroll for health and life insurance online via UMOJA upon reporting. Enrolment needs to be completed from your end in UMOJA **within 30 days** of the start of the appointment.

Spouse and dependent children shall also be enrolled in a medical insurance plan. They may be enrolled in the same plan as the respective JPO, given that the enrolment is made within the first 30 days of the JPO's appointment, or, if there is a change of family status, within the first 30 days of the JPO's change of family status.

##### **Group Life Insurance (ST/AI/2002/6)**

All JPOs will participate in the standard group life insurance plan of the United Nations. The plan provides term insurance coverage only and has no cash value at the time of withdrawal. The costs for the group life insurance are fully covered by the respective donor Governments.

Enrolment in the plan is at no cost for JPOs who apply for life insurance coverage under the plan, on the appropriate form, within 60 days of signing the qualifying letter of appointment. They will be covered from the effective date of their appointment. The protection of the policy remains in effect for a period of one month following the date of separation.

- The plan makes no distinction between accidents attributable to service and those not attributable to service.
- Accident Insurance (Staff Rule 6.4). Compensation shall be awarded in the event of

death, injury or illness of JPOs 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.

More details on the UN insurance schemes can be found under <https://hr.un.org/page/health-insurance> and <http://www.un.org/insurance/> (for UNHQ and on Life insurance)

**Further guidance on the enrolment process for insurance will be provided upon reporting.**

### *18. Duty Station-specific Information: Other useful resources for newcomers:*

- New to the UN: <https://hr.un.org/page/new-un>

Duty station specific guides are available for selected duty stations and can be shared upon request. You may inquire with the UN JPO Programme or your respective future office.

- For all JPOs regardless of the duty station we can recommend the Facebook group "United Nations JPOs" <https://www.facebook.com/#!/groups/7004960268/>

- If you are based in New York and still looking for a place to stay or would like to network with other JPOs in New York we can suggest a Facebook-group set up by JPOs called "United Nations JPOs in New York":

<https://www.facebook.com/groups/40832040644/>[https://www.facebook.com/#!/groups/40832040644](https://www.facebook.com/#!/groups/40832040644/)

The United Nations does not provide any official advice or guidance on finding housing in your respective duty station. Regrettably, the UN JPO Programme cannot offer any direct support with finding accommodation.

However, for NY, many new JPO's use online platforms like StreetEasy (<http://streeteasy.com/>) or Zillow (<http://www.zillow.com/>) or any number of apps (<https://www.timeout.com/newyork/style-design/the-best-apartment-hunting-websites-and-apps>) as well as the internal UN Classifieds which you will have access to once you are situated in your office.

## **IV. DURING THE ASSIGNMENT**

### ***A. Salaries, Allowances, and Benefits***

JPO assignments are usually on P-2 level, step 1 and SARC assignment at P-3, step 1, unless a different approach has been agreed upon with the donor government. Please refer to Annex I for a general overview of UN salaries in the professional category (P). Please see below for an example of a monthly salary for a single JPO on P-2/1 stationed in New York. Your actual net salary will depend on the current rates for post adjustment, your marital status, duty station and insurance scheme, among other factors. Please note that the below example does not include rental subsidy.

Note that the UN salary is comprised of 2 elements: The net salary + post adjustment applicable for the duty station

Salary and Allowances		
Earnings & Deductions (Monthly)		Total
<b>Salary</b>		
Net Salary	4,198.08 USD	
Post Adjustment @ 80.50 %	3,379.46 USD	7,577.54 USD
<b>Allowances / Hardship classification: H1</b>		
Dependency Allowance	0.00 USD	
Spouse allowance (N/A)	0.00 USD	
Danger Pay	0.00 USD	
Hardship Allowance	0.00 USD	
Non-Family Service Allowance	0.00 USD	0.00 USD
Staff contribution to Pension Fund		-763.86 USD
<b>Insurance:</b>		
Life	0.00 USD	
Medical	322.05 USD	
Dental	21.22 USD	-343.26 USD
Government Grant		0.00 USD
Mobility Incentive		0.00 USD
Monthly salary		6,470.41 USD
Annual salary		77,644.96 USD

To review and estimated earning for your individual case, you may consult the following online UN salary estimation tool

<https://info.undp.org/gssu/onlinetools/SitePages/Home.aspx>

### 19. Staff assessment (Staff Regulation 3.3)

Your gross salary will be subject to United Nations Staff Assessment, which operates much like an Income tax with the whole amount of the tax being withheld at the source. Each monthly salary cheque is, therefore, a “net” figure.

