

**GENERAL INFORMATION ON CONDITIONS OF SERVICE APPLICABLE  
TO TEMPORARY APPOINTMENTS  
IN THE PROFESSIONAL AND HIGHER CATEGORIES<sup>1</sup>**

Salary and allowances

1. Salary: Your gross base salary will be subject to United Nations staff assessment which is much like an income tax. The staff assessment is computed at a single and dependency rate. Deduction is made at the dependency rate for a staff member with a dependent spouse or a dependent child, and at the single rate for a staff member without such dependants. Whether or not your spouse or child is accorded dependent status will be determined by the United Nations definition of dependency (see paras. 8 and 9 below). It should be noted that the entire staff assessment is withheld at the source. If in addition to staff assessment your United Nations emoluments are legally subject to a national income tax by the country of your nationality or residence, the United Nations will generally refund such income tax actually due on your United Nations emoluments.
2. In addition to base salary, a staff member in the Professional and higher categories assigned to a duty station for less than one year may be paid, post adjustment, assignment grant and where appropriate, rental subsidy.
3. Post adjustment: Post adjustment is a non-pensionable amount which is added to the base salary in order to maintain equivalent standards of living at different locations. It is paid at a single or dependency rate, and is not subject to staff assessment. As the amount can vary from month to month, the post adjustment mentioned is the one applicable at the duty station during the month in which the offer is made.
4. Assignment grant: The purpose of an assignment grant is to compensate for the initial extraordinary expenses of moving to a new location, as well as the pre-departure expenses associated with relocation. It consists of only thirty days' daily subsistence allowance (DSA) at the applicable rate, payable on arrival at the duty station, to assist you in meeting the costs of installation.
5. Rental subsidy: The purpose of the rental subsidy scheme is to ensure a greater degree of equity and to alleviate hardships for staff members whose rented accommodations are of

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<sup>1</sup> This document is intended solely for the general guidance and information of prospective staff members. The UN Staff Regulations and Rules and related administrative issuances, which are available to all staff members, constitute the authoritative texts establishing the rights and obligations of UN staff members, and no further or different expectancies should be inferred. The entitlements and rates mentioned in this document, as well as in the offer of appointment and the annexes thereto, are subject to the UN Staff Regulations and the Staff Rules and may be changed by decision of the General Assembly or under the authority of the Secretary-General.

reasonable standard but cost significantly more than the average for the duty station. Under the scheme, the Organization will reimburse a certain percentage of your rent in excess of a threshold amount. The Organization has determined reasonable maximum rent levels for eligible duty stations, and that portion of rent which exceeds the reasonable maximum levels is the staff member's own responsibility.

6. The rental subsidy is not payable during the first 30 days after arrival at the duty station, as you will be receiving a daily subsistence allowance; the total subsidy will not exceed 40 per cent of the actual rent, i.e., you will always be responsible for at least 60 per cent of your rent. For more detailed information see administrative instruction ST/AI/2000/16 and ST/AI/2004/4 and information circulars ST/IC/2000/90, ST/IC/2000/90/Corr.1, ST/IC/2000/90/Add.1, ST/IC/2000/90/Amend.1 and ST/IC/2011/15.

**For Nairobi only:** Internationally recruited staff members are entitled to a residential security allowance to cover the cost of hiring residential security services. The allowance includes Kshs. 70,440.00 to subsidize the cost of one day and two night guards and Kshs. 6,495.00 to for rent of security alarms equipment and back-up alarm services contracted from one of three designated security companies. Staff members are also entitled to claim reimbursement for security improvements at their residences, which must be approved by the UNON Security Service

7. Hardship Allowance: Payment of the hardship allowance will be authorized for the duration of the assignment if the assignment is to a hardship category B, C, D or E duty station. No hardship allowance is payable at a category H or A duty station.

8. Staff members are prohibited from accepting any honour, decoration, favour, gift or remuneration, including housing assistance, from any Government.

9. Dependency benefits: The United Nations determines dependency status based on its own internal guidelines. A staff member with a dependent spouse or child receives a base salary and post adjustment at the "dependent rate". A dependent spouse is one whose occupational earnings, if any, do not exceed the lowest entry level of the General Service gross salary scales at the base of the salary system (New York) on 1 January of the year concerned, which was \$40,809 per annum on 1 March 2011. A dependent child must be under the age of 18 years or, if the child is in full-time attendance at a school or university, under the age of 21.

