

NPSA - Position Creation / Modification Request Form Template



To: GSSU Position Management
Via: gssu.npsa@undp.org

Date: 13th June 2022

From: Oksana Vovk, Programme & Operations Specialist

Extension:

Subject: Abolish the Position No. 00135601, Programme Assistant under SAPPHIRE,
Project ID:00094555




File:

We would like to kindly request to: *[Please select one option]*

	Action Request	From / Effective Date	To Date (if applicable)	
(a)	Create a New Post <i>[Please complete sections (2) to (15) below (Mandatory)]</i>			<input type="checkbox"/> ()
(b)	Change COA			<input type="checkbox"/> ()
(c)	Extend position end date			<input type="checkbox"/> ()
(d)	Upgrade or Downgrade the post: from Grade _____ to Grade _____ (Attach OHR approval memo)			<input type="checkbox"/> ()
(e)	Change duty station from _____ to _____			<input type="checkbox"/> ()
(f)	Activate the frozen post			<input type="checkbox"/> ()
(g)	Temporary freeze position:			<input type="checkbox"/> ()
(h)	Change Position Department ID from _____ to _____			<input type="checkbox"/> ()
(i)	Abolish the post			<input checked="" type="checkbox"/> ()
(j)	Other			<input type="checkbox"/> ()
	Change Position Title (Please submit request to OHR/HQ)			

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* HQ+ agreed structure positions are those that belong to Headquarters (including Central and Regional Bureaux) plus Regional Hubs and HQ Outposted positions

Required information :								
(1) Post Number: (00135601)			Incumbent name (if applicable): Meggy Vasenda Lorra TIRANT					
Certification of availability of funds:								
(2) I certify that Cash Balance/ASL (Level 1 funding) is available to cover this request for the duration indicated above.								
Fund	Donor	USD Amount	Fund Manager Name & Signature			Comments		
62000	10003		Oksana Vovk 					
(3) I certify that Project Budget (Level 2 funding) is available to cover this request for the duration indicated above.								
Year	Fund	USD Amount	Fund Manager Name & Signature			Comments		
2019	10003		Oksana Vovk 					
2020	10003		Oksana Vovk 					
(4) Chart of Accounts [COA(s)] from the approved project budget:								
Fund	Oper. Unit	Impl. Agent	Donor	Expenditure Dept ID	PCBU	Project	Activity	%
62000	SYC	001981	10003	37101	MUS10	00094555	ACT1	100
(5) Appointment Type: SC				(6) Current Status: () Active () Inactive (<input checked="" type="checkbox"/>) Frozen Position have been moved to Nariobi				
(7) Title: Programme Assistant				(8) Grade Level: SB3				
(9) Duty Station (city, country): Seychelles				(10) Position Department ID: MUS10 (should be 5-digit Expense Dept ID)				
(11) Reports to (mandatory): (should be position number of <u>primary</u> supervisor) Sinikinesh Jimma				(12) Dot-Line (mandatory for Central Bx staff located in Regional Hubs and for other matrix positions): (should be position number for <u>secondary/matrix</u> supervisor)				
(13) HQ+ agreed structure* (mandatory for HQ, Regional Hub and HQ Outposted positions): N/A				(14) Bureau/Independent Office (mandatory): RBA (name of the Bureau or Independent Office that this position belongs to)				
(15) Department/Office (mandatory): MUS10 (Name of the Department/Office <u>directly</u> under the Bureau specified in (14) that the position belongs to)				(16) Team (optional): Environment (Name of the Team <u>directly</u> under the Department specified in section (15) that the position belongs to)				