### 20. Post adjustment (Staff Rule 3.6)

Post adjustment is a non-pensionable amount by which basic salaries are adjusted from one duty station to another in order to preserve equivalent standards of living at different locations. It is not subject to Staff Assessment. Post-adjustment is subject to change without notice. The amount payable to you under the current rate is specified in the offer of appointment.<sup>1</sup>

### 21. Rental subsidy (ST/AI/2018/3, ST/IC/2018/9)

<sup>1</sup> For more details into the exact amount of the post-adjustment rates at different duty stations, please refer to the website of the International Civil Service Commission at <http://icsc.un.org> .



- i. To ensure equity among staff members, a rental subsidy can be requested where staff members pay prevailing commercial rentals that are substantially above the average rental costs used in calculating the post adjustment index for the duty station. Once accommodation has been found at the duty station, it is the responsibility of the JPO to apply for the rental subsidy.
- ii. Where JPOs are provided with housing free of charge or at rents lower than the average rental costs used in calculating the post adjustment index for the duty station, a deduction will be made from their monthly salaries. No determination in this respect can be made until you have arrived at the duty station and have found accommodation. The local Human Resources Officer or the United Nations Resident Coordinator at the duty station will then provide full details.

Once JPOs have found an apartment at the duty station, they may be eligible to apply for a rental subsidy in UMOJA. To access general information/ rules and regulations on rental subsidy go to [https://hr.un.org/handbook/search?search\\_api\\_views\\_fulltext=rental+&=Apply](https://hr.un.org/handbook/search?search_api_views_fulltext=rental+&=Apply)

It is important to remember that the first 30 days of the JPOs' appointment are covered by the Settling-in grant, thus rental subsidy can only be paid following this period.

**To calculate an estimated rental subsidy amount based on an estimated rent JPOs may consult the following online rental subsidy estimation tool:**

<https://info.undp.org/gssu/onlinetools/RentalSubsidy/RentalSubsidy.aspx>

If you have questions regarding rental subsidy don't hesitate to contact our office.

## *22. Dependency benefits (ST/IC/2011/6, ST/IC/2011/6/Corr.1, ST/IC/2018/11, ST/IC/2018/11/Corr.1, ST/IC/2018/Corr.2, ST/AI/2018/6)*

Dependency allowances are paid monthly on the basis of recognition of dependency to United Nations definitions.

- i. For the purposes of the Staff Regulations and Staff Rules, a spouse can be considered a dependent if his/her annual gross earnings do not exceed the lowest entry salary level of the United Nations General Service gross salary system, i.e. the higher of either G-1 step 1 of the duty station of spouse employment OR G-2 step 1 of New York (in 2017 equivalent to USD 50,223 gross per annum). A staff member with a recognized dependent spouse will receive a spouse allowance of 6% of net base salary + post adjustment.
- ii. A "dependent child" is a staff member's natural child; a staff member's legally adopted child or a staff member's stepchild if residing with the child. A staff member with a dependent child will receive the child allowance (USD 2929 annual, amount varies slightly by duty station depending on currency). If the staff member or his/her spouse receives benefits under national laws, the dependency allowances for children are reduced proportionately in order to avoid duplication of benefits and to achieve equality among staff members.
- iii. A staff member who is a single parent can request the single parent allowance of 6% of net base salary + post adjustment instead of the child allowance.

