

**COLLECTIVE AGREEMENT ON A
PROCEDURE FOR RECRUITMENT AND
SELECTION**

between
the International Labour Office
(hereinafter referred to as "the Office")
and the ILO Staff Union (hereinafter
referred to as "the Union")

WHEREAS the Office and the Union signed on 13 March 2014 a Collective Agreement on a procedure for recruitment and selection;

WHEREAS the Parties agreed in 2023 within the frame of the Joint Negotiating Committee to conclude negotiations during 2024 in respect of three key areas: enhanced staff mobility; further alignment of the terms and conditions of employment of staff employed using extra-budgetary funds with those of their colleagues employed using regular budget funds; and accompanying changes to the ILO contract framework;

WHEREAS the Parties recognize that Recruitment and Selection is key in achieving the above stated objectives;

WHEREAS the Parties recognize the need to urgently revise some aspects of the recruitment and selection procedures in the Office, and;

NOTING that further amendments may be deemed necessary consequent to further negotiated changes;

WHEREAS article 3 of the 2014 Agreement provides that no terms of the Agreement or its Annex shall be suspended, modified or otherwise amended except by means of a written agreement signed by the Parties;

THEREFORE, the Parties have agreed to revise the 2014 Collective Agreement and its Annex on a procedure for recruitment and selection as follows:

Two handwritten signatures in blue ink are located at the bottom right of the page. The first signature is a stylized, cursive mark, and the second is a more fluid, sweeping signature.

Article 1

The purpose of this Agreement is to adopt a comprehensive procedure for recruitment and selection, based on principles of transparency, due process, fairness and equity, having regard to the Office's need to ensure the highest standards of competence, efficiency and integrity, and of relevant international law, including international labour standards and other ILO instruments, and aiming at ensuring timeliness, efficiency and objectivity. The procedure is contained in the Annex, which is an integral part of this Agreement.

This procedure has been developed in the context of a mobility and career development approach applying throughout the ILO as a means to promote greater motivation and job satisfaction of its staff, and to match abilities and aspirations of all staff members with the workforce needs of the Office. Career counselling and coaching of all ILO officials will be pursued as an essential part of the recruitment and selection process.

Article 2

Competition in accordance with this Agreement shall be the normal method of filling vacancies in the General Service, National Professional Officer and Professional categories Office-wide.

The Parties have agreed that officials may apply in a competition as an internal candidate only after the successful completion of their probationary period, or the completion of five years of continuous service where the official concerned has not been subject to probation.

The Parties recognize the value of provision of information to officials and their encouragement to present their candidatures for positions in the Director category.

The Parties agree to continue negotiations to review the ILO's Mobility Policy [Office Directive IGDS Number 413 (version 3), dated 8 December 2017] and the introduction of other supportive measures as might be required.

The Parties further agree to negotiate means to facilitate re-assignment of development cooperation staff upon the expiration of their contract.

With the aim of ensuring greater consistency across regions in the recruitment and selection of staff not covered by Annex I of the Staff Regulations, the parties commit



to establish jointly agreed procedures where they do not already exist.

The Parties agree to review the manner in which prior service is taken into account in the administration of benefits and entitlements under the Staff Regulations, and to reflect the agreed provisions in an IGDS on continuity of service.

Measures shall be further agreed and implemented to enable the broadest possible degree of diversity amongst the staff of the ILO.

In the interest of transparency, the Human Resources Development Department will make information on all staff movements available as they occur, in a timely and accessible manner.

Article 3

This Agreement shall be implemented by means of the agreed amendments to the Staff Regulations appended to it in accordance with Article 8, paragraph 4 of the Recognition and Procedural Agreement, as amended on 6 November 2003. The Office shall submit to the Governing Body these proposed amendments to the Staff Regulations necessary to give effect to this Agreement.

This agreement replaces the Agreement on a procedure for recruitment and selection of 13 March 2014.

This Agreement shall come into operation on 1 April 2024. The current arrangements will be maintained for the filling of vacancies advertised on or before 31 March 2024.

The progress achieved in reaching the agreed objectives as set out in this Agreement shall be reviewed and assessed by the Parties two years after its coming into force.

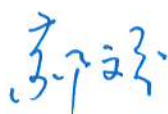
No terms of this Agreement or its annex shall be suspended, modified or otherwise amended except by means of a written agreement signed by the Parties. Either Party may terminate this agreement by giving six months' notice in writing to the other Party.

In the event of a difference of opinion in the interpretation or application of this agreement, the matter shall be submitted to the Review Panel, as per Article 7 of the Recognition and Procedural Agreement signed between the Parties on 27 March 2000.



A copy of this Agreement shall be posted on the HRD website.

Signed in Geneva, this 23 February 2024, in two copies, in the English language, by the representatives of the Parties duly authorized to that effect.



