



United Nations  
Educational, Scientific and  
Cultural Organization

MEMO

The Deputy Director-General

06 AUG 2018

To: Assistant Directors-General  
Directors of Bureaux, Offices and Divisions at Headquarters  
Directors and Heads of Established Offices away from Headquarters  
Directors of Category I Institutes

Ref.: HRM/DIR/2018/52

**Subject: Reclassification of occupied posts**

Please be advised that pending the review of the classification policy and processes, pursuant to the External Auditor's recommendations, all requests for the reclassification of occupied posts shall be put on hold. This also includes those reclassification requests, which have been submitted to HRM and for which no desk audits have, as yet, been conducted.

The staff associations have been consulted prior to the issuance of this directive.

Please note that the review of the classification policy will be carried out by HRM by April 2019. Statutory consultations with the Advisory Council on Personnel Policies and the staff associations will be undertaken as per due process. However, the provisions entailing the amendment of the Staff Regulations will be promulgated only following the approval by the General Conference in November 2019.

I thank you in advance for informing your respective managers and staff members of this decision accordingly.

I am confident that I can count on your support in ensuring that staff members under your supervision are assigned duties and responsibilities that are commensurate with the level of the posts they encumber. Should you require any guidance or advice in this respect, please do not hesitate to contact the Director and/or Ms Otilia Gisca, Bureau of Human Resources Management [h.kwon@unesco.org and/or o.gisca@unesco.org].

The Directors of Institutes have the authority to take decisions on the classification of Institute posts, based on the approval by the HRM Classification Officer or, for posts at P5 and above level, by DIR/HRM, and on the subsequent promotion of staff, up to the level of their respective delegated authority. I strongly encourage the Directors of Institutes to consult their respective Sector ADG before submitting to HRM any requests for the reclassification of occupied posts.

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Deputy Director-General