World Bank Group Directive

Staff Rule 4.01 - Appointment

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Content
This Directive, Staff Rule 4.01, "Appointment" (hereinafter Rule) sets forth provisions governing the Bank Group's recruitment and appointment of Staff.

Applicable to
IBRD, IDA, IFC, MIGA, ICSID

Issuer
World Bank Group Human Resources Vice President, HRDVP; IFC Chief Executive Officer, IFCEO; MIGA Executive Vice President and CEO, MIGEX

Sponsor
Director, Strategy and Operations, HRDAO; Director, IFC Human Resource Department, CHRDR; Director, IBRD/MIGA Client Services, HRDCS
SECTION I – PURPOSE AND APPLICATION

1.01 This Directive, Staff Rule 4.01, "Appointment" (hereinafter Rule) sets forth provisions governing the Bank Group’s recruitment and appointment of Staff. The Bank Group’s recruitment policy is to recruit Staff Members of the highest caliber through a competitive selection process based on criteria determined by the needs of the Bank Group and the requirements of the position, paying due regard to the importance of recruiting Staff on a diverse basis.

1.02 This Rule applies to the Staff of the Institutions of the World Bank Group.

SECTION II – DEFINITIONS

2.01 The types of appointments to the Staff of the Bank Group are specified below.

   a. **Regular Appointment** is a full-time appointment of indefinite duration made before July 1, 1998.

   b. **Local Staff Regular Appointment** is a full-time appointment of indefinite duration, made before July 1, 1998, of a person recruited to serve at a Bank Group country office.

   c. **Open-Ended Appointment** is an appointment of indefinite duration made after June 30, 1998.

   d. **Term Appointment** is an appointment for a specified duration of a minimum of one year and a maximum of five years per appointment except:

      i. Staff Member appointed to an Administrative Client Support position in the Executive Directors' offices will initially be appointed to a two-year term which may be extended, terminated or converted to an open-ended appointment in accordance with the Procedure, "Converting Term Appointments to Open-Ended Appointments for Administrative and Client Support (ACS) Staff in Executive Directors' Offices."

   e. **An Executive Director's Advisor Appointment** is coterminous with the term of an Executive Director unless the Executive Director decides that the appointment will be renewed, extended or terminated at an earlier date.

   f. **Special Assignment Appointment** is a full-time appointment without pay, and, except as approved by the Manager, HR Operations, or a Designated Official, without benefits, of an official of a member country, regional agency, development bank, international organization or private enterprise to the Staff of the Bank Group for the purpose of receiving or using experience and contributing to the Bank Group's work program.

   g. **Extended Term Temporary Appointment** (ETT) is a full-time appointment at the equivalent of grades GA-GD for a minimum of one year, renewable for a second year, subject to a lifetime maximum of two years for all Extended Term appointments.
h. **Extended Term Consultant Appointment** (ETC) is a full-time appointment at the equivalent of grade GE or above for a minimum of one year, renewable for a second year, subject to a lifetime maximum of two years for all Extended Term appointments.

i. **Short Term Temporary Appointment (STT)** is a periodic appointment, with or without pay and without benefits, at the equivalent of grades GA-GD for a maximum of 1,200 hours inclusive of overtime in a fiscal year. Service performed for the Bank Group under a Bank Group appointment will be counted towards the 1,200 hour limit. In the case of a former Staff Member, service performed for the Bank Group through a vendor or temporary agency will be counted towards the 1,200 hour limit.

j. **Short Term Consultant Appointment (STC)** is a periodic appointment, with or without pay and without benefits, at the equivalent of grades GE or above for a maximum of 150 days in a fiscal year. Service performed for the Bank Group under a Bank Group appointment will be counted towards the 150 day limit. In the case of a former Staff Member, service performed for the Bank Group through a vendor or temporary agency will be counted towards the 150 day limit.

2.02 Capitalized terms in this Rule have the meanings ascribed to them in Staff Rule 1.01, "General Provisions."

### SECTION III – SCOPE

03. Recruitment

3.01 See below:

a. **Local Recruitment.** Positions at grades GA-GE or equivalent are subject to local recruitment. These are positions where global mobility and international experience are not essential. In circumstances where:

   i. required skills cannot be obtained by local recruitment, or

   ii. global mobility and international experience are essential, international recruitment may be authorized by the Senior Manager with the concurrence of the Manager, Human Resources Team or the Director, Human Resources, for Bank or MIGA Staff; or the HR Regional Head or the IFC Director, Human Resources, for IFC Staff. Positions in country offices, irrespective of level, are subject to local recruitment. Local recruitment in country offices ensures depth of country knowledge and practice and is the critical complement to international recruitment.