10. For other recognized dependants, dependency allowances are paid at the following rates:

For each dependent child other than the  
first dependent child of a staff member  
without a dependent spouse \* . . . . . \$2,929 net per annum

Where there is no dependent spouse;  
for one secondary dependant, i.e.,  
dependent parent, brother or sister . . . . \$1025 net per annum

**(\* No allowance is payable for the first dependent child of a staff member without a dependent spouse, as such staff member is entitled to receive base salary and post adjustment at the "dependent rate").**

Dependency allowance in the case of a disabled child may be double the amount of the regular allowance for a dependent child. A disabled child is one who is determined to be physically or mentally disabled either permanently or for a period expected to be of a long duration. Please refer to administrative instruction ST/AI/2011/5. If the staff member or his or her spouse receives similar benefits under national laws, the dependency allowances for children are reduced proportionally in order to avoid duplication of benefits and to achieve equality among staff members. For further details, you may refer to administrative instruction ST/AI/2011/5.

### Pension Fund

11. Staff members holding appointments for six months or longer become participants in the United Nations Joint Staff Pension Fund on appointment. Staff members appointed for shorter periods become participants on completion of six months service without an interruption of more than 30 days. Service prior to the commencement of participation performed with the United Nations or with any other member organization of the Pension Fund may be made pensionable under certain conditions, within the time limit of one year after commencement of participation. Contributions to the Pension Fund are deducted from the pay cheques of participants at the rate of 7.90 per cent of their pensionable remuneration. The Organization contributes twice the rate applicable to participants. Pensionable remuneration is defined in the Regulations of the Fund.

12. The Fund provides disability, retirement and survivors' benefits as well as lump sum withdrawal settlements. The conditions for entitlement to a benefit, as well as the determination of the amount of the benefit, are governed by the Regulations of the Fund. Elements for such determination are the length of contributory service, the amount of the final average remuneration (based on the best 36 months of pensionable remuneration during the last five years of contributory service), the applicable rate of benefit accumulation per year of contributory service and the age on separation. Survivors' benefits are paid to spouses and children who fall within the definitions outlined in the Regulations. All benefits paid periodically are adjusted for cost-of-living changes in accordance with the provisions of the Fund's Pension Adjustment System.

13. Participants who leave the Organization after service of less than five years are reimbursed their contributions to the Fund with interest, unless they are eligible for a disability benefit. Staff members may elect to maintain continuity of their pension rights if they come from, enter or return to the service of any of the international organizations or governments with which the Fund has concluded a transfer agreement. There is no reimbursement of taxes paid on periodic benefits. Staff members appointed after 1979 are not entitled to reimbursement of income tax paid on lump sums received from the Pension Fund.

14. The Secretary of the United Nations Staff Pension Committee should be contacted directly for further information regarding any matter affecting participation in the Pension Fund and the obligations and entitlements deriving therefrom during such participation and upon separation.

## Leave

15. Annual leave: Annual leave accrues at the rate of one and one half days per month, or 18 working days per year.

16. Home Leave Travel and Family Visit Travel: In duty stations of one year home leave cycle (hardship category A-E), subject to applicable conditions under Staff Rules, the organization may pay the travel expenses of a staff member for home leave travel, from the duty station to the place of home leave in the staff member's country of nationality, or for family visit travel, from the duty station to the place of recruitment, place of home leave or the previous duty station for the purpose of visiting his or her eligible family members in accordance with the Staff Rules. Certain conditions apply with regard to the timing of the travel. Except for travel time, the leave taken during this period is deducted from accrued annual leave.

17. Sick leave: A staff member holding an appointment for less than one year shall be granted sick leave credit at the rate of two working days per month of contractual service.

## United States Social Security

18. Citizens of the United States of America who are employed by the United Nations and serve in the United States are covered by United States social security. They must pay social security tax at the self-employed rate. The General Assembly has approved payment of the difference between the amount of self employment (social security) tax staff members of US nationality are required to pay as United Nations employees and the amount they would have to pay as employees of a taxable employer in the United States. The United Nations will normally reimburse one half of the self-employment tax due on the United Nations taxable earnings as calculated on IRS Schedule E.

## Medical examination

19. All appointments to the United Nations of six months or more are subject to satisfactory medical clearance. If you have not already done so, please arrange to be examined by a physician named in the Medical and Travel Instructions. This must be done as soon as possible as we cannot complete your appointment and arrange for your travel until we have received a satisfactory report from our Medical Director. If the physician named is not available, or if no one has been designated, please go to the nearest well-established local hospital preferably one connected with a Medical School and with X-ray facilities.

