

Position Creation / Modification Request Form Template



Empowered lives.
Resilient nations.

To: Tony Muhumuza
Office-in-Charge
Mauritius and Seychelles

DocuSigned by:

EC694E0F8AAD4F3...

Date: 2/3/2022

From: Oksana Vovk
Programme & Operations Specialist
UNDP Seychelles

DocuSigned by:

68F0C1DC49F1490...

Extension:

File:

Subject: Abolish the Position, Programme Assistant under the Global Climate Change Alliance Seychelles Programme (GCCA+)

We would like to kindly request to:

Is the post subject to Fast Track?

	Action Request	From / Effective Date	To Date (if applicable)	
(a)	Create a New Post [Please complete sections (2) to (15) below (Mandatory)]			<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)			

Required information :								
(1) Post Number: 00107858			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		
30079	10159		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		
2016	10159		Oksana Vovk			Annual Proforma cost		
2017	10159		Oksana Vovk			Annual Proforma cost		
2018	10159		Oksana Vovk			Annual Proforma cost		
2019	10159		Oksana Vovk			Annual Proforma cost		
(4) Chart of Accounts [COA(s)] from the approved project budget:								
Fund	Oper. Unit	Impl. Agent	Donor	Expenditure Dept ID	PCBU	Project	Activity	%
30079	SYC	001981	10159	37101	MUS10	00097444	ACT4	100
(5) Appointment Type (TA, FTA, PA): SC					(6) Current Status: () Active (x) Inactive () Frozen			
(7) Title: Programme Assistant					(8) Grade Level: SB3			
(9) Duty Station (city, country): Mahe, Seychelles					(10) Position Department ID: 37101 (should be 5-digit Expense Dept ID)			
(11) Reports to (mandatory): (should be position number of <u>primary</u> supervisor) Programme Manager: Roland Alcindor					(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 directly under the Bureau specified in (14) that the position belongs to)					(16) Team (optional): Environment (Name of the Team directly under the Department specified in section (15) that the position belongs to)			

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