

**EMPLOYMENT CONDITIONS¹
FOR PROFESSIONAL STAFF
APPOINTED ON FIXED-TERM APPOINTMENT**

This document is a summary of the benefits and entitlements and other matters related to staff members holding Fixed-term appointment with the Joint United Nations Programme on HIV/AIDS (UNAIDS).

Governance

The contractual relationships between staff members and UNAIDS are administered within the framework of:

- (a) the Staff Regulations and Staff Rules of the World Health Organization
- (b) the introduction to the Staff Regulations and Staff Rules for persons appointed to UNAIDS which constitute the definitive sources of any legal and administrative interpretation, and
- (c) the related policies of UNAIDS and/or WHO

These documents will prevail over the information provided in this Summary of Employment Conditions.

Your appointment does not carry any expectancy of renewal, or of conversion to any other type of appointment with UNAIDS. It expires automatically on the agreed period of service unless an offer of extension is made and accepted.

As a UNAIDS staff member, it is your responsibility to report any relevant changes that relate to your benefits and entitlements, including changes in your personal status. Additionally, should your spouse be employed by UNAIDS or another organization of the UN common system, entitlements must not be duplicated and it is your responsibility to inform your HR Focal Point accordingly.

There may be no duplication of entitlement when serving within the UN Common System (UNCS). You are obligated to inform HR of any emoluments received from any other UN Agency upon appointment, separation, including resignation; loan or secondment, as applicable.

I. SALARY AND POST ADJUSTMENT (reference to WHO e-Manual III.3)

Your salary is made up of two components which are the net base salary and the post adjustment multiplier for your duty station.

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This document provides a general overview of UNAIDS conditions of employment to inform newly appointed staff members about various human resources policies applicable to staff members in accordance with their respective contractual status. This document is for information only; it is neither authoritative nor binding. This document reflects the UNAIDS statutory texts at the time of writing; however, these provisions are revised from time to time. In the case of a conflict between this document and the WHO Staff Regulations and Staff Rules, e-Manual provisions and other statutory documents of the Organization, the WHO Staff Regulations and Staff Rules, e-Manual, guidelines and other policy documents take precedence respectively.

Net base salary

Please see your letter of appointment for the applicable net salary at your grade and step. Your step in grade has been determined based on information provided by you on your previous work experience and academic degrees at the time of employment with UNAIDS.

Post Adjustment

Post adjustment is in the form of a multiplier which is added to the net base salary to compensate for variations in the cost of living or in the exchange rate in the duty station.

The post adjustment rates and duty station classification might change from time to time based on cost of living and hardship survey results.

Currency of Payment

The net base salary, post adjustment and dependant's allowance are paid in any currency or maximum in two currencies, one of which should normally be the currency of the duty station, with any distribution the staff member desires. Staff members opting for two currencies are advised to specify a fixed amount (or a percentage) of one currency and thus would receive the balance in another currency. Please ensure that you submit your bank details and salary distribution information through GSM/ERP Employee self-service upon reporting to duty in order to facilitate processing of payments.

Salaries are net of tax and are paid on a monthly basis.

US tax filers must advise WHO Payroll services so that relevant information can be provided to them on the process to be followed for tax reimbursement.

II. ALLOWANCES AND BENEFITS

Please be informed that allowances and benefits are only applicable for family members if those family members are considered “eligible” or “dependant” under the Staff Regulations and Staff Rules. It is therefore important that you return the form WHO 90.1E and supporting documents as early as possible so that the entitlements for your assignment can be correctly determined and conveyed to you without delay.

Dependency allowances (reference to WHO e-Manual III.3.4)

Spouse Allowance

Should you have a dependant spouse, you may be eligible for a spouse allowance equivalent to 6 per cent of your net remuneration (net base salary plus post adjustment). This allowance will be paid on a monthly basis. The dependency status of your spouse will be determined upon verification of your personal status by the WHO Global HR services Centre upon submission of your marriage certificate or domestic partnership and spouse's annual earnings.

Child/disabled child Allowance

Should you have any dependent children, an allowance of USD 2,929 per annum may be payable for each dependent child up to the age of 18. This allowance continues to be paid up to the age of 21 provided the child is in full-time attendance at school or university. This age limit does not apply in case of children with recognized physical or mental disabilities that prevent them from gainful employment.

The dependency allowance for children with recognized disabilities is twice the child allowance which equals USD 5,858 per annum.

