

MEMORANDUM

Date: 26 July 2023

From: Pema Gyamtsho, Director General

Through: Shekhar Ghimire, Director Administration and Finance

To: All ICIMOD Staff and Full-time Other Personnel

Subject: Job Application for New Positions at ICIMOD

Effective immediately.

ICIMODs existing staff and full-time other personnel- SSA Consultants, Interns, and Young ICIMOD Professionals must follow the guidelines listed below if they are applying for new job openings within the Organisation-

1. Professional-level staff must have completed at least two years in their current position before applying for a new position.
2. EGS/GS/TS Level staff must have completed at least one year in their current position before applying for a new position.
3. Other personnel i.e., SSA consultants, interns, and YIPP must have completed at least 75% of their contractual duration before applying for a new position.
Note: Independent consultants (non-full-time), visiting scientists/senior fellows, Ph.D. researchers/Post Doc Fellows, seconded/deputation staff and volunteers may apply for staff positions with ICIMOD after completion of their existing assignment/contract.
4. Prior to submitting a job application for a new position within ICIMOD, all existing staff and other personnel must obtain written consent from their immediate supervisor. Consent should be obtained through email and attached to the job application.
5. While ICIMOD encourages staff/other personnel to apply for new positions within the organisation, it is important to note that shortlisting for assessments and selection will be based on merit. Being an internal candidate does not automatically qualify for shortlisting or selection.
6. To ensure confidentiality and no conflict of interest (COI), from now onwards any member of staff on a selection panel will have to declare any COI (see enclosed Annex). The Head of HROD in consultation with the Directorate will determine selection panels in such a way that minimises COI.

ICIMOD is committed to a fair and transparent recruitment and selection process, and your strict adherence to these provisions will contribute to maintaining the integrity of the process. In rare cases with rationale, the Director General may waive one or more of the above provisions on the recommendation of the concerned Directorate and Head of HROD.

If you have any questions or require further clarification, please do not hesitate to reach out to the HROD Unit.

Approved
[Signature]
[Signature]
26/07/23

Annex: Conflict of Interest (CoI) & Confidentiality Declaration Form

Dear Panel Member,

Before we request your involvement in the assessment process for the position of **XXXXXXXXXX**, we advise you to check the list of shortlisted candidates to ensure that there is no conflict of interest with you. Conflict of interest arises when you have (or have had) a personal or line management relationship with an applicant, or when you are related to or have prior knowledge of the applicant outside the work environment, which could in any way affect the decision you make in the assessment/selection process. In such a case, please declare the CoI to the Head of Human Resources, who will advise whether you should be part of the panel.

Similarly, as a member of the selection panel, you will have access to confidential information. ICIMOD considers the entire assessment process to be strictly confidential in nature, including any materials, ratings, questions/responses, comments and discussions, and recommendations made in connection with the assessments. Due to the confidentiality and sensitivity of the assessment process, you have an affirmative responsibility not to discuss or disclose any information relating to the assessment to persons or parties who are not authorized to be privy to such information, even after the completion of the selection process.

Please sign the statement below declaring:

1. I will keep all matters relating to the recruitment and selection process confidential. ☐

Please sign the statement below declaring (check only one):

1. I do not have any known conflict of interest with any candidates. ☐
2. I have directly supervised/line managed the candidate(s) as detailed below but do not have personal relations with them. ☐
3. I have a conflict of interest as detailed below due to personal relations: ☐

Declaration:

I understand that non-adherence to the conflict of interest and confidentiality clauses as stated above may lead to disciplinary action, and I ensure that I will abide by these clauses throughout (and even after) the assessment process.

Signed,

.....

Name:

Position:

Date: