

LOA for Mr. Johan Verbeke
Drafted by: OHRM
Read by: AI
Reviewed by: AC
Authorized by: VN
26/9/08

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LETTER OF APPOINTMENT

26 September 2008

Dear Mr. Verbeke,

I am pleased to offer you an appointment as an Assistant Secretary-General in the Secretariat of the United Nations. This will be an appointment of limited duration, in accordance with the terms and conditions specified below and subject to the provisions of the Staff Regulations and Staff Rules (300 series), together with such amendments as may from time to time be made to such Staff Regulations and such Staff Rules.

The basic data relating to this appointment is as follows:

Assignment

Function:	Special Representative of the Secretary-General for Georgia/Head of Mission
Category:	Assistant Secretary-General
Assessable Salary:	\$172,546.00 gross per annum
Official Duty Station:	Tbilisi
Effective Date of Appointment:	1 October 2008

Allowances and deductions

In addition to your salary you will receive a yearly non-pensionable service allowance of \$39,666.00, a family element of the service allowance of \$18,360.00 if applicable, and a subsistence allowance. Deductions will be made to cover your participation in the United Nations Joint Staff Pension Fund, where applicable and/or in a medical insurance scheme under the provisions of staff rule 306.3.

Tenure of Appointment

The limited duration appointment is for a period of one year from the effective date of the appointment shown above. It therefore expires without notice on the 30th day of September 2009. This appointment is subject to extension of mandate and availability of funding.

This appointment may be terminated prior to its expiration date in accordance with staff regulation 9.1, in which case you will be given two weeks' written notice. This appointment is also subject to termination in the interest of the Organization, as determined by the Secretary-General, in which case you will be given three months' written notice. Should your appointment be terminated prior to its expiration date, the United Nations will pay such indemnity as may be provided for under the Staff Regulations and Staff Rules. Please note that the normal expiration of the appointment at its term does not require the payment of any indemnity. This appointment of limited duration does not carry any expectancy of renewal or of conversion to any other type of appointment in the Secretariat of the United Nations.

Information

Your particular attention is drawn to Staff Regulation 3.3 relating to the Staff Assessment Plan and to the Regulations and Rules relating to the United Nations Joint Staff Pension Fund.


Special conditions

Medical insurance valid for the country of assignment is a prerequisite. Staff members who have coverage equivalent to the United Nations' coverage may be exempted from participating in a United Nations medical scheme.

Exempt: Yes _____ No _____

On secondment from the Government of Belgium.

This appointment cancels and supersedes the unexpired portion of your current appointment, as Special Coordinator for Lebanon, at the Under-Secretary-General level, which was due to expire on 2 June 2009.


Secretary-General

Mr. Johan Verbeke
Special Representative of the Secretary-General
for Georgia/Head of Mission