



Frequently Asked Questions

ASSIGNMENT GRANT

Q

I am internationally recruited staff member currently residing in Nairobi and working with a UN fund and programme (e.g. UNDP). I have been selected for a fixed-term appointment by UNEP, an entity that is part of the UN Secretariat. Will I receive an assignment grant due to my initial appointment with the UN Secretariat?

A

Staff members who have been authorized to proceed on travel involving relocation on initial appointment, assignment or transfer may receive an assignment grant. The amount depending on the type and length of appointment.

The grant is not payable if you are recruited from the area within commuting distance of the duty station unless you can demonstrate that it was necessary for you to change accommodation as a direct consequence of the appointment with the Secretariat. Commuting distance is determined specifically for each duty station. For example, at UN Headquarters in New York, the area within a 50 mile radius from Columbus Circle is considered commuting distance.

Q

I am a staff member who recently passed the YPP competitive examination and will be converting from the General Service to the Professional category. Will I receive the assignment grant if my new post is in the same duty station?

A

Since you are not changing duty stations, you will not receive the assignment grant at the time of the appointment.

Q

Will a staff member in the General Service category receive an assignment grant if they serve on a temporary assignment in the Field Service category?

A

Yes, if they have been authorized to proceed on travel involving relocation on initial appointment, assignment or transfer they may receive an assignment grant with the amount of the grant differing depending on the type of appointment held and the length of appointment. For temporary assignments of less than one year they will receive 30 days of DSA for themselves only. There is no lump sum payment.

> **Open the Assignment Grant HR Factsheet**

> **Open the Temporary Movement Between Duty Stations HR Factsheet**

Q

What is the effect on the amount of the assignment grant payable to a staff member if their initial one-year appointment in a duty station (and travel to that location was paid for by the Organization) is extended beyond one year?

A

For internationally recruited staff members holding an appointment other than a temporary appointment : "If an assignment of less than three years' duration is subsequently extended to three years or more, a second one-month lump-sum is payable at the beginning of the third year".