b. **International Recruitment.** Positions at grades GF or equivalent and above are subject to international recruitment. These are positions where global mobility and international experience are essential. In circumstances where positions do not require global mobility and international experience, local recruitment may be authorized by the Senior Manager with the concurrence of the Manager, Human Resources Team or the Director, Human Resources, for Bank or MIGA Staff; or the HR Regional Head or the IFC Director, Human Resources, for IFC Staff. Positions in country offices, irrespective of level, are subject to local recruitment.
04. Appointment

Offer of Appointment

4.01 An offer of appointment to the Staff of the Bank Group is made by a letter of appointment signed by the World Bank Group Human Resources Vice President, or his/her designee. The letter establishes conditions for employment which must be met by the selected candidate prior to entry on duty and includes the appointment type, entry on duty date, entry level salary, and, where applicable, grade and probationary period.

Acceptance of Appointment

4.02 An appointment is accepted upon receipt by the Bank Group of the countersigned letter of appointment by the selected candidate.

Withdrawal of Offer of Appointment

4.03 The official who issued a letter of appointment may withdraw a letter of appointment before it has been accepted or before conditions precedent to the selected candidate’s entry on duty have been met.

05. Limitations on Appointment

Age Limitations

5.01 Persons who have reached their 18th birthday and have not reached their 66th birthday may be appointed to Staff of the World Bank Group.

Spouses and Domestic Partners

5.02 The spouse or domestic partner of a Staff Member who meets the normal selection standards may be employed by the Bank Group. A husband and wife or domestic partners may be assigned to the same vice presidency, department or unit, if neither supervises the other, directly or indirectly, and their duties are not likely to bring them into routine professional contact. A spouse or a domestic partner of a Staff Member may be assigned to the same country office, provided that neither supervises the other, directly or indirectly, and provided that the Vice President responsible for the country office, in consultation with the Manager, HR Operations or the Director, Human Resources, for Bank or MIGA Staff, or IFC Director, Human Resources, for IFC Staff, approves the assignment.

Close Relatives

5.03 A Staff Member is required to inform the Manager, HR Operations when s/he learns that his/her Category I or Category II relative (Close Relative) is working or applying for employment with the Bank Group. This applies to close relatives who perform services for the Bank Group under a Bank Group appointment or as an employee of a firm, and to the close relatives of Executive Directors, Alternate Executive Directors, and Senior Advisors to the Executive Director. The term cousin means the son or daughter of an uncle or aunt, and uncle and aunt mean the brother or sister, respectively, of one's mother or father whether the
relationship is by blood or adoption. The spouse of an uncle or aunt is not a close relative by reason of the marriage.

a. **Category I Relatives.** The following Close Relatives, including relatives by blood or adoption, are not eligible for employment:

<table>
<thead>
<tr>
<th>Mother</th>
<th>Son</th>
</tr>
</thead>
<tbody>
<tr>
<td>Father</td>
<td>Daughter</td>
</tr>
<tr>
<td>Sister</td>
<td>Aunt</td>
</tr>
<tr>
<td>Half-sister</td>
<td>Uncle</td>
</tr>
<tr>
<td>Brother</td>
<td>Niece</td>
</tr>
<tr>
<td>Half-brother</td>
<td>Nephew</td>
</tr>
</tbody>
</table>

b. **Category II Relatives.** The following Close Relatives, including relatives by adoption, and domestic partners of close relatives are eligible for employment provided that they are not assigned to the same division or equivalent unit, and neither supervises the other, directly or indirectly, and their duties are not likely to bring them into routine professional contact:

<table>
<thead>
<tr>
<th>Whole Relationships</th>
<th>Step Relationships</th>
<th>Half Relationships</th>
<th>Domestic Relationships</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daughter-in-law</td>
<td>Mother</td>
<td>Aunt</td>
<td>Mother</td>
</tr>
<tr>
<td>Son-in-law</td>
<td>Father</td>
<td>Uncle</td>
<td>Father</td>
</tr>
<tr>
<td>Sister-in-law</td>
<td>Sister</td>
<td>Niece</td>
<td>Sister</td>
</tr>
<tr>
<td>Brother-in-law</td>
<td>Brother</td>
<td>Nephew</td>
<td>Brother</td>
</tr>
<tr>
<td>Mother-in-law</td>
<td>Daughter</td>
<td></td>
<td>Daughter</td>
</tr>
<tr>
<td>Father-in-law</td>
<td>Son</td>
<td></td>
<td>Son</td>
</tr>
<tr>
<td>Grandmother</td>
<td>Aunt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grandfather</td>
<td>Uncle</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Granddaughter</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grandson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cousin</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Advocacy of the Appointment of a Spouse, Domestic Partner, or a Close Relative**