If a government pays a comparable child grant or allowance, the amount is reduced accordingly. Any government grant paid in respect of child must be communicated to GHR Focal Point.

Single Parent Allowance

Staff members without a spouse and who provide main and continuous support for their dependent children, will receive an allowance equivalent to 6 per cent of their net remuneration (net base salary plus post adjustment) in respect of the first dependent child.

Paragraph below is applicable to current UNAIDS staff members as well as those coming to UNAIDS on inter-agency transfer and who were in receipt of the Dependency rate of salary in respect of first child and who do not have recognized spouse.

Staff members with dependent children and without recognized spouse will receive a transitional allowance of 6 per cent of net remuneration (net base salary plus post adjustment) in respect of the first dependent child (no child allowance is applicable concurrently in such cases). The allowance will be reduced by 1 percentage point of net remuneration every 12 months thereafter, until the amount of the transitional allowance becomes equal to or less than the amount of the child allowance, when the latter amount will be payable.

Secondary dependent's allowance

Staff members who do not receive a spouse allowance may request secondary dependent's allowance in respect of a mother, father, brother or sister who is financially dependent upon the staff member. The staff member may claim only one secondary dependent.

Education Grant/Special Education Grant and Education Grant Travel

(reference to WHO e-Manual III.3.5 and III.8.4)

Staff members may be eligible for an Education Grant (EG) in respect of their dependent children who are in full-time education at a school or university. EG is applicable during periods of service at a duty station outside of home country or country of home leave. The grant is payable to cover between 86% and 61% of admissible educational costs in accordance with a degressive seven-level sliding scale. The total amount paid per child may not exceed the threshold as shown in the Appendix 2 of the Staff Rules. The grant is only payable until the end of the scholastic year in which the child reaches the age of 25, completes four years of post-secondary studies or attains a first post-secondary degree, whichever is earlier. This age limit for a child with disabilities is 28. The Education Grant ceiling for children with recognized disabilities is equal to the upper limit of the top bracket of the applicable global sliding scale (currently USD 40,600) plus USD 5,000 for boarding. Within that ceiling, admissible expenses for special educational measures are reimbursed at 100%.

The education grant will be paid in full if in any scholastic year the staff member's period of employment and the period of the child's attendance at the educational institution are each not less than two-thirds of the scholastic year. If these conditions are not met, the education grant will be proportionally reduced, except if the staff member dies while in service after the beginning of the school year.

Education Grant travel entitlements apply only to children eligible for the boarding lump sum; that is for staff members assigned to duty stations not categorized as H duty stations. Boarding and Education Grant Travel are not applicable to post-secondary studies.

Rental Subsidies and Deductions (reference to WHO e-Manual III.3.14)

Rental subsidy is designed to facilitate settlement of staff members in a new duty station and to assist them with the cost of accommodation rental, which can be substantially higher than the average rental costs at the duty station for new comers.

Staff members on fixed-term appointments of one year or more are eligible to receive rental subsidies provided that they sign a lease agreement of at least one year, and the rent is beyond reasonable levels for that duty station.

Staff members can apply for rental subsidy using the self-service option in GSM/ERP (Employee self-service → Apply Rental Subsidy → Form 2 → Outside Europe and North America. Please see the duty station and which form is applicable. Form 1 is for Europe and North America).

To ensure equity among staff at a given duty station, payroll deductions may be made from the salaries of staff members who are provided with housing by UNAIDS, by the Government or by a related institution either free of charge or at a nominal rent lower than the average rental cost used in calculating the post adjustment index for the duty station. Staff members provided with such housing are required to inform the HR focal point at the duty station of their housing arrangements.

This subsidy is determined and may vary based on rent amount, net salary, post adjustment, threshold percentage, etc. Depending on the specific variables for your situation, there may not be any rental subsidy amount due to you.

Rental Advance (reference to WHO e-Manual section III.3.16)

(Applicable for assignments to field duty stations for Internationally Recruited Professional staff)

Subject to the approval of the Regional Director or his/her designate you may request and be granted a rental advance to help you pay advance rentals requested by the landlord (Rental advance is not applicable for HQ based staff). The rental advance is limited to the equivalent of twelve (12) months' rent and is recovered by deductions over a twelve (12)-month period.

