

Personnel of UNFPA**Introduction**

1. This UNFPA policy on Personnel explains the conditions under which UNFPA offers various types of appointment (up to level D-1) and certain non-staff contracts (individual contractors) for individual services. Furthermore, it provides a description of the policies and the procedures employed by UNFPA to fill vacant UNFPA posts with appropriate staff, including the selection process, external recruitment of staff, principles underlying selection and recruitment, and the retention of services of appropriate non-staff individual contractors for specific functions.
2. UNFPA's policy on Personnel also constitutes an integrated part of UNFPA's human resources management strategy. Other policies may also apply to the issue of staffing UNFPA vacancies, such as specific parts of the UNFPA policy on Separation. As a result, this policy should not be read in isolation.
3. This policy consists of individual folders that make up this policy. They may be separately replaced, revised or updated from time to time, as necessary. Each document separately indicates the date it becomes effective.