



7 November 2013

Administrative instruction

Young professionals programme

The Under-Secretary-General for Management, pursuant to section 4.2 of Secretary-General's bulletin [ST/SGB/2009/4](#), and for the purpose of implementing [ST/SGB/2011/10](#), promulgates the following:

Section 1

General provisions

1.1 The examinations for recruitment at the P-1 and P-2 levels, which hereinafter shall be referred to as the young professionals programme examinations, are held annually in particular job families according to the needs of the Organization. Specific arrangements for such examinations shall be announced in advance through the United Nations Intranet (iSeek) and the United Nations Careers portal (<https://careers.un.org/>). Competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category are not governed by the present instruction.¹

1.2 The positions available for recruitment under the young professionals programme shall include all Secretariat positions in the Professional category at the P-1 and P-2 levels established through the regular budget, excluding language posts, and up to 15 per cent of positions at the P-1 and P-2 levels in field operations² financed through the regular budget and voluntary contributions.

1.3 In accordance with staff rule 4.16 (b) (ii), recruitment to the Professional category of staff from the General Service and related categories in the United Nations Secretariat shall be made exclusively through competitive examinations.

¹ Such examinations are governed by ST/AI/1998/7 on competitive examinations for recruitment and placement in posts requiring specific language skills in the Professional category, ST/AI/2000/1 and ST/AI/2003/1 on special conditions for recruitment and placement of candidates successful in competitive examinations for posts requiring specific language skills.

² For the purposes of the present administrative issuance, "field operations" are defined as special political missions and field offices of entities of the United Nations Secretariat (the Office for the Coordination of Humanitarian Affairs, the Office of the United Nations High Commissioner for Human Rights, the Office of Internal Oversight Services, the Department of Economic and Social Affairs, the United Nations Human Settlements Programme, the United Nations Environment Programme and the United Nations Office on Drugs and Crime).



1.4 The total number of positions that can be filled in a given calendar year by staff members from the General Service and related categories and the Field Service category who successfully pass the young professionals programme examinations as per section 2.4 below shall be up to 10 per cent of the positions available under the programme in a given year.

Section 2

Eligibility

2.1 In assessing the eligibility for the young professionals programme examinations, applicants shall be grouped in three different categories, external applicants, staff members applying as “G to P” candidates and staff members applying as “G to N” candidates.

External applicants

2.2 The young professionals programme examinations are open to all individuals who:

- (a) Are nationals of one of the Member States participating in the examination in a particular year;
- (b) Are not more than 32 years old on 31 December of the year of the examination;
- (c) Are proficient in either English or French;
- (d) Meet the minimum educational criterion set out in section 2.7 of the present instruction and any other requirements stipulated in the announcement of the examinations.

2.3 Pursuant to staff rule 4.7 (a), an external individual who is the father, mother, son, daughter, brother or sister of a staff member serving in the United Nations Secretariat shall not be authorized to participate in the young professionals programme examinations.

Staff members applying as “G to P” candidates

2.4 The young professionals programme examinations are open to all staff members serving in the General Service and related categories and in the Field Service category, up to and including the FS-5 level, who:

- (a) Have a minimum of five years of continuous service in the Secretariat at the time they apply for the examination, excluding any service in separately administered funds or programmes. Any service in the separately administered funds or programmes, regardless of whether such service was on secondment or on loan from the Secretariat, shall break the five years of continuous service in the Secretariat required to be eligible to apply to the young professionals programme examinations as a “G to P” candidate. While periods of special leave without pay do not break the continuity of service, such periods shall not count towards the calculation of the five years of service;
- (b) Hold a United Nations appointment valid for a minimum of six months or whose appointment is expected to be extended for a minimum of six months from the date the written examination is scheduled to take place;

- (c) Have a rating of at least “successfully meets performance expectations” in their last two performance assessments;
- (d) Are proficient in either English or French;
- (e) Meet the minimum educational criterion set out in section 2.7 of the present instruction and any other requirements stipulated in the announcement of the examinations.

Staff members applying as “G to N” candidates

2.5 In addition, in accordance with General Assembly resolution [67/255](#), staff members serving in the General Service and related categories and in the Field Service category, up to and including the FS-5 level, who are nationals of the participating Member States, may take the examination provided that they meet the eligibility criteria in section 2.2 above and the following additional criteria:

- (a) Hold a United Nations appointment valid for a minimum of six months or whose appointment is expected to be extended for a minimum of six months from the date the written examination is scheduled to take place;
- (b) Have a rating of at least “successfully meets performance expectations” in their last available performance assessments.

