



## Secretariat

22 July 2024

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### Administrative instruction

#### Staff selection system

The annex regarding “Procedures for classification and reclassification of posts” is amended as follows.

1. A new section 5.2 is inserted as follows:
  - 5.2 The Human Resources Officer shall send the request for classification or reclassification to “OneHR” as soon as possible, which shall include:
    - (a) A complete and up-to-date job description of the post in question, using standardized job descriptions, where applicable;
    - (b) An up-to-date organizational chart showing the placement of the post in question and of other posts that may be affected by the classification or reclassification requested;
    - (c) A valid and available post number confirming the existence of a post approved at the appropriate level in the budget, unless the request is submitted for advice prior to a budget submission.
2. Existing section 5.2 is renumbered as section 5.3.
3. A new section 6.1 is inserted as follows:
  - 6.1. Classification decisions shall become effective as of the first of the month following receipt of a classification request fulfilling the conditions of section 5.2 above. When a classification request is submitted for advice prior to a budgetary submission, the classification shall become effective once the reclassification has been approved in the budget.
4. Existing sections 6.1, 6.2 and 6.3 are renumbered as sections 6.2, 6.3 and 6.4.
5. Section 6.4 (b) is replaced by the following text:
  - (b) After the recruitment process, if the incumbent satisfactorily meets all qualifying requirements, the incumbent shall be selected and accorded the new grade of the post;
6. The present amendment shall take effect on the date of its issuance.

(Signed) Michael W. Lodge  
Secretary-General