5.04 **Staff Members may not recommend the appointment of a spouse, domestic partner, close relative, or a domestic partner of a close relative. A Staff Member who tries to influence such an appointment may be subject to proceedings pursuant to Staff Rule 3.00, “Office of Ethics and Business Conduct (EBC)” and such advocacy will render the applicant ineligible for employment.**
Conflict of Interest

5.05 The selecting Manager must ensure that the proposed employment is consistent with Principle 3 under the Principles of Staff Employment, "General Obligations of Staff Members," Staff Rule 3.01, "Standards of Professional Conduct," and Staff Rule 3.02, "Employment Outside the Bank Group." In case of doubt, the selecting Manager should consult with his/her Senior Manager and with the Office of Ethics and Business Conduct as to the suitability of the appointment.

Visas

5.06 Visa, when used with reference to an appointment in the United States (U.S.), includes refugee status, asylum and parole. Visa requirements are as follows:

a. Staff Members assigned to a position in the U.S., who are not citizens of the U.S., must be in U.S. permanent resident status or in possession of a valid work authorization or visa which permits them to take employment with an international organization at the time their appointment becomes effective.

b. Staff Members assigned to a place other than the U.S. must be in compliance with residence, work authorization or visa requirements for employment with international organizations in the country to which they are assigned.

Medical Clearance

5.07 For positions subject to international recruitment under an Open-Ended or Term Appointment where the initial duty station on appointment will be a Country Office, the candidate and accompanying eligible dependents, must have obtained medical clearance from the Director, Health Services Department, or a Health Services Physician before the appointment becomes effective.

Employment Screening Program

5.08 Staff's employment at the World Bank Group is contingent on his/her successful completion of the employment screening, which is conducted pursuant to the World Bank Group Procedure, "Employment Screening Program."

06. Extensions

6.01 A Term Appointment may be extended for any period by the Manager responsible for the position, provided that any given extension does not exceed five years. The number of successive extensions or renewals of appointments of less than one year within the same VPU is limited to three.

6.02 An Extended Term Consultant or an Extended Term Temporary Appointment may be extended by the Manager responsible for the position, subject to the appointment's maximum duration of two years.
07. Changes in Types of Appointment

7.01 The Manager of the Staff Member's Manager, at Director level or above, (in the case of IFC, as delegated by the IFC Executive Vice President and CEO) may authorize a Staff Member's change from one type of appointment to another provided that the Staff Member meets the eligibility criteria for the type of appointment to which the Staff Member is changing, including clearance by the appropriate sector board or staffing group, where applicable, and the Staff Member agrees to the change of appointment. A Staff Member changing from a Regular, Open-Ended, or Local Staff Regular Appointment to a Term Appointment must agree to the change in writing. A staff member holding a Regular, Open-Ended, Local Staff Regular or Term Appointment may not change to an Extended Term Consultant or Extended Term Temporary Appointment.

08. Reappointment

Reappointment after Resignation or Expiration of Term Appointment

8.01 A Staff Member who held a Regular, Open-Ended, Local Staff Regular, Fixed-Term, Local Staff Fixed-Term or Term Appointment, whose performance was fully satisfactory, and whose employment with the Bank Group ended by resignation or on the expiration of the Term, Fixed-Term or Local Staff Fixed-Term Appointment, may be reappointed to:

a. a Short Term Consultant or Short Term Temporary Appointment, or

b. any other appointment, unless the Bank Group has incurred resettlement expenses on behalf of the Staff Member, in which case such reappointment may not occur until two years after the effective date of his/her termination.

In exceptional circumstances, the Manager responsible for the position, in consultation with the Manager, HR Operations, or the Director, Human Resources, for Bank or MIGA Staff, or IFC Director, Human Resources, for IFC Staff, may authorize a reappointment before these time limits have expired.

A Staff Member who received an Expiration Payment under Staff Rule 7.02, "Benefits on Ending Employment," paragraph 8.01, may not be reappointed to the Staff of the Bank Group in any capacity for the period of time equal to the number of months' pay included in such payment.

Reappointment after Retirement

8.02 A former Staff Member is a "retired Staff Member" for purposes of this Rule if s/he:

a. is receiving a pension annuity under the Staff Retirement Plan, or

b. has reached the mandatory retirement age.