General eligibility provisions

2.6 Pursuant to staff rule 4.3, staff members who have been legally accorded nationality status by more than one State shall be considered nationals of the Member State recognized by the Secretary-General as their nationality for the purposes of employment at the United Nations. Staff members who wish to apply under one of their nationalities other than the nationality recognized by the Organization may do so. If successful in the examination, the recognized nationality of such staff members shall be changed to the nationality under which they passed the examination and they shall not be allowed to revert to their previously recognized nationality for the purposes of their employment at the United Nations during their entire career with the Organization.

2.7 Unless otherwise specified, the minimum educational eligibility criterion is a first-level three-year university degree (Bachelor’s degree or its equivalent) conferred on the applicant and recognized by the United Nations, and acceptable for the job family for which the applicant has applied. University degrees accepted for specific job families shall be provided in the annual announcement of the examinations through the United Nations Intranet (iSeek) and the United Nations Careers portal.³

Section 3 Applications

3.1 In order to apply for the young professionals programme examinations, applicants shall complete the profile and application sections provided on the United Nations Careers portal. Applicants shall submit all required documentation when

³ An associate degree or equivalent shall not be considered as meeting the requirements under section 2 of the present instruction. An associate degree is a two-year post-secondary education degree, which does not qualify its holder for direct application to advanced study programmes.

applying to the job opening advertised under the job family for which they wish to be considered by the deadline indicated in the announcement made through the United Nations Intranet (iSeek) and the Careers portal.

3.2 External applicants and staff members applying as “G to N” candidates in accordance with sections 2.2 and 2.5 above may apply to one job family only. Submitting applications for more than one job family shall result in automatic disqualification in all job families.

3.3 Staff members who are eligible to take the young professionals programme examination under section 2.4 above, and who meet the minimum educational criterion set out in section 2.7 above, may apply to take the examination in a maximum of two job families in a given year.

3.4 Staff members who meet the eligibility criteria specified in both sections 2.4 and 2.5 above may apply for the young professionals programme examination as both “G to P” candidates and “G to N” candidates.

3.5 Staff members who, by 31 December 1989, had served in the Secretariat for a minimum of five years are exempt from the minimum educational criterion set out in section 2.7 above and shall be eligible to apply for the examination in any of the job families in which it is held in a given year provided that they meet the criteria in section 2.4 (a) through (d) and hold post-secondary academic qualifications recognized by the United Nations. In the event that the staff members also meet the minimum educational criterion set out in section 2.7 above, they may apply to take the examination in the second job family for which their degree is accepted.

3.6 For each job family for which the examination is offered, a separate job opening shall be issued for each of the three categories of applicants identified in sections 2.2, 2.4 and 2.5 above. Candidates must submit their applications to the job opening corresponding to the category for which they are eligible, for example “YPP — external applicants”, “YPP — staff members — G to P” or “YPP — staff members — G to N”. Pursuant to section 3.4 above, staff members who wish to be considered as applicants under both categories must apply to both job openings: “YPP — staff members — G to P” and “YPP — staff members — G to N” under the corresponding job family, subject to a maximum of two job families in accordance with section 3.3 above. In the event that a candidate applies to a job opening under a category in which he or she does not meet the respective eligibility criteria as set out in sections 2.2, 2.4 and 2.5 above, the candidate’s application shall automatically be screened out.

Section 4 **Review of applications**

Review of applications

4.1 The Office of Human Resources Management shall review all timely and complete applications submitted by external applicants to determine their eligibility. If the number of individual applicants of the same nationality in a given job family eligible under section 2.2 above exceeds operational capacity, the Office shall consider those applicants whose qualifications exceed the minimum eligibility criteria detailed in section 2.2 in order to determine the most qualified applicants. For that purpose, the Office will consider additional qualifications and expertise, including, but not limited to, additional first-level university degree(s), advanced

university degree(s), work experience relevant to the job family, knowledge of both working languages of the United Nations (English and French) and knowledge of the additional official languages of the United Nations (Arabic, Chinese, Russian and Spanish).

4.2 The decision by the Office of Human Resources Management determining which external applicants are most qualified to take the young professionals programme examination shall be final.

