

**FREQUENTLY ASKED QUESTIONS:**  
***Finalizing recruitment of vacancies related to reorganization***

*Drafted: 18/04/2012*

**1. When will I know that I have an offer?**

The hiring manager and HR are committed to verbally confirming with staff if they are selected for an appointment by 30 April.

**2. What if I do not receive a verbal confirmation by 30 April?**

If you do not receive a verbal communication, this will mean that you have not been selected, and you will automatically be granted a MAS - unless you indicate a preference to separate from the organization on redundancy

**3. How long will it take to receive an official letter of offer after the verbal notice?**

The official letter of offer will be given by close of business on 4 May after the verbal confirmation.

**4. How long will I have to sign a confirmation of appointment letter?**

After receiving the confirmation letter, you will have two business days by which to return it to HR. If the letter is not returned by the date specified, the offer will be considered as lapsed. If you are a staff member whose position has not been mapped, you will automatically be granted a MAS - unless you indicate a preference to separate from the organization on redundancy.

**5. What happens if I am not offered a position by 30 April?**

If you have not been offered a position by 30 April, you have the option to discuss your separation from the organization and personal circumstances with an HR representative 1 – 3 May. During this time you will have an opportunity to discuss the separation details (taxation, separation date, carte de legitimisation, return of Global Fund property etc.)

**6. Can I have a separation date after 1 May?**

In your discussion with your HR representative on 1-3 May, you will have the opportunity to agree on a mutually acceptable date, and until that date you will not be expected in the office.

**7. What happens if I decline a MAS and choose to separate on redundancy?**

If you choose to separate on redundancy, you will receive the standard entitlements as per Global Fund regulations. Your separation from the organization will be effective as of 1 May and all Global Fund property will need to be returned by this date.

**8. What about our status in Switzerland and the work permits of family members or dependents who are holders of the Carte de Légitimation?**

The courtesy period is currently two months for all staff members and/or family members/dependents as stated by the Swiss Mission. Therefore, staff members and family members or dependents who are holders of the Carte de Legitimation can maintain them until two months after 30 April, the separation date from the Global Fund.

**9. Are vacancies anticipated to be posted after 30 April?**

Yes, some vacancies may arise through the normal course of business. Staff whose positions have not been mapped and who have not received a verbal offer by 30 April may apply to vacancies posted externally. If selected, the staff member will be asked to return the terminal indemnities on a pro-rata basis.

**10. What will be the application/interview process for vacancies posted after 30 April?**

As of 1 May, the standard recruitment and selection procedure for vacancies will resume. The HR procedure amendments to allow professional growth promotions from G1 to G4 within the administrative job stream; and to allow competitive promotion for one grade higher will remain in effect.

**11. Will I be able to maintain my access to outplacement services?**

Yes, as a staff member who has taken a VES or a MAS, you will continue to have access to outplacement services. To arrange contact with the outplacement agency, please email [transitioncoaching1@gmail.com](mailto:transitioncoaching1@gmail.com). As well, [ICAS](#): Employee Assistance Personal Support Line remains available for staff.

***For specific and individual situations not covered in this document, please follow up directly with your HR Business Partner to discuss.***

*Please note that the above answers are to provide guidance to staff. In case of any discrepancy between the information carried in this document and Global Fund Policies, the latter shall have controlling authority.*