Leave and absence (reference to WHO e-Manual section III.6)

UNAIDS offers the following leave types to staff members holding fixed-term appointments:

- Annual leave (AL)
- Sick leave (certified and uncertified)
- Family emergency leave (provided under uncertified sick leave)
- Compassionate leave
- Home Leave and Family Visit (leave and travel)
- Parental leave (including maternity, paternity and adoption leave)
- Rest and Recuperation leave
- Study leave
- Special leave (with or without pay)

You will accrue Annual Leave at the rate of 2.5 working days per month. The eligibility to the different types of leave depends on, and can vary depending on employment percentage, years of service and category of duty station. The above list gives general information on the types of leave provided. For more detailed information on any of these leave types please refer to the e-Manual III.6 or contact your Human Resources focal person on arrival in your duty station.

Mobility Incentive (reference to WHO e-Manual III.3.7)

The purpose of the mobility incentive is to encourage movement of internationally recruited staff from one duty station to another in accordance with organizational needs. Staff members on an assignment to a duty station of one year or longer (excluding "H" category duty stations) who have had five consecutive years of service in the United Nations system may qualify for a mobility incentive. The mobility incentive is paid starting from the second assignment (i.e. first geographical move) for an assignment of at least one year. The amount of the mobility incentive varies across grades and the number of assignments. The amount of the mobility incentive increases by 25% upon the 4th assignment of staff member and by 50% upon the 7th assignment.

Hardship Allowance -if applicable (reference to WHO e-Manual III.3.7)

Hardship allowance is a monthly fixed amount paid to staff members assigned to duty stations in B, C, D and E categories in order to compensate them for the degree of hardship in the general working and living conditions at the duty station. The amount is determined by the ICSC along a five tiered scale of A to E, with E duty station denoting the greatest degree of hardship.

Non-Family Service Allowance (Applicable for assignment in a non-family duty station)

The Chair of the ICSC may designate a duty station as a non-family duty station. This will apply to those duty stations where the United Nations Department of Safety and Security decides that for reasons of safety and security all eligible dependants are restricted from being present at the duty station. Internationally recruited staff members assigned to non-family duty stations will receive a flat amount as an incentive to serve in such a duty station. The amounts payable are as follows:

Staff with eligible dependents: USD 19,800 per year (USD 1,650 per month); and
Staff with no dependents: USD 7,500 per year (USD 625 per month)

If reassignment for one year or more to E-category and a family duty station, then, on a pilot basis, you may opt for a non-family service allowance in lieu of installing any eligible family members at your new duty station. The allowance amounts to USD 15,000 per annum and is payable on a monthly basis.

Danger Pay (reference to WHO e-Manual section III.3.8)

Applicable to limited number of duty stations designated by ICSC

Danger pay is a provisional and non-pensionable allowance established for staff members who are required to work in duty stations where very dangerous conditions prevail.

Danger pay is granted for three months at a time and is subject to on-going review. The application of danger pay is lifted when dangerous conditions are deemed to have abated. The amount of Danger Pay is determined by the ICSC.

III. TRAVEL, SHIPMENT AND ONBOARDING ENTITLEMENTS

Travel to duty station (not applicable if staff member recruited at the duty station)

Staff members may choose either of the following options on statutory travels:

- i) Organization-assisted travel arrangements: UNAIDS takes care of all travel arrangements (purchase of tickets, payment of accompanied baggage, of per diem and insurance arrangements); or
- ii) Lump Sum for Statutory Travel (LSST): the staff member makes his/her own travel arrangements with no involvement from UNAIDS. The LSST applies to travel by public transportation and travel by private car.

Lump sum for air travel

For travel on initial appointment, reassignment and separation, the lump sum will consist of an amount equivalent to 75% of the average fully flexible economy class one-way airfare on the most direct route. When a staff member selects the option for 'lump sum', the staff member is certifying with their choice that he will not use bonus air miles or any other form of travel credit for the partial or full payment of the ticket. The LSST will be paid shortly after arrival of the staff member at the duty station, following completion of reporting to duty procedures.

Lump sum for travel by private car

Staff members may request authorization to use private car as a means of transport for statutory travel. Reimbursement for the cost of statutory travel by private car will be in the form of a lump sum. The lump sum will be based on 30% of the average fully flexible economy airfare on the most direct route payable to the staff member and each authorized eligible dependent travelling in the car. No additional costs will be reimbursed. Nor will other modes of public transport used be reimbursed, i.e. portions of the travel with car on a train or boat. On completion of travel, the staff member must provide evidence that travel by private car was undertaken in conformity with the authorized itinerary and submit a travel claim. Such evidence may consist of fuel receipts, toll fee receipts, paid hotel bills for stop-over, passport immigration stamps etc.