4.3 All staff members serving in the General Service and related categories and in the Field Service category, up to and including the FS-5 level, who meet the eligibility criteria under sections 2.4 or 2.5 above shall be invited to take the examination. The Office of Human Resources Management shall review all timely and complete applications submitted by staff members under sections 2.4 and 2.5 above. The Central Examinations Board, the composition and functions of which are described in annex I to the present administrative instruction shall, in consultation with the Office, determine the eligibility of staff members to take the young professionals programme examination.

4.4 Late and/or incomplete applications shall not be considered under any circumstances.

4.5 All applicants shall receive notification, by e-mail, regarding the outcome of their application to take the young professionals programme examination. Unless otherwise specified herein, no further information on the decision taken by the Office of Human Resources Management shall be provided to external applicants.

Request for review of eligibility determination

4.6 Staff members who applied under sections 2.4 and 2.5 above and have been found to be ineligible to take the young professionals programme examination shall be informed of the reasons for that determination. Should the staff members have cause to believe that they have been unfairly excluded from participating in the examination, they may submit a request for a review of the eligibility determination to the Central Examinations Board. Requests for review must be received by the Central Examinations Board at Headquarters within 10 calendar days of the receipt of the determination. Late requests will not be considered.

4.7 The Central Examinations Board will normally respond within 10 calendar days of receipt of a request.

Section 5

Young professionals programme examinations

5.1 Information on the format of the examinations shall be communicated to all convoked applicants by e-mail or they shall be included in the announcement for the upcoming examinations through the United Nations Intranet (iSeek) and the United Nations Careers portal. Sample examination papers shall also be made available on the Careers portal.

5.2 The examinations shall comprise:

(a) Written examination: the written examination shall consist of: (i) a general paper, which tests drafting skills and other competencies such as general knowledge of international affairs. The paper may consist of more than one part; and

(ii) a specialized paper, which tests the substantive knowledge of the particular job family for which the examinee is being tested. The paper may consist of more than one part. All examinees in all job families shall complete the same general paper. The Office of Human Resources Management, in consultation with the specialized board for each job family, shall decide prior to the examination which paper, namely the general or the specialized paper, shall be eliminatory and therefore marked first. Only those examinees who are successful in the examination paper marked first shall have their other examination paper marked. The Office of Human Resources Management shall decide which part(s) of the general paper shall be eliminatory, while the Specialized Boards of Examiners, the composition and functions of which are described in annex II, shall decide which part(s) of the specialized paper shall be eliminatory; and

(b) Oral examination: the oral examination shall consist of an interview at which examinees shall be required to answer questions designed to ascertain whether they possess the United Nations core values and the competencies necessary for positions in the relevant job family. At the discretion of the Office of Human Resources Management, examinees who fail to sit for the oral examination after two attempts have been made to schedule an interview will be considered disqualified.

5.3 In accordance with General Assembly resolutions [35/210](#) and [37/235 D](#), the young professionals programme examinations may be taken in any of the six official languages of the United Nations (Arabic, Chinese, English, French, Russian and Spanish), with due regard to the requisite proficiency in one of the working languages (English and French) of the United Nations Secretariat. Consequently, the general paper of the written examination must be taken in either English or French and the specialized paper may be taken in any one of the United Nations official languages. The oral examination must be taken in either English or French.

5.4 The written and oral examinations shall normally follow a similar format in all job families. However, the Specialized Boards of Examiners for particular job families shall have the right to modify the format of both the written and oral examinations in order to test knowledge, skills and attributes of specific relevance to that area of work. Any change in the format shall be communicated to all examinees through the United Nations Careers portal prior to the actual examination.

5.5 Convoked applicants shall be informed by e-mail and through an announcement on the United Nations Careers portal of the exact date, time and location of the written examination. Estimated dates regarding the oral examination shall also be posted on the United Nations Careers portal. In order to preserve their anonymity, convoked candidates shall be provided with unique identification numbers and shall not be identified by name.

5.6 The written examination for all job families shall be administered on the same day at identified examination centres around the world.

5.7 Staff members who have been convoked to take young professionals programme examinations in two job families, in accordance with section 3.3 above, shall be required to complete the general and both specialized examination papers on the same day. In such cases, staff members shall be required to take only one general paper, which shall be considered for both job families.