For the Administration: Hao Bin



For the ILO Staff Union: Séverine Deboos

▶ ANNEX - AMENDMENTS TO THE STAFF REGULATIONS

Article 4.2

Filling of vacancies

- (a) (i) The paramount consideration in the filling of any vacancy shall be the necessity to obtain a staff of the highest standards of competence, efficiency and integrity. Due regard shall be paid to the importance of maintaining a staff selected on a wide geographical basis, recognizing also the need to take into account considerations of gender and age.
- (ii) Every official shall be required to possess a fully satisfactory knowledge of one of the working languages of the Organization.
- (iii) Officials in the Professional category and officials in the Director and Principal Officer category shall be required to possess a degree awarded by a recognized university, or its equivalent in experience.
- (iv) In the filling of any vacancy, service in the Office, including service in the field where relevant, shall be taken into account.
- (v) Without prejudice to the foregoing, officials shall be selected without discrimination on the basis of age, race, gender, religion, colour, national extraction, social origin, marital status, pregnancy, family responsibilities, sexual orientation, disability, union membership or political conviction.
- (b) Appointments to vacancies of Deputy Director-General, Assistant Director-General and Treasurer and Financial Comptroller shall be made by the Director-General after consultation with the Officers of the Governing Body.
- (c) The Director-General may designate a ~~Principal~~ Deputy Director-General, in which event such designation shall be made after consultation with the Officers of the Governing Body and with the agreement of the Governing Body.
- (d) Vacancies in the Director and Principal Officer category shall be filled by the Director-General by transfer in the same grade, promotion or appointment. Such promotions or appointments, other than to vacancies in technical cooperation projects, shall be reported to the Governing Body with a short statement of the qualifications of the persons so promoted or appointed. The position of Chief Internal Auditor shall be filled by the Director-General after consultation with the Governing Body.
- (e) Transfer in the same grade, promotion or appointment by direct selection by the Director-General shall be the normal method of filling vacancies:
- (i) of Chiefs of Branch and Directors of offices in the field;
 - (ii) in technical development cooperation projects;
 - (iii) in the Office of the Director-General;
 - (iv) of principal secretary to a the Deputy Director-General and Assistant Director-Generals;



- ~~of a purely temporary nature, up to two years, of a specialist nature, not expected to lead to a career in the ILO, any extension beyond two years being subject to article 4.2(f).~~

(v) of a purely temporary and specialist nature not expected to lead to a career in the ILO. Such appointments shall be limited to a maximum period of two years except in the following cases:

- Transfer in the same grade, promotion or appointment may be extended to a total maximum period of four years if it is made to fill an existing position within the Office which is temporarily vacated due to the incumbent being (a) on extended sick leave, including in the case of a disability benefit awarded under the Regulations of the United Nations Joint Staff Pension Fund in respect of an incapacity that is not deemed to be permanent; or (b) on special leave, including during an inter-agency mobility assignment; or (c) assigned to a time-bound development cooperation project or other time-bound activity within the ILO. Any subsequent extension of the assignment to the vacancy shall be subject to article 4.2(f).
- Transfer in the same grade, promotion or appointment shall not normally be extended beyond 12 months where it is made to temporarily fill vacant or newly created positions established by the budget of the Organization pending a competitive recruitment process in accordance with article 4.2(f).

The Director-General may in such cases, at his or her discretion and after consulting the Recruitment, Assignment and Mobility Committee mentioned in article 10.6, decide on the use of one or other of the methods of filling vacancies referred to in article 4.2(f).

- (f) The methods to be employed to fill vacancies in the General Service, National Professional Officer and Professional categories shall comprise transfer in the same grade, promotion or appointment, normally by competition in accordance with the procedure set out in Annex I or, in the case of local staff in external offices, other existing mechanisms. New mechanisms or changes to existing mechanisms for recruitment and selection of local staff in external offices shall be endorsed by the Joint Negotiating Committee. However, promotion or appointment without competition may be employed only in:

- (i) filling vacancies requiring specialized qualifications;
- (ii) filling vacancies caused by upgrading of a job by one grade or in the case of a job upgraded from the General Service to the National Professional Officers category or to the Professional category or in the case of a job upgraded from the National Professional Officers to the Professional category by one grade or more;
- (iii) filling vacancies in urgency;
- (iv) filling other vacancies where it is impossible to satisfy the provisions of article 4.2(a) above by the employment of any other method.

The Recruitment, Assignment and Mobility Committee shall be consulted on any transfer in the same grade, promotions or appointments made without competition under this provision.

