

## GUIDELINES ON CONTINUATION OF MANAGEMENT FUNCTIONS DURING ABSENCES OF INCUMBENTS AND FOR VACANT POSITIONS

<b>Approval Authority:</b>	Deputy Director-General and Head of Management and Governance	<b>Date Approved:</b>	24 October 2016
<b>Version:</b>	02	<b>Responsible Office:</b>	Management & Governance

## **1. Purpose**

1.1 The purpose of these Guidelines is to provide for the smooth and uninterrupted performance of management functions when the incumbent of a position is absent due to travel, leave or for any other reason or when a position is vacant.

1.2 In these Guidelines:

- (a) the term “officer-in-charge” means an officer designated to assume management functions for an encumbered position, when the incumbent is absent or incapacitated; and
- (b) the term “acting officer” means an officer who has officially been designated by the Director-General to assume management functions for a position that is vacant.

## **2. Designation as Officer-In-Charge**

2.1 Subject to Section 2.2 below, in the absence of the Director-General (DG), the Deputy Director-General and Head of Management and Governance (DDG M&G) shall be the officer-in-charge. If the DDG M&G is not present, the DG shall designate an Assistant Director-General as the officer-in-charge.

2.2 Where the DG is absent from Headquarters on mission travel, the DG shall continue to perform management functions; provided, that the officer designated as officer-in-charge pursuant to Section 2.1 above shall have the authority to sign documents for and on behalf of the DG upon the DG’s approval by email. In cases where the DG is absent other than for mission travel, the powers of the officer designated as officer-in-charge pursuant to Section 2.1 above shall be as set forth in Section 3.1 below.

2.3 In the absence of a head of a division, department, unit or country office, the incumbent shall designate a suitable member of personnel as officer-in-charge.

## **3. Powers of Officer-In-Charge**

3.1 Unless otherwise prescribed by the incumbent, the officer-in-charge shall have the responsibility of overseeing the operational running of the respective organizational unit, but shall not have the policy-making authority of the incumbent. He or she will normally sign for and on behalf of the incumbent and not in his or her own name.

## **4. Designation as Acting Officer**

4.1 When the position of head of a division, department, unit or country office becomes vacant, the DG shall appoint a suitable member of personnel as acting officer.

## **5. Powers of Acting Officer**

5.1 Unless otherwise prescribed by the DG, the acting officer shall have the authority, powers and responsibilities of the concerned position. He or she will normally sign in his or her own name.

**6. Implementation**

- 6.1 The DDG M&G is responsible for the overall interpretation and consistent application of these Guidelines.
- 6.2 All heads of divisions, departments, units and country offices are responsible for the implementation of these Guidelines in accordance with the provisions hereof.
- 6.3 Officer-in-charge and acting officer designations shall be notified by the incumbent or by the DG, as applicable, to all personnel through email.

**7. Entry into Force; Effectiveness**

- 7.1 These Guidelines shall supersede all existing contrary provisions and shall enter into force with effect from the date of approval.