5.8 Following the assessment of the written papers, the Specialized Board of Examiners shall transmit to the Central Examinations Board, for review and endorsement, the results of the written examination and a list of the examinees to be convoked to sit the oral examination for each job family. Upon receipt of the recommendation of the Central Examinations Board, the Office of Human Resources Management shall notify all examinees of the outcome of their performance in the written examination and convoke the examinees approved by the Board to take the oral examination.

5.9 The Specialized Board of Examiners shall submit its final recommendations in respect of successful candidates to the Central Examinations Board. Only those examinees who successfully pass the oral examination may be considered for inclusion in the recommended list of successful candidates approved for placement and appointment under the young professionals programme. The Central Examinations Board shall review, endorse and transmit the list of the recommended candidates for recruitment under the young professionals programme to the Assistant Secretary-General for Human Resources Management for approval. Upon approval by the Assistant Secretary-General, the Office of Human Resources Management shall inform the examinees accordingly. The recommendations concerning the qualification of examinees to perform at the P-1 or P-2 levels and the final decision shall be made confidentially, with full respect for anonymity.

Section 6

List of successful candidates

6.1 The list of successful candidates shall be valid for a period of two years from the beginning of the first quarterly placement taking place following the conclusion of the examination cycle.

6.2 In order to ensure that all job openings in a particular job family are filled in an expedited manner, the list of successful candidates may include up to an additional 10 per cent of the number of anticipated available positions. The Assistant Secretary-General for Human Resources Management shall determine the additional number on the basis of the recommendations from the Specialized Board of Examiners, as endorsed by the Central Examinations Board.

6.3 Successful candidates who have not been selected in accordance with section 7 below shall be removed from the list of successful candidates at the end of the two-year period indicated in section 6.1 above. The Office of Human Resources Management shall notify such candidates and the relevant Member States accordingly. Individuals wishing to reapply to the young professionals programme will be considered as new applicants.

Section 7

Selection and appointment of successful candidates

7.1 Successful candidates in the young professionals programme examinations shall be eligible for consideration for appointment at the P-1 or P-2 levels in the Secretariat, depending upon their qualifications and the availability of posts.

7.2 The placement of successful candidates will be conducted centrally four times a year. Operational requirements may warrant the placement of a successful

candidate outside the quarterly schedule subject to the approval of the Office of Human Resources Management.

7.3 Executive offices of departments and offices at Headquarters and local human resources officers at all other duty stations are required to provide to the Office of Human Resources Management the list of all vacant positions at the P-1 and P-2 levels.

7.4 The Office of Human Resources Management will facilitate the placement efforts by circulating job openings for the vacant positions at the P-1 and P-2 levels to each successful candidate as appropriate.

7.5 From the list of job openings provided, successful candidates will be asked to indicate their order of preference with the undertaking that they shall accept any position offered for their initial assignment. Pursuant to General Assembly resolution 65/247, successful candidates who are staff members who applied as “G to P” candidates pursuant to section 2.4 above shall not be required to accept a position that would require them to move to a different duty station for their initial assignment to the Professional category. Staff members who successfully passed the young professionals programme examination as both “G to P” candidates and “G to N” candidates pursuant to section 3.4 above shall be considered as successful “G to N” candidates for placement purposes and shall accept any position offered for their initial assignment, including if it requires them to move to a different duty station.

7.6 Hiring managers shall receive a list of all successful candidates and shall be required to provide a list of at least three successful candidates in order of preference within 10 calendar days, with the undertaking that they shall accept any of the successful candidates put forward. In the event that a hiring manager does not communicate his or her preferences within the prescribed time frame, the Office of Human Resources Management will proceed to make the selection decision.

7.7 Information concerning preferences received from the hiring manager and the successful candidates respectively shall be reviewed by the Office of Human Resources Management. The Office shall conduct a matching exercise to fill the available positions, taking into account the preferences, if indicated.

7.8 The final selection decision will be made centrally by the Assistant Secretary-General for Human Resources Management and conveyed to the respective hiring managers.

