



*executive committee of
the directing council*

PAN AMERICAN
SANITARY
ORGANIZATION

*working party of
the regional committee*

WORLD
HEALTH
ORGANIZATION



19th Meeting
Washington, D. C.
April 1953

CE19/9 (Eng.)
18 March 1953
ORIGINAL: ENGLISH

Topic 6: DRAFT REGULATIONS ON THE PROMOTION OF PERSONNEL FROM WITHIN THE
PAN AMERICAN SANITARY BUREAU

The Directing Council, at its VI Meeting, requested the following action of the Director:

"RESOLUTION XIII

"1.

"2. To request the Director to prepare draft regulations on the promotion of personnel from within the Bureau and present them at the next Meeting of the Executive Committee."

In accord with this request, the Director made a thorough study of the existing regulations, rules and procedures of the Bureau governing the promotional opportunities of personnel. Set forth below for the information of the Executive Committee, is the existing program of the Bureau regarding this matter.

Essentially, the policy of the PASB in regard to employment is founded on the development of a career service for employees of the Bureau. This policy was formally established by the Directing Council through the adoption of Staff Regulation 4.4., which reads as follows:

"Without prejudice to the inflow of fresh talent at the various levels, vacancies shall be filled by promotion of persons already in the service of the Pan American Sanitary Bureau in preference to persons from outside. This preference shall also be applied on a reciprocal basis to the World Health Organization and the Pan American Union."

The established procedures of the Bureau implementing this Regulation provide that vacancies within the Bureau that offer promotional opportunities, shall be announced to the staff. Staff members who feel that their working experience and formal education qualify them for consideration, may

apply for the vacant post. The final selection of the person is made by the Director based on the recommendation of the Selection Committee. For senior posts the Selection Committee is composed of the Assistant Director, the appropriate Division Chief, a representative of the office interested in the vacancy, and a representative from another office not concerned with the selection. For posts in the lower grades the Committee is composed of a representative of the office interested in the vacancy, the Personnel Officer and a disinterested party. The final determination is made in accordance with Staff Regulation 4.2., which provides that "The paramount consideration in the appointment, transfer or promotion of the staff shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting and maintaining the staff on as wide a geographical basis as possible." Personnel already on the staff are given first preference before considering outside candidates.

In addition to the opportunity for promotion to a different position, the Staff Rules of the Bureau provide for:

1. The reclassification of an existing post to a higher grade as a result of increased responsibilities:

Staff Rule 211.1 "This is the advancement of a staff member to a post of higher grade, either as a result of re-evaluation of his present post or transfer to a different post of higher grade."

2. Periodic within-grade increases for satisfactory services:

Staff Rule 212.1 "This is an advancement from one-step rate to the next higher step rate within the same grade."

3. Meritorious increases in salary for extraordinary services:

Staff Rule 213 "Within-grade promotion for Meritorious Service: This is the advancement of a staff member to a higher salary step within his present grade. It may be granted by the Director in cases of service demonstrated beyond what may be reasonably expected of a normally well-qualified staff member. It is normally limited to one step, but may in cases of unusually meritorious service be two steps. Such promotion shall not affect the staff member's eligibility for within-grade increases."

4. The granting of an allowance for demonstrated proficiency in one of the official languages of the Bureau, other than the native tongue of the staff member.

Staff Rule 1616 "The Director may grant to staff members subject to local recruitment an allowance equivalent to one within-grade increase in recognition of demonstrated proficiency in one of the official languages of the Bureau, provided:

- a. that the candidate whose mother tongue is French, Portuguese or Spanish demonstrates proficiency in English; or
- b. that the candidate whose mother tongue is English demonstrates proficiency in French, Portuguese or Spanish; or
- c. that the candidates whose mother tongue is not one of the four official languages demonstrates proficiency in English and another official language of the Bureau:

and provides further, that in all cases, the requirements of their position do not make the knowledge of two official languages an essential factor in recruitment."

The system of promotion from within currently in practice within the PASB is generally the plan followed in all of the International Organizations.

As a result of this study, the Director wishes to advise the Executive Committee that, in his opinion, the existing Staff Regulations and the implementing Staff Rules and procedures provide adequate opportunity for promotion from within the Pan American Sanitary Bureau.