

Temporary Appointments at United Nations Secretariat at a glance - A Handout for JPOs

What is a Temporary Appointment?

- Temporary appointments are used to fill positions a period of **less than 1 year** to meet seasonal or peak workloads and specific short-term requirements.
- A Temporary Appointment shall normally not exceed 364 calendar days. However, temporary appointments may on an exceptional basis be extended beyond one year but may not exceed a total period of **24 months minus 2 days (2 x 364 days)**.
- Temporary assignments/appointments are governed by ST/AI/2010/4/Rev.2 [Administration of temporary appointments]. As per section 5.1 of above ST/AI, staff who hold a fixed-term appointment may apply for temporary positions no more than one level above their current grade.
- Please note that JPOs are considered external candidates¹, and as such, when selected for a temporary position, you will need to be separated first before being re-appointed. If selected for a temporary appointment you may submit your resignation to the JPO Programme. Following the separation, you will need to have a break in service of **at least 31 days** before you can be re-appointed on a temporary appointment.² (Receiving offices may request a shortened break in service of usually minimum 7 days on exceptional basis via their respective department's Executive Office)
- A staff member **holding a temporary appointment level may not apply** for or be reappointed to **his/her current position within 6 months** of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The selection of staff appointed on a temporary appointment does not require a review by a Central Review Body (CRB), therefore staff members holding a temporary appointment are considered **external candidates** when applying for Inspira job openings.

Where to find Temporary Job Openings (TJOs):

- Vacancies for temporary positions are advertised as Temporary Job Openings (TJOs)
- TJOs in the UN Secretariat are advertised in Inspira / on the UN Careers website.
- Subject to the funding source of the position, the TJO may be limited to **candidates based at the duty station or to internal candidates** (*JPOs are regarded as external candidates*).

¹ The expression "internal candidate" refers to staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15

² See section 3.10 in ST/AI/2013/1 and section 5.2 in ST/AI/2010/REV.1: *Upon separation from service, including, but not limited to, expiration or termination of, or resignation from, a fixed-term, continuing or permanent appointment, a former staff member will be ineligible for re-employment on the basis of a temporary appointment for a period of 31 days following the separation*

- Most TJOs will only be posted for a short period (e.g two weeks). Since the VAs are constantly changing, **we recommend interested JPOs check the vacancies in Inspira/ and on the local intranet regularly on their own initiative.**

What to **KEEP IN MIND** when selected for a temporary appointment following the JPO-term:

- The **mandatory separation** and **break in service of 31 days** prior to being re-appointed. If your JPO appointment expires, we separate you at the expiration date and you can be reappointed following the break in service. Should you be selected for a TJO in the course of your JPO term, you may submit your resignation to our office in order to start the break in service. The regular notice period for a resignation is 1 month – however, we may also accept resignations at a shorter notice upon selection for a TJO to allow starting the required break in service without delay. Feel free to consult with our office for further guidance.
- **Health insurance**: Should you be separated during the month; the coverage of the UN’s health insurance will still be valid until the end of the month. Costs for health insurance for the following month during the break in service need to be borne individually. You can opt to remain in the UN’s health insurance scheme on your own expenses for the break in service and would have to contact your insurance provider for this purpose. Once you start your temporary appointment you will be enrolled in the regular UN insurance scheme again. For temporary appointments of less than 3 months you will be eligible to enrol in the UN short-term medical insurance plan on an individual basis.
- **Pension Fund**: Participation in the Pension Fund during break in service is put on hold. When re-appointed on a temporary appointment for a min. of 6 months you will resume participation in the UN Pension Fund (or start participation when previously not enrolled). Staff members appointed for shorter periods become participants on completion of six months service.
- When you take on a temporary appointment following the JPO term, as you will need to separate and be reappointed, you will not be able to carry over your **annual leave balance**. Note that once reappointed on a temporary appointment, annual leave accrues at the rate of one and a half days per month (or 18 working days per year).
- **Visa**: Clarify the legal status at your duty station during the break in service. When in New York, following the separation, JPOs do not need to surrender the G4 visa for the break in service if for max 31 days as US immigration grants a one-month grace period.
- There are a few **differences** in terms of **benefits and entitlements** between being on a fixed-term appointment and being on a temporary appointment, for details see the following table.
- **If you have any questions or concerns regarding the selection for a temporary appointment, feel free to reach out to our team for clarification/guidance.**

Differences in benefits & entitlements: fixed term appointment vs temporary appointment