7.9 Successful candidates shall be informed of the positions for which they have been selected. In cases where they have been simultaneously selected for more than one position, they shall be informed of all the positions for which they have been selected and shall be requested to indicate their order of preference within seven calendar days starting from the date of receipt of the last proposal. Selected candidates will be required to accept the offer within seven calendar days of the receipt of the written offer of appointment following the final selection decision made by the Assistant Secretary-General for Human Resources Management. Should a successful candidate refuse to participate in the placement exercise, which includes, but is not limited to declining a position after being selected, declining a formal written offer of appointment, withdrawing an application in Inspira, putting an application on hold in Inspira without prior approval from the Office of Human Resources Management, or failing to respond to e-mails or phone calls from hiring managers within a reasonable time period, he or she shall be considered to have

withdrawn his or her candidacy from the young professionals programme and shall be removed from the list of successful candidates indicated in section 6 above of the present instruction. Selected candidates will be expected to report for duty within 90 calendar days of their acceptance of the written offer of appointment.

7.10 Upon selection, successful candidates who are staff members holding a permanent or continuing appointment shall retain such appointment. Successful candidates who are staff members holding a fixed-term or a temporary appointment or who are external applicants shall receive a fixed-term appointment for a period of two years, after which they shall be granted a continuing appointment, subject to satisfactory performance, in accordance with staff rule 4.14 (b). Any successful candidate whose performance is not satisfactory upon completion of the two-year initial assignment, regardless of his or her type of appointment, will be separated in accordance with the provisions of [ST/AI/2010/5](#) and pursuant to staff regulation 9.3 (a) (ii) and staff rule 9.6 (c) (ii) and (h). In exceptional circumstances, the two-year period under a fixed-term appointment may be extended by not more than one additional year.

7.11 Selected candidates shall be required to serve at any of the duty stations of the United Nations Secretariat worldwide, except as provided for in section 7.5 above. Selected candidates shall be required to serve for a minimum of two years in the position of their initial assignment before being eligible to apply to another position. Selected candidates will be expected to serve in two different assignments: the initial assignment and a second, additional assignment. Upon completion of their initial assignment, selected candidates will be invited to participate in a rotation exercise in accordance with section 8.2 below. The second assignment shall normally be at a different duty station. Selected candidates whose initial appointments are at the P-2 level may apply to P-3 positions through the staff selection system only upon completion of two years in their initial assignment and provided that all other eligibility criteria are met in accordance with [ST/AI/2010/3](#). Successful candidates appointed at the P-1 level shall be promoted to the P-2 level following a minimum of two years of satisfactory performance at the P-1 level.

7.12 Pursuant to staff rule 4.3, for the purposes of the United Nations Staff Regulations and Rules, the nationality of successful candidates shall be the nationality of the State under which they applied for the young professionals programme examination. Candidates who are successful in the examination and who hold more than one nationality shall not be allowed to change their nationality for the purposes of their employment at the United Nations during their career with the Organization.

7.13 In addition to the placement exercise described in this section, successful candidates may also apply for positions advertised through the United Nations Careers portal that are not earmarked for the young professionals programme. Sections 7.10, 7.11 and 7.12 above shall not apply to successful candidates appointed to such positions unless they are subsequently selected against a position earmarked for the programme within the two-year period defined in section 6.1 above.

Additional provisions applicable to successful candidates who are staff members who applied as “G to P” candidates pursuant to section 2.4 above

7.14 Subject to section 1.4 above, in the event that no “G to P” candidate has been appointed to a position earmarked for the young professionals programme by 1 January of the second year following the completion of the examination, the Assistant Secretary-General for Human Resources Management shall place one such candidate in the first position that becomes available in that year. Normally, the staff member will be the top-ranked “G to P” candidate in the examination for the job family of the available position. In case positions in more than one job family become available in the same quarterly placement, normally the top-ranked “G to P” candidate in each of these job families shall be accordingly placed.

7.15 When such a “G to P” candidate is selected from the list of successful candidates to fill positions earmarked for the young professionals programme, the filling of the position shall count towards the 10 per cent threshold referred to in section 1.4 above.

Section 8

Professional development support

8.1 Upon placement, successful candidates recruited through the young professionals programme shall be supported by a series of structured programmes aimed at developing their potential as adaptable and diversified staff members, ready to respond to the evolving mandates of the Organization.

8.2 Successful candidates recruited through the young professionals programme will participate in a rotation exercise after serving a minimum of two years in their initial assignment at the Professional level in accordance with section 7.11 above.

