



GUIDELINES ON STANDARD MINIMUM EXPERIENCE OR EXPOSURE AND EDUCATIONAL REQUIREMENTS FOR INTERNATIONAL AND NATIONAL PROFESSIONAL POSITIONS

1. Educational Requirements

The following represent the **minimum** number of years of experience and educational level required at each of the grades shown below. In some cases, the Hiring Managers may consider that more years of experience or a higher level of educational qualification may be the minimum required to carry out specific functions and this should be reflected accordingly in the position description and subsequent vacancy notice.

<u>Grade</u> ¹	<u>Minimum no. of years of relevant work experience</u> ²	<u>Minimum relevant educational qualifications</u>
P1 / NO-A	1 year	First university degree. For WHO staff only, equivalent professional training or self-study/work experience
P2 / NO-B	2 years	First university degree. For WHO staff only, equivalent professional training or self-study/work experience
P3 / NO-C	5 years	First university degree. For WHO staff only, equivalent professional training or self-study/work experience
P4 / NO-D	7 years	Master's level university degree ³
P5	10 years	Master's level university degree ³
P6/D1/D2	15 years	Master's level university degree ³

The university degree and experience taken into account are limited to those of relevance to the position advertised. Only degrees from accredited institutions in the World Higher Education Database (WHED)⁴ will be considered.

2. Possibility of equivalency in self-study

In some instances, a degree may be replaced for WHO staff who do not meet the minimum educational qualifications specified in a Vacancy Notice and who may be considered eligible to apply for professional positions up to and including P3 for internationally recruited professionals, and NO-C for locally recruited professionals, if they can demonstrate that:

- they have the full body of the knowledge required for the position in question; and
- they have a minimum of six years of progressive WHO/UN experience relevant to the vacancy in addition to the minimum number of years indicated in the vacancy notice.

Equivalent in self-study refers to the theoretical (technical or professional) knowledge in a discipline or field obtained through a programme of study designed and undertaken by the learner but which does not require participation in an organized educational training programme. The level of knowledge attained will be evidenced in the publication of monographs, articles in professional journals, official documents of a substantive nature, papers presented to conferences, etc.

¹ International Professional and Higher Graded levels run from P1 to D2, National Professional levels run from NO-A to NO-D.

² Experience in developing countries an asset.

³ Or equivalent educational qualification.

⁴ (<http://www.whed.net/home.php>)

Professional training is defined as a formally recognized certification emitted by a professional body qualified to do so. For example, logistics training in the military, security training in a police force, or the award of a CPA (Chartered Public Account).

For positions at the P.4 level/NO-D level and above, an advanced⁵ university degree is mandatory. However, for internal WHO and UN system candidates with a first university degree, 4 years of additional work experience relevant to the vacancy may be substituted for a Master's level degree. Those years are in addition to the minimum years required in calculating relevant work experience. Equivalent professional training or self-study/work experience cannot be substituted for a first university degree in this instance.

3. **Work experience (international experience and international exposure)**

International experience⁶ is mandatory for the international professional and higher grade categories from P5 and above.

While international experience is not mandatory for positions from P1 to P4, international exposure⁷ is desirable for positions at P1 and P2, and essential for positions at P3 and P4.

For national professional officer (NPO) positions, the first two years in the position constitute a learning experience, with subsequent years counting as international experience at a ratio of 1:1.

Where practical work experience is included as a mandatory part of the education or professional qualification, such time shall be recognized and credited as work experience up to a maximum of one year.

4. **Educational qualifications in lieu of experience**

Additional years of education, over and above 5 years of post-secondary education, completed at the Master's level or above, may be credited towards years of experience up to a maximum of 2 years and once only (e.g. if a person has multiple Master's level degrees, these cannot be credited multiple times in lieu of experience).

5. **WHO's Health Emergency Programme (WHE)**

For some critical temporary positions in the emergency field, e.g. Logisticians, it is recognized that this is a relatively unique field of study and that many of the more experienced and established specialists in this field do not have formal degrees, experience being of more relevance and importance to respond immediately in a health emergency and/or outbreak. For these temporary positions only, the provisions under point 2 above may be applied to external candidates after consultation and agreement with Department of Human Resources & Talent Management (HRT) on an individual basis. This is not applicable for longer-term positions⁸.

⁵ Advanced university degree is defined as Master's level degree or above.

⁶ International experience means relevant experience gained outside the applicant's home country.

⁷ International exposure means: (a) proven relevant work experience in a multicultural environment; (b) proven relevant experience working with partners across different geographical/cultural settings; and/or (c) proven relevant experience of working on a project in different geographical /cultural settings.

⁸ Those recruited for a specific emergency response on a temporary appointment and who benefit from this waiver under point 5. may not then benefit from the other provisions set out under point 2. above.