Insert date

TO: Ms. Lisa Lange
Management Specialist, MCT/OHR/BMS

FROM: HR Business Partners

SUBJECT: Classification of Posts

1. We would like to kindly request the classification of the following post(s):

<table>
<thead>
<tr>
<th>Post No.</th>
<th>Occupational Title</th>
<th>Current Grade</th>
<th>Proposed Grade</th>
</tr>
</thead>
</table>

2. Background

(Briefly describe the organizational change(s) that created the need for a new or revised post; examples might include new priorities in the UNDP programme, reorganization/change in office structure, downsizing, etc.)

3. Justification (For reclassification of existing post)

Please identify new major activities now performed, or previous activities no longer carried out or the enhancement (or decrease) of activities previously performed. There is no need to repeat the list of duties from the old and the new job description. You may also include information about changes in the country context and the work environment that have led to the revised responsibilities of the post.

4. Attachments

☐ Job Description
☐ Organization Chart (clearly identifying submitted post)
☐ Previous Organization Chart (if request is based on reorganization)
☐ Budget Authorization

Cleared by: , Human Resources Advisor
Executive Officer