



UN Volunteer Direct Recruitment

Policy

Effective 1 November 2020



Table of Contents

Background.....	2
Guiding Principles	2
Direct Recruitment	3
Eligibility criteria.....	3
Minimum requirements	4
Diversity & Inclusion Consideration.....	4
Reference and conflicts of interest clearance	4
Policy Compliance	5



Background

The UN Volunteer Direct Recruitment Policy (hereinafter “the DRP”) provides guidance for UNV and requesting Host Entities on how to conduct the direct recruitment of UN Volunteers in circumstances that are exceptional in nature and when a competitive process to fill a specific assignment is not otherwise feasible.

This document establishes the policy rationale and criteria for UN Volunteer direct recruitment and outlines the duties and obligations of the United Nations Volunteers (UNV) programme as well as the requesting UN Host Entity to ensure that fundamental recruitment standards for UN Volunteer placement are maintained.

The DRP supersedes and replaces in their entirety the Locally Identified Candidates (LIC) and Single Source (SS) recruitment workflow for UN Volunteers.

Guiding Principles

The recruitment and selection of UN Volunteers under the DRP is guided by the following four principles:

Diversity and equitable inclusion: In order to contribute to an inclusive working environment across the United Nations system, UNV will strive towards (i) gender parity in all designations and modalities of UN Volunteers that UNV offers (ii) diversity and inclusion and (iii) equal treatment and representation of any culture and/or group, with a particular focus on those who have faced negative systemic and/or institutional bias.

Objectivity: Screening will be conducted against clearly articulated Description of Assignment requirements provided by the UN Host Entity and information provided by the candidate regarding his/her eligibility, including but not limited to age, years of experience, skills etc.



Transparency: The recruitment and selection criteria and all phases of recruitment processes will be transparent to candidates to the fullest extent possible.

Accountability: Host Entities will be accountable both for their proposed selection outcome and the compliance with their obligations under the DRP.

Direct Recruitment

Eligibility criteria

Direct recruitment of UN Volunteers may only be undertaken in the following circumstances:

Assignment

- When a UN Entity cannot conduct a competitive recruitment process due to an emergency situation or exigent circumstances, as determined by a UN Entity and confirmed by UNV Regional Office;
- Where the direct recruitment would facilitate the UN Entity's goal of diversity and inclusion;
- To enable an individual to continue to do similar tasks with a UN entity that began under a non-UN Volunteer Contract¹ and that can be properly adapted to the requirements of a UN Volunteer assignment.

Candidate

- Mobilizing a former Online Volunteer with a positive rating and certificate of service to an onsite UN Volunteer assignment;
- A former² UN Volunteer who has served and completed a UN Volunteer assignment with positive performance appraisal(s);

¹ See generally [Mutual Recognition](#)

² Eligibility to serve requires that the applicable maximum service periods have not yet been exhausted.



- A retired UN Staff Member or former UN Personnel with positive performance appraisal(s) and/or references;
- Any other candidates recommended by UN Host Entities in reference to the criteria specified in the Description of Assignment.

Minimum requirements

To be eligible for direct recruitment, potential candidates must at a minimum meet the eligibility requirements for the UN Volunteer assignment. Additionally, Host Entities may require additional specific academic and/or professional experience as required by the assignment and as specified under the Description of Assignment (DoA).

Diversity & Inclusion Consideration

Gender and broader equality goals are an integral part of any UN Volunteer selection process. Recruitment processes should take into consideration the objective of achieving gender parity and supporting diversity and inclusion of underrepresented groups within all designations and modalities of UN Volunteers, including persons with disabilities and across all geographic regions. Hiring Managers are encouraged to target UN Volunteer assignments with diversity and equitable inclusion principles in mind.

Reference and conflicts of interest clearance

The Host Entity Hiring Manager must have completed all reference check and conflicts of interest clearances and confirmed them to be satisfactory prior to submitting a recruitment request to UNV for direct recruitment. Reference and conflicts of interest clearance include, but are not limited to, verification of critical information such as academic qualifications, languages, prior UN employment



or UN Volunteer performance appraisals, criminal or disciplinary history³ as well as clearance of any conflicts of interest in accordance with the UN Host Entities' recruitment standards and processes.

Policy Compliance

Only candidates meeting the minimum eligibility requirements for a UN Volunteer assignment and any additional requirements per the Description of Assignment can be selected.

UNV reserves the right to ensure compliance with the DRP, to request supporting documentation from the UN Host Entity, for audit, spot check purposes and any other reasons, and retains the right to reject any request for direct recruitment that, in UNV's sole determination, does not comply with the Direct Recruitment Policy.

³ UNV will submit the names of all UN Volunteer candidates for a search in the Clear Check database.