



## LETTER OF APPOINTMENT

TO: Mr./Ms. [enter name],

You are hereby offered a Fixed-Term Appointment with the United Nations Population Fund (“UNFPA”), in accordance with the terms and conditions specified below, and subject to the provisions of the United Nations Staff Regulations, Staff Rules and UNFPA policies applicable to your appointment, and to such changes as may from time to time be duly made to such Staff Regulations, Staff Rules and policies. This appointment is offered on the basis, *inter alia*, of your certification of the accuracy of the information provided by you on the personal history form.

1. ASSIGNMENT

Effective Date of Appointment: [enter date]

Functional Title: [enter functional title]

Category/Level/Step: [enter category and level/step]

Duty Station: [enter duty station]

The foregoing particulars may be changed from time to time by the Executive Director in pursuance of the Staff Regulations and Staff Rules.

2. ASSESSABLE SALARY:

[Enter denomination/amount] gpa, rising, where applicable and subject to satisfactory service, to [enter denomination/amount] gpa<sup>1</sup> in accordance with the schedule of increments for this category and level set out in the Staff Regulations and Staff Rules.

The salary shown above does not include any allowances to which you may be entitled or any deductions which may be made as a result of your participation in pension, insurance or staff assessment plans.

NOTE: The information entered under paragraphs 1 and 2 of this Letter of Appointment reflects the function, level, etc. applicable on its effective date. Any changes in these items will be published in a Personnel Action (“PA”) and not by an amendment to this document.

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<sup>1</sup> Subject to renewal of appointment

3. TENURE OF APPOINTMENT

This appointment is for a fixed term of [enter number of years] year(s) from the effective date of appointment shown above. It therefore expires without prior notice on [enter date].

This Fixed-Term Appointment may be terminated prior to its expiration date in accordance with the relevant provisions of the Staff Regulations and Staff Rules, in which case you will be given 30 days' written notice. Should your appointment be thus terminated, you will be paid such indemnity as may be provided for under the relevant Staff Regulations and Staff Rules. The expiration of the appointment does not require the payment of any indemnity. There is no entitlement to either a period of notice or an indemnity payment in the event of summary dismissal for serious misconduct.

The Fixed-Term Appointment, irrespective of length of service, does not carry any expectancy, legal or otherwise, of renewal or conversion to any other type of appointment with UNFPA.

4. INFORMATION NOTE

Your particular attention is drawn to Staff Regulation 3.3 relating to the Staff Assessment Plan and to the Regulations and Rules relating to the United Nations Joint Staff Pension Fund.

5. SPECIAL CONDITIONS

[enter if any]

[name]  
[organizational unit]

[date]

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On behalf of the Executive Director  
United Nations Population Fund

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To: The Executive Director, United Nations Population Fund

I hereby accept the appointment described in this letter, subject to the conditions therein specified and to those laid down in the Staff Regulations and Staff Rules. I have been made acquainted with the Staff Regulations and Staff Rules.

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Date

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Appointee