

Economy Division

Memorandum

To: **Moin Karim, Regional Director, UNOPS Geneva Office**

Date: **14 October 2021**

Through: **Mark Radka, Acting Deputy Director, Economy Division**
Amanda Lees, Administrative Officer

From: **Benjamin Simmons, Head, Green Growth Knowledge Partnership**

Subject: **Requesting to close previous recruitment process VA/2021/B5119/21724 Communications Specialist and advertise a new UNOPS IICA 2 Communication Specialist position**

This is a no-cost request for UNOPS to cancel a previous recruitment (VA/2021/B5119/21724 Communications Specialist) and use the previously signed Request for Services and TORs to advertise for another Communications Specialist, International ICA Level 2 position (equivalent of UNEP Consultant Level C) for six months to support the Global Environment Facility (GEF) initiative project, "Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States" (ISLANDS). The services for this position would commence on 1 February 2022.

The initial recruitment for this position, VA/2021/B5119/21724 Communications Specialist, was conducted in April 2021. Unfortunately, there were no successful candidates who successfully passed the written test.

The new recruitment process will result in an increased recruitment cost from \$1,450 to \$2,900. To compensate for this cost the overall monthly remuneration for the position has been reduced from \$10,000 to \$9,776 to ensure there are no overall budget implications.