Your request for dependency allowances must be made to the UN JPO Programme and through UMOJA if requested after joining. You should also attach the documentation necessary in support of your request, i.e. certificate of enrolment at an educational institution for children, evidence of financial support in the case of a secondary dependent, a statement of earnings if your spouse is employed, verified photocopies of birth certificates of yourself, spouse and dependent children as well as your marriage certificate or the equivalent. If birth certificates are not readily available, photocopies of the relevant pages of your passport and/or those of your dependents showing their dependency status and dates of birth must be submitted. Similarly, if you are unable to produce a marriage certificate, a properly executed affidavit signed by a magistrate or an official of equivalent rank from the country of your nationality or the country in which your marriage took place is required.

### 23. Hardship scheme (*Staff Rules 3.12 and 3.13*)

This scheme provides incentives for service at hardship duty stations, which are classified into two categories called H (Europe, North America, and United Nations Headquarters) and all other duty stations designated A, B, C, D, and E according to the degree of difficulty in conditions of life and work in the locality of assignment.



Depending on the duty station, the following entitlements may apply to JPOs:

- The Hardship allowance which is an incentive for service at field stations with various degrees of hardship.
- Non-family service allowance (for duty stations classified as “non-family duty station”)
- Danger pay (\$ 1,600/month prorated)
- Minimal Operational Residential Security Standards (MORSS)
- Rest and Recuperation cycle (R & R) (five days of leave with full pay granted + travel to closest R&R destination)

### 24. Education grant

*(Staff Rule 3.9 and Appendix B, ST/AI/2018/2, ST/AI/2018/1/Rev 1, ST/IC/2018/8, ST/IC/2018/7, Applicable to Fixed-Team Appointments, under certain conditions)*

#### i. Eligibility

JPOs shall be entitled to an education grant in respect of each child, provided that:

- The child is minimum 5 years of age or older.
- They are in intermediate-term or long-term status and reside and serve at a duty station, which is outside their home country:
- The child is in full-time attendance at a school, university, or similar formal educational institution.



iii. Amount of the grant

The amounts to which JPOs may be entitled under the grant vary from duty station to duty station.

### *25. Pension fund*

JPOs become participants in the United Nations Joint Staff Pension Fund upon appointment unless explicitly exempted from participation by their Governments in agreement with the United Nations. Staff members' contribution to the Pension Fund is deducted from their pay cheques at the rate of 7.9 percent of their pensionable remuneration. The Organisation contributes 15.8 percent. Participants who separate from the Organization after service of less than five years are reimbursed their contribution to the Fund with interest unless they are eligible for disability or other benefits.

#### **Voluntary contribution to the Office of Staff Legal Assistance (OSLA)**

In accordance with General Assembly resolution 68/254, a voluntary supplemental funding mechanism to finance additional resources for the Office of Staff Legal Assistance has been implemented effective 01/01/2014. The voluntary contribution is affected automatically through a monthly payroll deduction of 0.05 percent of net base salary (excluding post adjustment and other allowances) from each staff member, unless the staff member expressly opts out of the mechanism. For JPOs the average amount of automatic deduction is 2 USD per month unless a request to opt out has been submitted. In case you wish to opt out of the scheme, please fill out/sign the appropriate form and return to DESA.

### **B. Leave**

#### *26. Official holidays*

Normally, for each duty station, there are about 10 days of official holidays, which are not counted as part of the staff members' annual leave. The timing of these official holidays varies according to the particular duty station: See [iseek](#) for more details

[UN Official Holidays \(by duty station\) | iSeek](#)

#### *27. Annual Leave (Staff Rule 5.3, ST/AI/2013/1 and ST/AI/2010/4/REV.1)*

- i. Entitlement to annual leave accrues at the rate of 2.5 days per month (30 working days per annum or continuous service) while in full-pay status. Official holidays shall be excluded for the purpose of computing annual leave.
- ii. Leave of JPOs should be scheduled in consultation with the supervisor. Annual leave may be taken in units of days or half-days, subject to the exigencies of service.
- iii. All absences need to be recorded by the JPO in UMOJA on a monthly basis.
- iv. It is a donor requirement that Annual Leave balances of JPOs be exhausted to the extent possible before the expiration of the JPO appointment.