Except as provided in paragraphs 8.03 and 8.04 of this Rule, a retired Staff Member may be reappointed to a Short Term Consultant or Short Term Temporary Appointment and may work up to 150 days or 1,200 hours per fiscal year. Service performed for the Bank Group by a retired Staff Member, as an employee of a firm, regardless of the source of funding, will contribute towards that retired Staff Member's maximum service as an STT or STC appointment. The Bank,
IFC and MIGA may further limit reappointment of retired Staff Members as they see fit to meet business needs.

In exceptional circumstances the Manager, HR Operations, or the Director, Human Resources, for Bank or MIGA Staff, or IFC Director, Human Resources, for IFC Staff, may authorize an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary reappointment after retirement.

Reappointment after Redundancy

8.03 The provisions for reappointment after redundancy are as follows:

8.04 A former Staff Member whose employment terminated with severance payments effective on or after July 1, 1997, as a result of redundancy may not be reappointed to an Open-Ended, Term, Extended Term Consultant, Extended Term Temporary, Short Term Consultant or Short Term Temporary Appointment.

8.05 A former Staff Member whose employment terminated with severance payments effective before July 1, 1997, as a result of redundancy may not be reappointed to an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary Appointment, but may be reappointed as a Short Term Consultant or Short Term Temporary for up to 120 days per fiscal year. Service performed for the Bank Group under a Bank Group appointment or as an employee of a firm, regardless of the source of funding, will count toward this limit.

c. A former Staff Member whose employment terminated as a result of redundancy but who waived severance payments may be reappointed in accordance with paragraphs 8.01 and 8.02 of this Rule.

Reappointment after Mutually Agreed Separation

8.06 A former Staff Member whose employment terminated with severance payments under mutually agreed separation may not be reappointed to an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary Appointment, but may be reappointed as a Short Term Consultant or Short Term Temporary as follows:

a. For a maximum of 30 days in the fiscal year during which separation took place, 30 days in the next fiscal year, and 150 days per fiscal year thereafter. Service performed for the Bank Group under a Bank Group appointment or as an employee of a firm, regardless of the source of funding, will count toward this limit.

b. A former Staff Member whose employment terminated as a result of a mutually agreed separation but who waived severance payments may be reappointed in accordance with paragraphs 8.01 and 8.02 of this Rule.

Reappointment after Termination for Misconduct, Unsatisfactory Performance and Non-Confirmation of Appointment

8.07 A former Staff Member whose employment terminated because of non-confirmation of appointment under Staff Rule 7.01, "Ending Employment," paragraphs 7.01-7.05, "Non-Confirmation of Appointment;" for misconduct under Staff Rule 7.01, "Ending Employment," paragraphs 11.01-11.03, "Misconduct and Behavior Reflecting Adversely on the Reputation and Integrity of the Bank Group;" or for unsatisfactory performance under Staff Rule 7.01,

Reappointment after Recovery from Disability

8.08 In the event that a Staff Member who has retired on a disability pension under the provisions of the Staff Retirement Plan, or who has terminated employment under the provisions of the Bank Group's Disability Program in accordance to Staff Rule 6.22, "Disability Insurance Program," recovers from disability, said Staff Member is eligible to seek reappointment via competitive selection for any Bank Group vacancy that s/he deems suitable.

SECTION IV – EXCEPTION

None

SECTION V – WAIVER

The Issuers, or their designees, may waive any provision of this Rule, with respect to their Staff Members, with advice from the World Bank Group Human Resources Vice President.

SECTION VI – OTHER PROVISIONS

None

SECTION VII – TEMPORARY PROVISIONS

None

SECTION VIII – EFFECTIVE DATE

This Directive is effective as of the date on its cover page.

SECTION IX – ISSUER

The Issuers of this Rule are:

World Bank Group Human Resources Vice President, HRDVP

IFC Chief Executive Officer, IFCEO

MIGA Executive Vice President and CEO, MIGEX
SECTION X – SPONSOR

The Sponsors of this Rule are:

Director, Strategy and Operations, HRDAO
Director, IFC Human Resource Department, CHRDR
Director, IBRD/MIGA Client Services, HRDCS

SECTION XI – RELATED DOCUMENTS

Procedure, Employment Screening Program
Procedure, Converting Term Appointments to Open-Ended Appointments
Procedure, Converting Term Appointments to Open-Ended Appointments for Administrative and Client Support (ACS) Staff in Executive Directors' Offices
Waiver of Directive, Staff Rule 4.01 – Appointment, regarding duration of Short Term Consulting Appointments in FCV

ANNEX(ES)

None

Questions regarding this Directive should be addressed to the Sponsor.