



15 June 2022

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## **Secretary-General's bulletin**

### **Senior Review Group**

The Secretary-General, for the purposes of implementing staff rule 4.15 and the applicable procedures of the staff selection system, promulgates the following:

#### **Section 1 Establishment**

The Senior Review Group is a standing advisory body constituted to review and provide advice on recommendations to the Secretary-General for the selection of staff to all positions at the D-2 level, except positions of resident coordinator at the D-2 level.<sup>1</sup>

#### **Section 2 Composition**

2.1 The Senior Review Group shall be composed of senior United Nations officials at the Under-Secretary-General and the Assistant Secretary-General levels. The Senior Review Group shall consist of one chair and fifteen members, including six representatives of field missions. The members shall be assisted by a secretary and an ex officio adviser for legal issues, who will not have the right to vote.

2.2 All members of the Senior Review Group, including the chair, are appointed by the Secretary-General. In choosing whom to invite to participate, every effort shall be made to ensure a balanced representation with respect to geography, gender and entity.

2.3 One member shall be designated as focal point for gender issues.

2.4 The Assistant Secretary-General for Human Resources shall serve as the secretary of the Senior Review Group. In the absence of the Assistant Secretary-General, one of the directors of the Office of Human Resources shall act as secretary.

2.5 The Legal Counsel shall serve as the ex officio adviser on legal issues.

2.6 The Senior Review Group shall establish its own rules of procedure.

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<sup>1</sup> For information about the selection process for resident coordinators, see [ST/AI/2022/1](#).



### **Section 3**

#### **Functions of the Senior Review Group**

3.1 The Senior Review Group shall review the recommendation for the filling of a vacancy made by the entity concerned to ensure that the integrity of the process was upheld, that the candidates were evaluated on the basis of the pre-approved evaluation criteria specified in the job opening and that the applicable procedures were followed. In doing so, the Senior Review Group shall consider whether:

(a) The recommendation of candidates is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the job opening were properly applied;

(b) The record indicates that there was no mistake of fact or mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The submission followed the procedure for the filling of job openings at the D-2 level as set out in the staff selection system.

3.2 When the Senior Review Group has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the information necessary from the Assistant Secretary-General for Human Resources or the head of entity,<sup>2</sup> as appropriate.

3.3 When the Senior Review Group has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall complete its review of the submission and provide advice on recommendations to the Secretary-General for a final decision.

### **Section 4**

#### **Final provisions**

4.1 The present bulletin shall enter into force on the date of its issuance.

4.2 Secretary-General's bulletin [ST/SGB/2016/10](#) of 13 July 2016 is hereby superseded.

(Signed) António **Guterres**  
Secretary-General

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<sup>2</sup> In accordance with section 1.1 of [ST/SGB/2019/2](#), "head of entity" means the head of a department or an office, including an office away from Headquarters; the head of a special political or peacekeeping mission; the head of a regional commission; a resident or regional coordinator; or the head of any other unit tasked with programmed activities.