### *28. Home Leave (Staff Rule 5.4)*

- v. JPOs and their eligible family members are entitled to home leave once AFTER completion of two years of qualifying service provided that their contract is extended for the third year, and provided that they have a valid contract for at least 6 months upon the return from home leave. At hardship duty stations, JPOs may be entitled to home leave every 12 months, provided that their contract is extended for a subsequent year, and provided that they have a continuous contract for at least 6 months upon the return from home leave. Staff members and their eligible family members traveling on home leave will be required to spend a reasonable period of time (no less than 7 days, exclusive of travel time) in the place of home leave. The Organization may cover the full economy class fare ticket for a round trip between the duty station and the JPO's recognized home, up to 25 kg of accompanied extra baggage plus 50 kg of unaccompanied luggage, and a daily subsistence allowance for up to two rest stopovers depending on the length of the travel. Or else, the staff member may choose a lump-sum payment of 70% of the least restrictive economy airfare ticket, and make his or her own travel arrangements. All relevant requests for home leave must be submitted via UMOJA for approval to the UN JPO Programme at least one month before the anticipated departure.

### *29. Sick leave (Staff Rule 6.2)*

- i. All absences due to illness or public health requirements should be submitted via UMOJA to the UN JPO Programme. In cases where the absence lasts three or more consecutive working days, a certificate from a recognized medical practitioner shall support it. The certificate shall indicate the nature of the illness or injury and shall state that the JPO was unable to perform their duties during the period.
  - ii. Sick leave may be refused if not justified, and in such cases, the period shall be deducted from annual leave or charged as special leave without pay. While on sick leave, you should not leave the area of the duty station without prior approval of the JPOs Programme. Entitlement to sick leave shall lapse on separation from service.

### *30. Parental leave (Staff Rule 6.3 and ST/AI/2023/2)*

- i. JPOs (irrespective of legal status as married, widowed, legally separated, divorced or single) who become parents by giving birth shall be granted 16 weeks of parental leave with full pay, as well as an additional 10 weeks of combined prenatal and postnatal leave with full pay, bringing the total duration of their parental leave to 26 weeks to be taken within 1 year of the child's birth. Normally, the leave shall commence no earlier than 2 weeks prior to the anticipated date of birth, upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth.
- ii. JPOs who become parents without giving birth shall be granted 16 weeks of parental leave with full pay. JPOs who adopt a child shall be granted 16 weeks of parental leave with full pay under this section subject to the following additional conditions:
  - a. The child is legally adopted or, in the case of customary or de facto adoption, may be recognized as a dependant of the staff member under the applicable Staff Regulations

- and Rules of the United Nations;
- b. Parental leave shall not be granted when the child is a stepchild of the staff member, or when the child has previously been living with the staff member for an extended period;
- c. Normally, the adopted child must be under the age of 18 years

For further details, you can consult the recently published ST/AI2023/2.

### **C. UN Learning and Development**

The Office of Human Resources (OHRM) of the United Nations manages the Organization’s learning and development programmes for staff at all levels and across duty stations. Programmes are aimed at developing core values, competencies and managerial competencies and promoting a shared organizational culture and values. <https://hr.un.org/page/your-learning>

The United Nations also offer regular and accelerated free language courses in the six official languages of the United Nations (in person at selected duty stations and blended learning/webinar for remote learning).

Please remember to arrange the terms of any training with your supervisor.

### **D. Official Travel & Training**

The JPO’s Annual Duty-related Travel and Training Allowance (DTTA), a “training budget” generously provided by sponsoring governments for the position, is available for JPOs to use for work-related learning activities, such as participation in training, seminars, workshops, round-table discussions at national, regional, sub-regional and/or international level, etc. Requests for official travel and training activities should be submitted to the UN JPO Programme through the supervisors at least three weeks in advance. The use of the funds are subject to the approval from DESA. The amount of the DTTA varies according to the policies of the donor governments. During the JPO time, unspent funds can be carried over to the following JPO contract year. All travel, no matter the length of the journey, will be in economy class with no exceptions. Training activities with the DTTA must be undertaken and completed 3 months prior to the end of the JPO’s contract in the final year.