8.3 In accordance with [ST/AI/2010/5](#) on the Performance Management and Development System, managers are required to manage the performance of successful candidates recruited through the young professionals programme, including by defining a workplan, performance objectives and training and learning plans, and to ensure a timely assessment of their performance. Successful candidates recruited through the young professionals programme will be expected to serve on two different assignments in accordance with section 7.11 above and will receive a structured performance assessment for those assignments.

8.4 All successful candidates recruited through the young professionals programme shall be assigned a mentor, who will provide further guidance to ensure successful and accelerated integration into the Organization.

Section 9

Final provisions

9.1 The provisions for selection and appointment set out in section 7 above shall be assessed after two years of implementation. Should the total number of placed staff members who applied as “G to P” candidates under section 2.4 above be lower than the 10 per cent limit approved by the General Assembly for two consecutive years, the placement process described in the present instruction shall be reviewed with a view to its improvement.

9.2 Administrative instruction [ST/AI/2010/7](#), entitled “Competitive examination for recruitment to the Professional category of staff members from other categories” and administrative instruction [ST/AI/2010/8](#), entitled “Conditions under which individuals may take national competitive recruitment examinations” are hereby abolished.

9.3 The present instruction shall enter into force on the date of its issuance.

(Signed) Yukio **Takasu**
Under-Secretary-General for Management

Annex I

Central Examinations Board

1. The Central Examinations Board is composed of eight members appointed by the Secretary-General: a chair and a co-chair selected from among staff serving at Headquarters; at least three members nominated by the staff representatives, one of whom shall be from a duty station away from Headquarters; and at least three members nominated by the Assistant Secretary-General for Human Resources Management, one of whom shall be from a third duty station. Members of the Board shall be appointed for a term of three examination cycles. Decisions taken by the Board shall require a quorum of five members. The Board shall have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management and a secretary. The Secretary-General shall also appoint alternates to all of these positions, with the exception of the positions of chair and co-chair.
2. The Central Examinations Board has the following responsibilities:
 - (a) Ensure that the examinations are conducted in accordance with the present instruction;
 - (b) Determine the eligibility of staff members applying to sit for the examination and review and respond to their requests for review with respect to eligibility determination;
 - (c) Review complaints by staff members regarding the examination process;
 - (d) Review the recommendations of the Specialized Boards of Examiners concerning the conduct of the written examination and which examinees shall be convoked to the oral examination;
 - (e) Review, endorse and transmit the list of the recommended candidates for recruitment under the young professionals programme to the Assistant Secretary-General for Human Resources Management for approval;
 - (f) Take note of the information submitted to it by the Office of Human Resources Management on the recruitment of all successful candidates in each calendar year;
 - (g) Make recommendations to the Secretary-General, where necessary, on possible improvements or changes for future examinations.
3. Staff members serving on the Central Examinations Board shall be released by their respective departments for a period sufficient to discharge their functions as members of the Board.

Annex II

Specialized Boards of Examiners

1. The members of the Specialized Boards of Examiners for each job family, who shall be appointed by the Assistant Secretary-General for Human Resources Management, shall normally be composed of staff members of the United Nations Secretariat, although staff members of the specialized agencies, consultants, outside experts or retirees may also be included if it is deemed necessary. Each Specialized Board of Examiners shall consist of a chair elected by the members of the Board and members nominated by the heads of departments and offices. Each Specialized Board of Examiners shall have a non-voting ex officio member representing the Assistant Secretary-General for Human Resources Management.
2. Staff members serving on a Specialized Board of Examiners shall be released by their departments on a full-time basis to serve on the Board for a period sufficient to discharge their functions as a Board member. This assignment shall be part of their workplans and shall be recognized in their performance evaluations.
3. Under the overall responsibility of the Central Examinations Board, the Specialized Boards of Examiners have the following responsibilities:
 - (a) Contribute to the preparation of the specialized part of the written examination;
 - (b) Mark the specialized part of the written examination, with full respect for the anonymity of the examinees;
 - (c) Transmit to the Central Examinations Board the results of the written examinations and a list of the examinees to be convoked to sit for the oral examination for each job family;
 - (d) Conduct and evaluate the oral examination;
 - (e) Transmit to the Central Examinations Board the results of the written and oral examinations, including a list of recommended candidates for appointment under the young professionals programme for the approval of the Board. All recommendations transmitted to the Board shall be confidential, with full respect for the anonymity of the examinees;
 - (f) Make recommendations to the Central Examinations Board, where necessary, on possible improvements or changes for future examinations.