You may find a list of United Nations designated physicians in or near your location from the website: [http://157.150.196.86/webpgdept124\\_5.asp?dept=124](http://157.150.196.86/webpgdept124_5.asp?dept=124)

20. Examining physicians should use the MS.2 medical examination form available through the link provided on the cover email. As soon as they have the results of the chest X-ray and the necessary laboratory tests, they should mail the full report to:

Dr. Ling Kituyi, Chief  
UN Joint Medical Service  
UNON, P O Box 67578  
Nairobi 00200  
KENYA

Please note that no chest X-ray film should be forwarded to the UNJMS, however, a detailed report from the radiologist should be submitted with the rest of the report. An electrocardiogram is required if you are 40 years and older or if otherwise indicated by the physician. Liver function tests should only be done if indicated by the physician. To expedite the medical clearance, a faxed copy of the full medical examination report may also be sent to (+254-20) 762 2582 or sent as an email attachment to: [medical@unon.org](mailto:medical@unon.org), for the attention of Dr. Ling Kituyi. However, please note that such copy does not replace the original medical examination report.

21. The United Nations will reimburse you for the cost of this pre-placement examination, consisting of the required laboratory tests, namely: Urinalysis, Hemoglobin, Hematocrit, Blood Sedimentation Rate, Blood Sugar, Cholesterol, Creatinine, Uric Acid or BUN, Triglycerides and STS, the X-ray and Electrocardiogram (if required). It is expected that the cost of pre-placement medical examinations will be consistent with the prevailing medical fees of the country concerned. The United Nations will not be responsible for fees for medical procedures which are not required by this pre-placement examination and will not on any account be responsible for fees exceeding the equivalent of US\$450 for the U.S. and Japan, US\$400 for Europe and the European Union, and \$350 for all other regions. You are requested to pay the examining physician, obtain a receipt of the bill and submit the original receipt to us for reimbursement.

22. When the Medical Director has reported that you have satisfactorily met our medical standards, we shall notify you and confirm our offer of appointment.

#### Immunizations

23. For information concerning any required/recommended immunizations and required malaria chemoprophylaxis for international travel, please contact the United Nations Joint Medical Service in Nairobi at email: [clinical\\_staff@unon.org](mailto:clinical_staff@unon.org) or any Medical Service of the U.N. Agencies, Public Health Service in your country, an international airline office or an affiliate travel agent could also provide such necessary information.

#### Medical and dental insurance

24. You may enroll within the established time limit in the medical and dental insurance plans offered at the duty station for yourself and dependants if service is for 3 months or more, provided you meet the eligibility requirements. To enroll, please complete the on-line insurance application available through the link provided on the cover email and submit it to your Human Resources Officer/Assistant when you report on duty. On enrollment, you may choose to commence the coverage on the first of the following month or on the effective date of your appointment. When official travel is involved, the appointment takes effect from the date in which you entered into official travel status to assume your duties. If you do not enroll in a

health plan, you will have to await the next annual enrolment campaign.

#### Group Life Insurance Plan

25. If your appointment is for six months or longer, you have the option of participating in the United Nations Group Life Insurance Plan. This Plan provides life insurance benefits as well as accidental death and dismemberment benefits. Further guidance will be provided upon assumption of duty.

#### Personal documents

26. The United Nations require certain official documentation from persons newly reporting for duty. A birth certificate or passport is required to confirm your date of birth. If you are married, you must show a copy of your marriage certificate, and the birth certificates of your spouse and children, in order to establish your entitlement to dependency allowances and benefits. You will also have to provide evidence of your nationality in the form of a valid passport and present your original academic certificates to your Human Resources Assistant for verification, when you report on duty.

#### Previous employment

27. As soon as the provisional offer of appointment has been confirmed by the United Nations, you should proceed with any necessary arrangements for leaving your present employer.

#### Visa

To facilitate travel formalities, you are advised to secure, prior to your departure, an entry visa for the duty station, if required.

#### USA Visa (as may be applicable)

28. In order to enter the United States of America to take up your appointment with the United Nations, you will need to be in possession of an international organization (G-4) visa stamped in your passport. On this basis a G-4 non-immigrant visa status will be conferred upon you at the time of your arrival in the United States by a United States Immigration Officer. Acceptance of this G-4 non-immigrant status in the United States, which is provided specifically for staff members of international organizations, is an integral part of your acceptance of this offer of appointment. If you have some other kind of United States entry visa, you will be required to obtain an international organization G-4 entry visa before you travel to the United States to take up your new duties at the United Nations. Please note that this offer of appointment cannot be formalized unless the granting or conversion to a G-4 visa status has taken place. If you are already in the United States, the United Nations will request the United States authorities, prior to the commencement of your employment, to change your current U.S. visa status to a G-4 visa status provided you had maintained up to the time you assume your duties at Headquarters a lawful visa status which may also allow its conversion to the G-4 category visa status. The

United Nations will not be responsible for restoring your former United States visa status or obtaining any other United States visa status upon expiration of your appointment.