Lump sum for travel by train, bus or boat

Staff members may exercise their statutory travel by train, bus or boat when such option exists and when such travel is less expensive than air travel. When it is necessary to combine more than one mode of transportation, the UNAIDS's liability will be limited to the most costly mode of public transportation used. No reimbursement will be made for any car travel when public transportation is used.

When staff member selects the option for LSST, then he/she agrees to provide proof of travel dates (boarding passes/or ticket stubs) and payment (invoice(s)) for purchase of tickets and relevant documentation for travel by boat, train and bus when submitting the travel claim. The originals must be kept safe by the staff member for a minimum of at least three (3) years from the date of submission of the travel claim which may be audited by UNAIDS at any time during that period.

Please inform us of your preferred travel option (organization-assisted travel or LSST Option) by sending an e-mail to WHO Global Human Resources Centre and provide details of eligible family members travelling to duty station. Please note that once you opt for the lump sum and accept the amount quoted, it is not possible to revert at a later date to have UNAIDS make your travel arrangements on your behalf.

For appointments to family duty station

You are entitled to travel paid by UNAIDS from your place of recruitment to the place of appointment indicated in your letter of appointment by air, at the most direct route and least costly airfare structure. Should you have a recognized spouse or dependent children joining you at the duty station, they will also be eligible to travel paid by UNAIDS for the same destination by air, at the most direct route and least costly airfare structure.

For appointments to non-family duty stations

You are entitled to travel paid by UNAIDS from your place of recruitment to the place of appointment indicated in your letter of appointment by air, at the most direct route and least costly airfare structure.

Relocation Shipment and accompanied baggage entitlement - if appointment travel is approved (reference to WHO e-Manual III.8.6)

Staff members travelling at the expense of UNAIDS to join their duty station can choose one of the following options for the shipment of their personal effects:

- i) Organization-assisted shipment plus accompanied baggage entitlement;
- ii) Lump sum relocation grant (in lieu of organization-assisted shipment and baggage entitlement).

Organization-assisted shipment

WHO GHR Travel Team will organize and pay for the relocation shipment of personal effects as follows:

- Single Staff members: up to a standard 20-foot container
- Staff members with eligible family members: up to a standard 40-foot container

Shipment will be by surface and via the most cost effective route and mode of transportation.

Staff members opting for the organization-assisted shipment and travel will be entitled to accompanied excess baggage including the entitlement provided by the airline, as follows:

- Staff member: 30 kg
- Eligible family members: 30 kg per person
- Plus an additional 20 kg per family whether its members travel together or separately

The cost of additional baggage in excess of the entitlements outlined above will be borne by the staff member.

Lump sum relocation grant

As an alternative to organization-assisted shipment and the accompanied baggage entitlement, staff members may opt for a lump sum relocation grant based on the applicable entitlement:

- Single Staff members: USD 10,000
- Staff members with eligible family members: USD 15,000

Please fill out the WHO 278 if your preferred relocation shipment option is lump sum and return the completed form to your GHR Focal Point for action.

For newly recruited staff, payment of lump sum relocation grant will only be made once you arrive at the duty station.

Please also note that once you opt for the relocation grant lump sum, you will not be able to revert to organization-assisted shipment for this part of assignment.

The Lump Sum Relocation Grant does not apply to movements within countries. In these cases, staff members retain their rights to their normal shipment entitlements as set out in the applicable WHO Staff Rules and related policies and procedures.

Settling-in Grant - only if appointment involves travel from outside of country of duty station (reference to WHO e-Manual III.3.10)

The Settling-in Grant is intended to cover the costs incurred by the staff member and their spouse and dependent children as a result of appointment or reassignment that involves official travel at the expense of UNAIDS to join the duty station. The grant is composed of the following elements:

- Daily Subsistence Allowance (DSA) Portion of Settling in Grant

Upon arrival at the duty station, staff members will be paid an amount equal to 30 days of DSA at the rate applicable at the time of arrival. For each of the eligible family members whose travel to the duty station is paid for by UNAIDS, staff members will receive an amount equal to half rate for a period of 30 days DSA at the rate applicable at the time of their arrival. The latter is not applicable for staff members assigned to non-family duty stations.