**Duty-related Training and Travel Allocation (DTTA) - Reference Table**

<b>Travel/Training funds in US \$</b>					
<b>Donor</b>	<b>Field</b>	<b>HQ</b>	<b>Donor</b>	<b>Field</b>	<b>HQ</b>
<b>Australia</b>	4,000	4,000	<b>Kuwait</b>	4,000	4,000
<b>Austria</b>	3,000	3,000	<b>Luxembourg</b>	3,000	3,000
<b>Bahrain</b>	3,000	3,000	<b>Morocco</b>	4,000	4,000
<b>Belgium</b>	3,000	3,000	<b>Netherlands</b>	4,000	4,000
<b>China</b>	4,000	4,000	<b>Norway</b>	4,000	4,000
<b>Denmark</b>	4,000	4,000	<b>Poland</b>	4,000	4,000
<b>Estonia</b>	4,000	4,000	<b>Qatar</b>	4,000	4,000
<b>Finland</b>	4,000	4,000	<b>Russia</b>	5,000	5,000
<b>France</b>	3,000	3,000	<b>Saudi Arabia</b>	4,000	4,000
<b>Germany</b>	4,000	4,000	<b>Singapore</b>	4,000	4,000

<b>Hungary</b>	3,000	3,000	<b>Spain</b>	4,000	4,000
<b>Iceland</b>	4,000	4,000	<b>Sweden</b>	4,000	4,000
<b>Italy</b>	3,000	3,000	<b>Switzerland</b>	5,000	5,000
<b>Japan</b>	3,000	3,000	<b>United Arab Emirates</b>	4,000	4,000
<b>Kazakhstan</b>	4,000	4,000	<b>United Kingdom</b>	5,000	5,000
<b>Korea</b>	5,000	5,000	<b>United States</b>	3,000	3,000

## ***E. Supervision***

### ***31. The start of the assignment***

At the beginning of the assignment, the JPOs should have a dialogue with their supervisor about the terms of reference and what the supervisor/the office is expecting from the JPO. As the TORs may have been drafted several months ago, some adjustments to the job description may be needed. Within the first 3-4 weeks, a common understanding and interpretation of the actual tasks should be reached. An agenda for the first three months should be established, which should allow the JPO to settle down at his/her duty station.

### ***32. Establishment of binding work plan for the first year***

It is considered useful to have a first general assessment of the assignment approximately two to three months after the entry on duty. By then, the JPO is able to contribute to the preparation of a realistic work plan for the rest of the first year of the assignment. The work plan must be finalized before the end of the third month of service. This is also the right moment to approach your supervisor if you feel revisions of the terms of reference are necessary, in order to make better use of your specific competencies and qualifications and set realistic goals.

### ***33. Evaluation and work plan for the second year***

Before the first year is completed, an evaluation of the JPO's performance has to be prepared, and the work plan for the second year has to be established. This opportunity should be taken to discuss with your supervisor the work progress during the past year. Again, the new work plan should mention clearly the learning elements for the JPO. This exercise is to be repeated for each extension a JPO is eligible for and the office is willing to request. The submission of the evaluation and the work plan for the subsequent year is a condition for any contract renewal.

## ***F. Appointment extension procedure***

JPOs are on one-year fixed-term contracts which are normally renewed for a second year (2 years being the usual length of JPO assignments). A few donors sponsor assignments of up to 3 or 4 years. Any extension of appointment is subject to yearly review concerning priorities, availability of funds, and satisfactory performance. The extension process is initiated by DESA approx. 2-3 months prior to the end of contract

In order for us to liaise with the donor country in this regard we need:

- A request for extension from your office (provided by us)

- Proof of completion of mandatory online training + up to date leave records in UMOJA
- Finalised E-Performance of the last cycle and work plan for the next period

## **V. POST-ASSIGNMENT PROCEDURES**

### ***A. End of assignment***

#### *34. Final date of your appointment*

Your appointment will expire on the date specified in your Letter of Appointment, and if applicable your return travel and shipment to your place of repatriation will be authorized. Your travel will be arranged by you via UMOJA and will be approved by our office.

