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**STAFF CIRCULAR No.15/09**

**Subject: Lebanon Field Office Roster**

The revised Personnel Directive A/4/Part II/Rev.7/Section1 on the "Area Staff Selection Policy" with effect from 1 July 2009, includes changes and improvements with regard to Area Staff Selection Policy. One of these is the validity of the Rosters.

Given the authority to customize the procedures outlined in this Directive, Lebanon Field Office shall continue to consider established rosters of pre-approved candidates for two years instead of one, as outlined in the new policy, unless depleted earlier as explained in Area Staff Circular No.13/09 dated 16 April 2009.

Rosters established by area in years 2007, 2008 and 2009 have a validity of two years starting from its establishment date unless depleted earlier. For example, Roster of English teachers for Tyre area established on 26 August 2008 will be valid for two years, i.e. until 26 August 2010. Upon their expirations, they will gradually be replaced by new "all Area rosters".

During its validity period, the implementation of the "Area roster", however, will not extend beyond the concerned area. For example, if a position of English teacher comes up in Tyre where there is a valid Area roster for English teachers the latter will apply. If instead, the English teacher position comes up in an area different than Tyre where there is no English teacher area roster the new "all area roster" will apply.

Personnel will formally advise the candidates on their status on different rosters and all Rosters will be published on the Lebanon Field Website.

I hope that the above will clarify the issue of Roster and addresses all your concerns.

Salvatore Lombardo  
Director of UNRWA Affairs, Lebanon

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بيروت  
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