- Lump Sum Portion of the Settling-in-Grant

You will receive one month of your net salary and the post adjustment which is applicable on the start date of your contract in your duty station.

Shipment of private vehicle (only if assignment is to one of the locations listed in Annex 8.B)

Staff members assigned to a duty station for a minimum period of two years are entitled to the reimbursement of 75 percent of the costs of the transportation of a privately owned vehicle to the duty station (including freight, insurance, and handling charges), subject to a maximum of USD 1,875.

Staff members appointed for initial period of less than 2 years will only be able to request reimbursement of shipment of privately owned vehicle upon extension of their contract to a minimum of 2 years.

IV. SOCIAL SECURITY

Pension Fund

Staff members appointed initially for six months or more become full participants in the United Nations Joint Staff Pension Fund (UNJSPF), which also provides disability and survivor benefits as a result of accident or illness. The current contribution by the staff member is 7.9% of pensionable remuneration with UNAIDS contributing 15.8% as the employer's share. The percentages may vary as necessary at the discretion of the United Nations General Assembly. If a staff member leaves UNAIDS before qualifying for retirement benefit, his/her contribution plus accrued interest will be refunded on termination of contract.

Accident and Illness Insurance

UNAIDS carries accident and illness insurance for the staff member only, against the risk of death or disability and for the protection of income. The premium is 0.69% of the net salary plus, as appropriate, post adjustment, non-resident's allowance, dependant's allowance, assignment grant and language allowance, of which 0.20% is paid by the staff member and 0.49% by UNAIDS. Participation is compulsory.

Compensation for Illness, Injury or Death Attributable to Service

UNAIDS pays disability, death and survivor benefits, medical costs and income replacement as a result of an accident or illness attributable to the performance of official duties in accordance with established rules. Coverage is compulsory and at no cost to the staff member.

Staff Health Insurance

Staff members and their dependents recognized by UNAIDS participate in the WHO Staff Health Insurance, providing for the reimbursement of 80% of most medical expenses. This participation is optional for a spouse not recognized as a dependant. The rate of contribution for staff member is 2.55% of net salary plus post adjustment, 2.55% for a spouse and 0.35% for each of the dependent children.

V. TENURE OF APPOINTMENT

PROBATION, SUPERVISION AND PERFORMANCE EVALUATION

Fixed-term appointments are of definite and time-limited duration for one or two years, as determined by the needs of UNAIDS and the availability of funds. Fixed-term appointments are subject to a period of probation of one year for adequate evaluation of the staff member's performance, conduct and suitability to international service. Before the end of the probationary period, a decision is notified to the staff member that his/her appointment is confirmed, or that the probationary period is extended, or that his/her appointment is not confirmed and is to be terminated.

For appointments of less than one year, a performance evaluation is completed at the end of the appointment.

UNAIDS MOBILITY POLICY (Article 1.1 Staff Regulation, Staff Rules 510 and 515, as adapted for UNAIDS)

UNAIDS fixed-term staff in the professional and higher categories serving on a rotational position are subject to mobility in accordance with UNAIDS Mobility Policy and Procedures.

The frequency of mobility is linked to the International Civil Service Commission’s hardship classification of the duty station. The hardship classification determines the standard duration of assignment (SDA) for the positions assigned to a given duty station. The SDA may vary from two to five years and may change over the course of an appointment.

Hardship classification of the duty station	Standard Duration of Assignment (SDA)
H (Geneva, New York and Washington)	5 years
A and B	4 years
C and D	3 years
E	2 years

Subject to confirmation of appointment following completion of the probationary period, and to any extension of the initial appointment, staff serving on a rotational position are expected to complete the SDA for their duty station.

Notwithstanding the rotational or non-rotational designation of the position of their current assignment, however, all UNAIDS staff members are subject to the authority of the Executive Director and to assignment by him to any of the activities or offices of UNAIDS.

VI. UNITED NATIONS DOCUMENTS: LAISSEZ-PASSER AND FAMILY CERTIFICATE

A United Nations Laissez Passer is issued to UNAIDS staff when it is considered useful in connection with official travel or official assignment. The Laissez Passer is used only when the staff member is travelling on behalf of the Joint United Nations Programme on HIV/AIDS and the required visas have been obtained.

A Family Certificate may be issued by the United Nations to facilitate travel of family members when they travel alone without the staff member. They may be shown to facilitate the obtaining of a visa to join a staff member at this duty station; however, visas are not to be endorsed on the actual Certificate but in the national passport.