**Rank-in-Post[[1]](#footnote-1)**

1. Rank-in-post is a system by which staff are graded and paid for their expected contribution.

2. Rank-in-post replaces the previous promotion policy which was based on personal promotion or “rank-in-person”.

3. Rank-in-post is established to assist UNDP in attracting and retaining the best possible workforce in a constantly changing development environment. It also allows UNDP to align its human resources management more closely to United Nations common system partners thereby achieving greater harmonization, particularly in the context of inter-agency mobility.

4. Rank-in-post means that a serving staff member[[2]](#footnote-2) who is competitively selected for a post classified and budgeted at a higher level, for an expected period of one year or longer, is automatically promoted to that higher level immediately upon assumption of the higher level duties. There are no qualifying periods and no seniority requirements and no promotion bodies to recommend approval. Only candidates meeting the pre-defined requirements for a post as per the job description can be selected.

5. Rank-in-post is based on standardized classification of jobs and transparent recruitment and selection processes, with oversight exercised by the relevant Compliance Review Bodies i.e. Compliance Review Board (CRB) or Compliance Review Panel (CRP) (see paragraph 2.9 below). Hiring units will be responsible for strictly complying with the corporate procedures on classification, recruitment, reassignment and selection, to ensure that only candidates with “the highest standards of efficiency, competence and integrity” as required by the Charter of the United Nations and who possess the right skills, experience and competencies required for the properly classified and budgeted posts are selected.

6. Rank-in-post relies on a transparent and rigorous selection process. As such, it is expected that all recruitments and selections will strictly follow established rules and procedures as outlined in the [UNDP Recruitment and Selection Framework](https://popp.undp.org/node/11426).

**Scope of Application**

7. The Rank-in-post policy applies to the following post levels: General Service (GS/ICS 1–7), National Officers (NOA-D/ICS 8-11), Professional (P 1-6/ICS 8–13) and Director level 1 (D1/ICS 13). Rank-in-post applies equally to UNDP staff holding Permanent Appointments (PA), Continuing Appointments (CA) and Fixed-Term Appointments (FTA) for service with UNDP.

8. Rank-in-post does not apply to:

1. P7/D2 (ICS-14)level posts: promotion to P7/D2-level posts remains, as always, the prerogative of the Administrator; the P7/D2 promotions are based on recommendations from the Senior CRG and dependent on budgetary parameters and on approved numbers of P7/D2 positions within the Biennial Support Budget (BSB) as reviewed by the Advisory Committee on Administrative and Budgetary Question (ACABQ) and decided upon by the Executive Board (EB);
2. Posts under the Candidate Pools i.e. RR/DRR selections which are subject to EG Review and the Administrator’s approval
3. posts established for Temporary Appointments (TA): TA are established for activities of limited duration at a given classified level and TA holders will keep the level of the post for the duration of the activities for which they have been appointed; a TA holder needs to be competitively selected to get a TA post of a higher level in accordance with the rules and conditions outlined in the UNDP TA Guidelines or to get an FTA post;

c) UNDP staff members holding higher level posts in another organization, agency, fund or programme, through an inter-agency mobility movement, like a loan, a secondment, an exchange, a Non Reimbursable Loan, a mission assignment to DPKO, etc.; upon their return to UNDP they will revert to the grade they had before leaving UNDP irrespective of the grade they had in the other organization, agency, fund or programme, unless they are competitively selected to a higher level post with UNDP;

d) Staff administered by UNDP and those holding UNDP letters of appointment for service limited to another organization, agency, fund or programme. However, rank-in-post may apply to such staff if it is explicitly requested by their parent, organization, agency, fund or programme;

e) Junior Professional Officers: their placement to UNDP posts are governed by the terms and agreements reached between UNDP and their sponsoring countries; and

f) Non-staff categories, i.e. Service Contracts (SC), Individual contractors (IC), UN Volunteers (UNV), etc.

**Determining level**

9. Rank-in-post is based on a rigorous selection process where only qualified candidates are selected [link to Recruitment and Selection Framework]. Therefore, Rank-in-post means that staff are appointed at the budgeted and classified level of the post for which they have been competitively selected upon assumption of their new functions irrespective of their previous personal level.

