**UNDP Guidelines on Strategic Placements**

**Introduction**

The purpose of these guidelines is to set out the documents and procedures for strategic placements and to outline the roles and responsibilities concerning their administration. Strategic placements are permitted under paragraphs 90 to 93 of UNDP’s recruitment and selection policy.

A strategic placement is used to exceptionally fill a post outside of the recruitment and selection policy and is subject to approval of either the Administrator or Associate Administrator, depending on the grade level of the position.

It is important that all strategic placement requests be properly documented to ensure that the final approval authority can take a decision having full knowledge of the file. This information includes:

1. Post number – new or existing – to ensure that a post exists;
2. TOR/JD – to ensure that the post and candidate experience are aligned;
3. CV/P11 – of the candidate to be selected; and
4. Written justification - outlining why the use of strategic placement is required.

**Process**

| **Ref** | **Action** | **Responsibility** |
| --- | --- | --- |
| 1. | Obtain post number | Hiring Manager / Office |
| 2. | Draft and share TORs for the position and obtain classification for the position | Hiring Manager / Office |
| 3. | Obtain updated CV or P11 | Hiring Manager / Office |
| 4. | Provide written justification on reasons why the strategic placement is required. | Hiring Manager / Office |
| 5. | Advise and guide hiring manager on the process and submit to next level authority | OHR Business partner |
| 6. | Review and endorse request | Director, OHR |
| 7. | Review and endorse request | Director, BMS |
| 8. | Approve request | Associate Administrator - if D1/P6 graded positions and below  Administrator - if D2/P7 graded position and above |