29. You should inform the HR Service, Office of Human Resources Management at Headquarters of the exact address of the United States consular office where you will apply for the G-4 entry visa. When we have this information, the United Nations will request the issuance of a United States G-4 entry visa from the consular office indicated by you. Please note that you should contact the consular office first to check whether the official cabled request from the United Nations for your G-4 entry visa has been received before going in person to obtain the visa which will be given on your national passport. Upon arrival in the United States, an Arrival/Departure Record known as Form I-94 is issued by the United States Immigration Officer and the notation G-4 D/S (Duration of Status) is normally inscribed to signify that a G-4 visa status has been granted to you for the duration of your employment with the United Nations. You must notify our office of the date of your arrival and that of your eligible dependants in order that a "reported date" can be established with the host country authorities. Without this date subsequent renewals of G-4 entry visas through the United States Department of State in Washington, D.C. are not possible. Under United States regulations, a staff member's spouse and dependent children on G-4 visa status must qualify and secure permission from the United States Government to work in the United States as an employee or in self employment.

#### Travel entitlements

30. The United Nations will pay for the travel expenses of bringing you to the duty station and back. It will **not** pay for the travel of your spouse or dependent children.

#### Travel arrangements

31. As soon as the provisional offer of appointment has been confirmed by the Organization, we will authorize your travel. The UNON Travel Unit will contact you to arrange your itinerary and issue tickets. The travel agency office cannot act before it receives a Travel Authorization (Form PT.8) and all information required from the United Nations. You should **not** purchase your own tickets unless requested to do so by the United Nations due to exceptional circumstances.

32. In addition to the cost of tickets, you may also be entitled to a fixed amount of terminal expenses for such incidental expenditures incurred during travel as taxi fares, bus fares, portage, and the like. Please retain your air ticket stubs and all other transport receipts incurred during travel which must be submitted with your request for reimbursement. Your request for reimbursement should be submitted through your Human Resources Officer/Assistant on a claim form (F.10) after your arrival at the duty station.

#### 33. Security Clearance

For some duty stations, security clearance is required before travel is authorized. Once you advise HRMS of your travel dates to the duty station, security clearance will be arranged from the United Nations Security Coordinator.

#### 34. United Nations Laissez-Passer

If your service is for six months or longer, you will be issued with a United Nations Laissez- Passer in order to facilitate any official travel during your appointment. You will be guided on the application process when you arrive at the duty station.

#### Route, mode and standard of transportation

35. The route, mode and standard of transportation are established and approved in advance by the United Nations. As a rule, the normal route for your travel shall be the most direct and economical route. Your entitlements are set out in administrative instruction ST/AI/2006/4. If you travel by the approved direct route and mode under arrangements which are less expensive than the approved entitlement, the United Nations will only pay the actual cost incurred.

36. If you wish to deviate from the approved route, you must inform us and obtain approval before beginning the travel. Please note that if you travel by an indirect route, your entitlement in terms of time and cost will not exceed that which you would be entitled to if you were travelling by the route and mode established by the Organization. You must pay any extra cost for deviation to the travel agency contracted UNON before receiving your tickets.

37. When your final arrangements have been made to travel to your duty station, please let your Human Resources Officer/Assistant know the date and time, flight number and name of carrier on which you will arrive.

#### Entry of baggage, personal effects and household goods into the United States

38. Staff members should acquaint themselves with import procedures as well as with possible customs restrictions or limitations through the relevant embassy or consulate in the country of departure.

#### Accompanied baggage

39. The United Nations does not provide insurance coverage but, if accompanied baggage is lost during recruitment travel, the Organization may consider appropriate compensation within the prescribed limits for the loss incurred. In the event of loss or damage to your baggage, you must ensure that all claims have been duly filed at the airport with the airline concerned. You must request copies of these claims for your record.