**Consistency between the level of the post, the qualifications of the selected candidate and the level of appointment**

10. It has become occasional practice to recruit an individual who does not meet all the requirements for a post in the expectation that he/she will eventually develop the necessary competencies or acquire the minimum qualifications for the post. As a result, hiring units have at times placed the selected candidate to a lower level than the post as classified and advertised. This practice is to be discontinued. Rank-in-post requires consistency between the level of the classified post, the qualifications of the selected candidate to that post and the grade to which he/she is placed. This is essential in order for UNDP to maintain corporate standards across its entire workforce for establishing consistent grade levels for comparable contributions. Therefore, in the event that a fully qualified candidate cannot be found following a competitive selection process, either the hiring unit re-advertises the post with the view of getting additional applications, or has the job description revised and reclassified at a lower grade and proceeds with a new advertisement and selection process.

**Determining salary**

11. In accordance with Staff Rule 3.4 (b) a staff member selected to a higher level position “shall be placed at the lowest step of the level to which he/she has been promoted that provides an increase in net base salary equal to at least the amount that would have resulted from the granting of two steps at the lower level.”

**Changing categories**

12. The following will apply when setting steps for staff appointed to different categories:

1. All (PA, CA, FTA and TA) locally recruited staff members in country offices who are competitively selected and appointed to a different category (G to P and NO to P) will be given the level of the post for which they have been competitively selected, applying the same criteria established in Staff Rule 3.4 (b).
2. All staff on a Professional level post who are competitively selected for a Director level post will have their step set according to Staff Rule 3.4 (b).
3. GS staff in Headquarters offices who are selected to a higher level position in the P category (G to P) will have their step set according to Staff Rule 3.4.

13. Administratively, all PAs, CAs and FTAs selected for higher level FTA posts will retain their original Entry on Duty date (EOD) and will carry over any remaining leave balances. Pension Fund participation will be considered as continuous. Moreover, when an appointment to a different category results in a reduction of pensionable remuneration (PR) according to the established salary scale, an adjustment will be made to ensure the staff member’s actual PR remains unreduced. Staff will not retain a lien to their previous post when competitively selected for and undertake another post at a different category.

**Post reclassifications**

14. All posts reclassified must be advertised for competitive selection. The reason for reclassifying a position is dependent on requirements of the functions, and not about the incumbent. A job is designed based on complexity and the business needs of a unit and is classified in accordance with the ICSC job classification standards.

15. All classification requests must include a detailed justification and contextual information, including the budget, information pertaining to the approved numbers of positions; of the new business needs of the unit, as well as both the old and the new job description and an updated, detailed, organizational chart showing the affected post(s) in question and other posts impacted by the proposed action.

16. Post levels have budgetary implications and must be managed consistently across the Organization. Consequently, revised business processes have been put in place to strengthen the [job classification](https://popp.undp.org/node/10991) system in UNDP. The **budget clearance,** along with position management (in terms of approved numbers), is a pre-requisite of any (re)classification request. Furthermore, the relevant units involved in centralized or decentralized classifications (OHR, OFM, Executive Office, Headquarters Bureaux or Offices, Country Offices) will be accountable for consistently and transparently applying standardized classification criteria.

17. If the reclassification takes place in the context of change management (re-organization or re-alignment), please contact your corresponding Business Partner. If the reclassification is not related to a change management exercise but concerns an individual post or a few individual posts the following applies:

1. Upon receipt of the budget clearance and reclassification decision, the hiring unit is required to advertise the position without delay with the view of completing the recruitment process within three months.
2. As good HR practice, hiring units are encouraged to seek the reclassification of an individual post when the post is vacated or about to be vacated.
3. However, if the post which has been reclassified is occupied by a FTA, CA or PA staff member and is advertised, the incumbent will be invited to apply for the reclassified post, his/her application will receive priority consideration and if he/she is found suitable, he/she may be selected for the post irrespective of his/her ranking in the selection process.
4. If the incumbent is not selected for the reclassified post, the hiring unit will be required to provide to the CRB/CRP substantiated reasons for not considering him/her suitable for the post, and the procedures related to abolition of post will apply.
5. Reclassifications more than one level upward or downward will have to be confirmed and approved by the OHR Classification Unit. An upward reclassification of more than one level represents, essentially, a new job requiring an appropriate selection process for which many incumbents may not realistically be eligible. This would then constitute an abolition of post and a new post creation. Similarly, when a post is downgraded more than one level, the same principles apply.