Entitlement/Benefit	Fixed Term	Temporary
Base Salary	YES	YES
Annual Within Grade Increment	YES	YES (If extension for a second year)
Post Adjustment	YES	YES
Rental Subsidy/Deduction	YES	YES
Dependency Benefits including Adjusted Dependency Allowance	YES	YES
Education Grant/Special Education Grant	YES	NO
Mobility Allowance	YES (not as JPO)	NO
Hardship Allowance	YES (at designated Locations)	YES (at designated Locations)
Non-family service allowance	YES (at non-family duty stations)	YES (at non-family duty stations)
Danger Pay	YES (at designated locations)	YES (at designated locations)
Pension Participation	YES (according to UNJSPF rules) <i>For JPO, only if applicable</i>	YES (according to UNJSPF rules, upon service of six months or more)
Sick Leave	YES	YES (at the rate of 2 working days per month)
Uncertified Sick Leave	YES 7 days per leave cycle (from April to March)	YES up to 7 days per leave cycle (from April to March) not to exceed the maximum amount of sick leave credit entitled
Health Insurance	YES	YES (Staff member and their eligible dependents only if service is for 3 months or more.)
Malicious Acts Insurance	YES	YES
Life Insurance	YES (premium paid in full by staff member) <i>For JPOs, at no cost, premium paid in full by donor</i>	YES when holding appointment of 6 months or more (premium paid in full by staff member)
After-Service Health Insurance (credit towards)	YES	NO
Annual Leave	YES (2.5 days accrued per month)	YES (1.5 days accrued per month)

Commutation of Annual Leave	YES (up to 60 days)	YES (up to 18 days)
Parental leave and family leave	YES	YES 16 weeks of parental leave with full pay if they have completed six months of continuous service and are expected to continue in service for at least three months upon return from parental leave
Special Leave	YES at discretion of the S-G	YES exceptionally and at discretion of the S-G
Home Leave Travel and Family Visit Travel	YES	NO
Rest and Recuperation	YES (at designated locations)	YES (at designated locations)
Medical Evacuation Travel	YES	YES (for staff member only, as the family is not installed)
Travel Upon Appointment, Assignment, Transfer	YES	YES (for staff member only, as the family is not installed)
Travel Upon Separation	YES	YES (for staff member only, as the family is not installed)
Travel Days Gross Salary/ Staff Assessment	YES	YES (for staff member only, as the family is not installed)
Full-Removal (Payment of removal costs) upon Appointment, Assignment or Transfer	YES if staff member is expected to serve at the new duty station for a period of two years or longer, and he/she does not opt for non-removal option	NO

Full-Removal (Payment of removal costs) upon Separation	<p style="text-align: center;">YES</p> <p>if staff member had an appointment for a period of two years or longer or had completed not less than two years of continuous service, and he/she had been granted removal to the duty station or being repatriated to the place of home leave If full-removal option is selected, no entitlement for unaccompanied shipment/relocation grant.</p>	NO
<p>Unaccompanied Shipment/Relocation grant Upon Assignment, Transfer</p>	<p style="text-align: center;">YES</p> <p>For appointment or assignment for one year or longer 1,000 kg (+ 500 kg for first eligible family member and 300 kg for each additional eligible family member) or relocation grant of US\$13,000 (single rate) or US\$18,000 (family rate) <i>For JPOs unaccompanied shipment is authorized up to 600 kilograms 250 kilograms for the accompanying primary dependent, and 150 kilograms for each accompanying dependent child, or JPOs may opt for the relocation grant, which for JPOs is US\$7,800 (single rate) or US\$10,800 (family rate)</i></p>	<p style="text-align: center;">YES</p> <p>100 kg or US \$1,500.</p>
<p>Unaccompanied Shipment/Relocation grant Upon Separation</p>	<p style="text-align: center;">YES</p> <p>For appointment or assignment for one year or longer 1,000 kg (+ 500 kg for first eligible family member and 300 kg for each additional eligible family member) or relocation grant of US\$13,000 (single rate) or US\$18,000 (family rate) <i>For JPOs unaccompanied shipment is authorized up to 600 kilograms 250 kilograms for the accompanying primary dependent, and 150 kilograms for each accompanying dependent child, or JPOs may opt for the relocation grant, which for JPOs is US\$7,800 (single rate) or US\$10,800 (dependency rate)</i></p>	<p style="text-align: center;">YES</p> <p>100 kg or US\$1,500</p>

Excess Baggage	YES for staff members and their eligible family members traveled by the Organization: one bag in addition to the free baggage allowance or up to 23 kg per traveler	YES only for staff members- one bag in addition to their free baggage allowance or up to 23 kg.
Settling-In Grant (formerly Assignment grant)	YES	YES (DSA portion only, and for staff member only, as the family is not installed, Rule 7.14)
Repatriation Grant	YES (upon completion of 5 years)	No
Termination Indemnity	YES	YES
Death Benefit	YES	YES
Appendix D (caused as a result of official duty)	YES	YES
Special Post Allowance (SPA)	YES	NO
Residential Security Allowance	YES when applicable	YES when applicable