- (g) In filling any vacancy account shall be taken, in the following order, of:

- (1) applications from former officials whose appointments were terminated in accordance with the provisions of article 11.5 (Termination on reduction of staff);



- (2) applications for transfer;
 - (3) claims to promotion;
 - (4) if the Director-General and the Staff Union agree, applications from former officials other than those who have retired from the United Nations system, or have been discharged dismissed or summarily dismissed;
 - (5) on a reciprocal basis, applications from officials of the United Nations, specialized agencies, or the Registry of the International Court of Justice.
- (h) When a job has been upgraded it shall be regarded, for the purpose of this article, as a vacancy.
- (i) This article shall be applied in accordance with the provisions of Annex I.

Annex I. Recruitment and selection procedure

General considerations

1. In the filling of any vacancy account shall be taken of linguistic knowledge. Officials in the Professional category whose mother tongue is one of the working languages shall normally be required to have a good working knowledge of a second working language and may be required to acquire a knowledge of a third working language. Upon appointment, officials in the Professional category whose mother tongue is not one of the working languages shall be required to possess a fully satisfactory working knowledge of one of the working languages of the Office, as prescribed in article 4.2(a) (Filling of vacancies) and will be expected ~~may be required~~ to acquire a knowledge of a second working language. Officials in the Professional category who undertake duties as translator or such other duties as may be designated as similar by the Director-General shall be required to have a thorough knowledge of two working languages as well as the main language into which they translate.

Procedural stages in the filling of vacancies

2. Selection procedures shall comprise three stages:
 - (1) request for the opening of vacancies and review of vacancy announcements;
 - (2) identification of opportunities for filling vacancies by transfers in the same grade ~~or~~ through geographical mobility;
 - (3) where no suitable opportunity is identified for selection by transfers in the same grade ~~or~~ through geographical mobility, other candidates will be screened, and eligible candidates will be subject to competency assessment and technical evaluation.

...

Second stage: Identification of opportunities for filling vacancies by transfers in the same grade ~~or~~ through mobility

8. The Human Resources Development Department will prepare a list of internal candidates who have applied for a vacancy ~~in the same grade and identify those who meet the minimum requirements~~ and who meet all of the following:
 - work in a position classified at the same grade as the vacancy;



- serve in a duty station other than that where the vacancy is located;
 - are eligible for geographical mobility;¹
 - meet the minimum requirements stipulated in the vacancy notice.
9. The responsible chief shall review the list prepared by the Human Resources Development Department and prepare proceed with an evaluation regarding the suitability of candidates. This evaluation may include interviews and/or a review of the duties and responsibilities previously undertaken by the candidates as documented in performance appraisals, as deemed appropriate by the responsible chief in consultation with the Human Resources Development Department.
 10. The Recruitment, Assignment and Mobility Committee shall review the list of suitable internal candidates together with the evaluations of the Human Resources Development Department and the responsible chief and shall prepare a report for the Director-General including advice and recommendations for filling vacancies ~~taking into consideration the applications of officials subject to geographical mobility first, having regard to the hardship and duration of a field assignment.~~ Priority will be given to internal candidates who are eligible for mobility from an assignment in a duty station classified in category D or E for hardship purposes.
 11. Candidates will be informed of the Director-General's decision to fill a vacancy by transfer in the same grade ~~or~~ through geographical mobility.

Third stage: Evaluation of other applications

Screening of candidates

12. Where no suitable opportunity is identified for selection by transfers in the same grade ~~or~~ through mobility, other candidates will be screened.
- ...

Competency assessment

16. Any external candidate or any internal candidate applying to a higher category shall be assessed against core competencies and values agreed within the Joint Negotiating Committee for each of the following grade ranges: G.1-G.4, G.5-G.7, P.1-P.3 and P.4-P.5.
17. The competency assessment shall be managed by the Human Resources Development Department. ~~The assessors shall be selected jointly by the Human Resources Development Department and the Staff Union.~~ The nature of the assessment modalities shall be jointly determined by the Human Resources Development Department and the Staff Union.
- ...

Internal candidates

31. ~~An official~~ Officials may not apply in a competition as an internal candidate only after before either the successful completion of their his/her probationary period, or the completion of five years of continuous service not subject to probation, as applicable. Internal candidates who have not

¹ For the purposes of this article, an official shall be considered as eligible for geographical mobility upon completion of the standard assignment length, as defined by the ICSC, in their current duty station.



passed a competency assessment in accordance with paragraphs 16–20 of this annex will be required to do so.

32. ~~Officials serving on technical cooperation projects, except those detached from another job within the Office, as well as officials appointed under the Rules Governing Conditions of Service of Short-term Officials, will not normally be eligible to participate as internal candidates. The Recruitment, Assignment and Mobility Committee may exceptionally agree to extend eligibility to these officials other than those identified in the preceding paragraph to apply as internal candidates, but may establish special requirements.~~

...

部 