**Special Post Allowance**

18. A staff member (other than a TA) who is temporarily (i.e. for a period not exceeding one year) assigned to a higher level post, or is temporarily required to perform higher level functions while remaining on his/her current post may be granted a non-pensionable Special Post Allowance (SPA) after completion of 3 months of continuous service at the higher level functions, subject to confirmation in writing by the supervisor that the staff member is indeed performing at the higher level.

19. The reason for the three-month grace period is that, from time to time and as part of their normal duties, staff may be expected to temporarily assume higher level functions (during periods of absence, for instance).

20. However, (i) when a staff member is temporarily assigned to a post more than one level above their personal grade or to a different category or (ii) when the temporary assignment is in a D or E hardship category, SPA may be granted by the supervisor with immediate effect and will not have to wait three months provided that the supervisor confirms that the staff member is performing all the responsibilities attached to the higher position.

21. When staff are assigned temporarily to a job more than one grade above, and in particular to a job at a higher category, an SPA may be approved only by the relevant Bureau Director. SPAs should only be approved when the staff member performs and is accountable for the full range of responsibilities of the higher level post.

**Temporary grades**

22. Temporary grades within UNDP are abolished. However, UNDP staff members holding temporary grades as the result of an inter-agency movement to another organization, agency, fund or programme, will keep that temporary grade in that other organization, agency, fund or programme. Upon their return to UNDP they will revert to the grade held in UNDP prior to their departure on interagency movement, unless they are competitively selected to a higher level position with UNDP.

**Appointment to a lower level post**

23. When a staff member by his/her own choice applies for a lower level post than the post he/she is currently encumbering, he/she will be appointed at the level of the post to which he/she is selected.

24. However, the staff member will retain his/her personal grade for three months when (i) in the context of a realignment or abolishment of post or if unassigned he/she had no other choice than to apply for a lower level post to retain employment with the organization, or (ii) his/her profile is considered of critical value to meet an organizational need in a lower level post.

**Compliance Review Body (CRB) and Compliance Review Panel (CRP)[[3]](#footnote-3)**

25. Under Rank-in-Post policy, promotion to a higher level post and selection to a post of the same grade level (lateral move) are based on UNDPs recruitment and selection policies. The CRB/CRP checks the compliance of the selection process with the applicable Staff Rules, the UNDP Recruitment and Selection Framework and related policies.

26. When a recommended selection entails a promotion of more than one grade level (e.g. G4 to G6, or NOA to NOC, or P3 to P5, or P4 to D1/P6) the review will be broader and will consider, *inter alia*, whether other qualified staff one grade below were given due consideration. In a Rank-in-post environment, such cases are expected to be rare and exceptional.

**Recourse**

27. Since, under Rank-in-post, there is no promotion decision, only a selection decision, there is no longer any provision for promotion recourse.

**‘One-Up’ promotions**

28. In order to meet strategic objectives and operational needs, ‘one-up’ promotions for senior and middle manager level international posts may be granted on an exceptional and discretionary basis by the Administrator/Associate Administrator, based on substantiated recommendations from the CRG/Senior CRG. Personal promotions will not exceed budgetary parameters as set out in the Biennial Support Budget as reviewed by the ACABQ and decided upon by the Executive Board and five percent of the total number of established/budgeted posts in the relevant grade.

**Retaining Personal Grades**

29. Staff who, as the result of the previous Rank-in-person promotion policy, encumber lower level posts than their personal grade on 1st July 2008 will retain their personal grade. OHR/BMS will review their individual situations on a case-by-case basis.

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. Replacing the Appointment and Promotion Board or Panel [↑](#footnote-ref-3)