#### *35. Last day for pay purposes (Staff Rule 9.13)*

When JPOs are separated from service, the close of business day on which entitlement to salary, allowances, and benefits shall cease shall be the date specified in the Letter of Appointment.

### ***B. Formalities to be completed at the end of the assignment***

#### *36. Final pay and allowances*

- i. In case of a field assignment, the payment of your last month's salary and the final settlement of all expenses, including the repatriation grant, cannot be made until the United Nations has received the following from the UN Resident Coordinator or competent Personnel Office at your duty station:

- a completed final clearance certificate
- an account of any United Nations property in your custody

And the following from you:

- your United Nations Laissez-Passer
- a claim for reimbursement of travel expenses (excess baggage) for the return travel to your home country or country of established residence

- ii. In case of an assignment at Headquarters, the payment of your last month's salary and the final settlement of all expenses cannot be made until the United Nations has received the following from you:

- completed final clearance certificate
- the leave report for your last month of service
- your United Nations Laissez-Passer
- information about your travel dates
- exit-interview questionnaire

- iii. The final payment of your salary and allowances will be made in a single currency of your choice.

## VI. ANNEX I United Nations Salary Scale

Salary Scale for the Professional and higher Categories showing annual gross salaries and net equivalents after application of staff assessments (in United States Dollars) <sup>2</sup>  
*Effective since 1<sup>st</sup> January 2023*

**Salary scale for the Professional and higher categories:**  
 Annual gross salaries and net equivalents after application of staff assessment  
 in US dollars - effective 1 January 2023

Level		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	
USG	Gross	252,632												
	Net	155,637												
ASG	Gross	193,680												
	Net	142,633												
D-2	Gross	154,212	157,747	161,282	164,820	168,359	171,899	175,429	178,960	182,503	186,036			
	Net	117,280	118,613	121,346	124,281	126,617	128,391	131,283	133,019	135,022	138,260			
D-1	Gross	137,899	140,817	143,750	146,688	149,599	152,583	155,758	158,889	161,999	165,162	168,206	171,368	174,418
	Net	936,923	108,072	110,125	112,178	114,219	116,271	118,321	120,367	122,419	124,467	126,516	128,563	130,614
P-6	Gross	118,991	121,399	123,886	126,373	128,966	131,563	133,847	136,336	138,827	141,316	143,809	146,294	148,796
	Net	92,731	94,475	96,230	97,981	99,706	101,447	103,193	104,935	106,679	108,421	110,166	111,906	113,653
P-5	Gross	97,139	98,353	99,571	100,791	102,007	103,219	104,427	105,631	106,831	108,027	109,219	110,406	111,589
	Net	77,326	79,000	80,691	82,373	84,055	85,737	87,422	89,104	90,786	92,468	94,152	95,836	97,513
P-4	Gross	79,784	81,813	83,863	85,968	87,961	90,008	92,067	94,108	96,155	98,203	100,279	102,321	104,327
	Net	64,121	65,678	67,238	68,791	70,350	71,906	73,463	75,022	76,579	78,134	79,690	81,251	82,809
P-3	Gross	61,680	63,512	65,343	67,175	69,011	70,846	72,686	74,507	76,341	78,172	80,005	81,842	83,673
	Net	50,377	51,769	53,161	54,553	55,946	57,342	58,737	60,126	61,519	62,911	64,304	65,700	67,091
P-2	Gross	47,475	48,896	50,349	51,865	53,409	54,917	56,470	58,028	59,682	61,230	62,793	64,347	65,904
	Net	39,491	40,984	41,795	42,948	44,120	45,313	46,493	47,677	48,888	50,042	51,223	52,454	53,662

For salary and benefit estimate calculations, you may also visit the following link:  
<https://info.undp.org/gssu/onlinetools/SitePages/Home.aspx>

**WELCOME TO THE JPO PROGRAMME!**

<sup>2</sup> For detailed information and information on post adjustment per duty station, please visit <http://icsc.un.org/rootindex.asp>