#### Accompanied excess baggage

40. Under United Nations rules, United Nations travellers are entitled to the **payment of the cost of accompanied excess baggage for yourself. The entitlement is for one bag in addition to the free baggage allowance or up to 25 kilograms. Charges for excess baggage beyond these limits will not be reimbursable.** You should obtain detailed receipts showing the weight **and** number and size of pieces of the excess baggage and the rate you should obtain detailed receipts showing the weight or number and size of pieces of the excess baggage and the rate



charged for any payments you make. The Organization will reimburse you up to the amount of your entitlement.

#### Unaccompanied shipment

41. You will be entitled to ship to the duty station personal effects and household goods in a single unaccompanied shipment by land or sea up to a maximum net weight (including packing but excluding crating) of 100 kg (220 pounds) or net volume of 0.62 cubic meters (22 cubic feet). Personal effects and household goods shall mean the effects and goods normally required for personal or household use, excluding animals and power-assisted vehicles. The effects being transported must be intended for your own use. Flammable or hazardous materials will not be shipped at the expense of the Organization or be included in any shipment which it has arranged. It should be noted that wildlife species of fauna or flora or products of such species, that are considered threatened or endangered by the Convention on International Trade in Endangered Species (CITES), are prohibited or restricted for trade between countries that have signed the convention.

42. When surface shipment is the most economical means of transport, your unaccompanied baggage may be converted to air freight on the basis of one half the weight or volume of the authorized surface shipment. Conversion to air freight on the basis of the full weight or volume may exceptionally be authorized when there is an extraordinary risk to, or loss of, the shipment in transit or when the normal shipping time would exceed three months.

The entitlement to an unaccompanied shipment has been established on a net weight or volume basis. Should the crating exceed one third of the gross, the difference will be considered as part of the net shipment. If the net exceeds the entitlement, you will be charged for the excess or reimbursed only up to your entitlement. In the event that you require assistance in arranging your shipment, please contact Travel, Shipping and Visa Unit at [tsvu-hr@unon.org](mailto:tsvu-hr@unon.org) or call (+254-20) 762 3156. If you are authorized to arrange your own shipment, you should obtain a bill of lading or an air waybill, a receipt from the carrier which shows the gross and net weight and volume, and rates and charges in order to claim reimbursement of expenditure.

#### Relocation Grant

43. The relocation grant option (RLG) is open to all internationally-recruited staff members who are eligible for the unaccompanied shipment of personal effects. The RLG option applies to movements involving a change in country upon initial appointment, reassignment/transfer and separation from service. For appointments or assignments of less than one year but more than six months, there is **only** one rate of US\$1,200. When the RLG option is selected, the staff member is responsible for making all arrangements concerning the movement of his/her personal effects and household goods, and to deal directly with the packers/transporters/storage companies of their choice.

### Insurance for shipment

44. Insurance coverage will be provided by the Organization up to the value of US\$1,600 for your authorized unaccompanied shipment (paras.39 to 41). In order to obtain this coverage, you are required to submit a complete itemized valued inventory, using Form PT.78, which is available on the link provided, by airmail to the address provided on the form **prior** to the date of shipment. The form may also be submitted by email to [tsvu-hr@unon.org](mailto:tsvu-hr@unon.org).

You should give in the inventory the replacement value of each article including containers (trunks, suitcases, etc.) in United States dollars. If the total dollar value of the inventory exceeds the entitlement, you will be charged the extra premium costs since insurance coverage is provided at United Nations expense only up to the amount of the entitlement stipulated above. Inventories must be signed by the staff member certifying the amount of insurance coverage requested. The rates per US\$100 value for unaccompanied baggage are US\$1.158 by steamer, US\$0.684 by air, rail or truck.

45. If you prefer to make your own insurance arrangements, you may receive reimbursement from the United Nations within the limits of your entitlement upon submission of invoice receipts for premium payments together with the itemized valued inventory. The premium reimbursement will not exceed the amount that the United Nations would have paid to obtain insurance coverage at the rate of the total valuation of your itemized valued inventory and the premium rates. In these cases, the United Nations will not render any assistance in the settlement of claims for loss or damage.

### Change of Residential Status

46. Please note that entitlement to certain allowances outlined above may cease if a staff member changes his/her residential status, as per the requirements of the Staff Rules which provide that: "A staff member who has changed his or her residential status in such way that he or she may, in the opinion of the Secretary-General, be deemed to be a permanent resident of any country other than that of his or her nationality may lose entitlement to non-resident's allowance, home leave, education grant, repatriation grant and payment of travel expenses upon separation for the staff member and his or her spouse and dependent children and removal of household effects, based upon place of home leave, if the Secretary-General considers that the continuation of such entitlement would be contrary to the purpose for which the allowance or benefit was created.

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