



## Secretariat

31 July 2025

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### Administrative instruction

#### Staff selection system

The annexes regarding “Procedures for classification and reclassification of posts” are amended as follows.

1. Existing section 5.2 of ISBA/ST/AI/2023/3/Amend.1 is amended as follows:
  - 5.2 The Human Resources Officer shall send the request for classification or reclassification to “OneHR” before the issuance of a job opening and shall include:
    - (a) A complete and up-to-date job description or work survey for the post in question, using standardized job descriptions, where applicable;
    - (b) An up-to-date organizational chart showing the placement of the post in question and of other posts that may be affected by the classification or reclassification requested; and
    - (c) A valid and available post number confirming the existence of a budgeted post approved by the Assembly at the appropriate level in the budget, unless the request is submitted only for advice before a budget submission to the Assembly for approval.
2. Existing section 5.4 of ISBA/ST/AI/2023/3/Amend.2 is removed.
3. Existing title for section VI is changed to: “Implementation.”
4. Existing section 6.1 of ISBA/ST/AI/2023/3/Amend.1 is amended as follows:
  - 6.1. Classification and reclassification decisions shall become effective on the first of the month following receipt of the request fulfilling the conditions of section 5.2 above. When a classification or reclassification request is submitted only for advice before a budget submission to the Assembly for approval, the classification or reclassification decision shall become effective once the request has been approved in the budget by the Assembly.
5. The present amendments shall supersede amendments 1 and 2 of ISBA/ST/AI/2023/3 dated 22 July 2024 and 6 January 2025 respectively and shall take effect on the date of its issuance.

A handwritten signature in black ink, appearing to read 'Leticia Carvalho', written in a cursive style.

(Signed) Leticia **Carvalho**  
Secretary-General

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