

**NATIONS UNIES**  
Opération des Nations Unies  
en Côte d'Ivoire



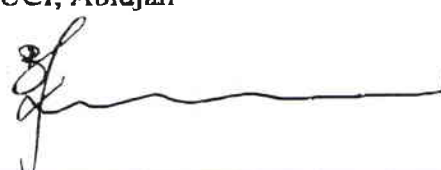
**UNITED NATIONS**  
United Nations Operation  
in Côte d'Ivoire

RECEIVED  
ONUCI - COMCEN

- 1 DEC 2011

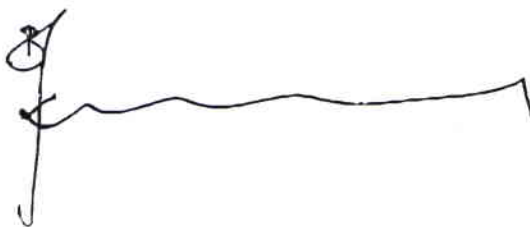
8:54 ST

**FACSIMILE TRANSMISSION**

OUTGOING FAX NO: <b>001</b>	DATE: 30 November 2011
TO: Eleanor T. Burns Chief Peacekeeping Audit Service Internal Audit Division, OIOS	FROM: Bert Koenders Special Representative of the Secretary General ONUCI, Abidjan
COPY: Amy Wong, Programme Officer, Internal Audit Division, OIOS	
FAX NO: <b>3-3388</b>	FAX NO:
NUMBER OF PAGES:	REF:
SUBJECT: Re: Audit Assignment No. AP2011/640/08 - Audit of the recruitment of national staff in UNOCI	

1. Reference is made to your IOM No. AP2011/640/08 dated 14 November 2011 on Audit of the recruitment of national staff in UNOCI.
2. I am pleased to present UNOCI's comments on the draft report and audit results on the above-mentioned audit.
3. Kindly find attached the Annex-1 and related supporting documents.

Best regards.



**Distribution:** Mr. George Rautenbach, Chief of Staff, UNOCI  
Mr. Nester Odaga-Jalomayo, Chief of Administrative Services, UNOCI  
Mr. Edjene Akouete-Akue, Chief Civilian Personnel Officer, UNOCI

**Drafted by:** Jasmin Kanza, SAO  **Cleared by:** Gianni Deligia, CMS 

**ANNEX I - RECOMMENDATIONS**  
**Audit of the recruitment of national staff in UNOCI**

1	UNOCI should ensure that all relevant documentation on the recruitment process and procedures is filed to promote transparency.	Important	Yes	Rose Gonzales, HRO	Ongoing	The Mission confirms that necessary steps have been taken to ensure recruitment documentation is properly filed and database created to reflect short-listed candidates lists and CVs. Please see attached sample Roster of National Candidates.
2	UNOCI should ensure that Individual Contractor recruitment process adheres to Administrative Instruction ST/AI/1999/7 of August 1999 and that all recruitment documentation, including contracts and performance evaluation, is retained on files.	Important	Yes	CCPO	Implemented	UNOCI concurs with the recommendation to ensure that the IC recruitment process adheres to AI ST/AI/1999/7 of August 1999. In this regard, CMS has already issued an administrative instruction on IC recruitment dated 1 October 2011 to be strictly followed by all parties. Please find attached relevant Annex I.
13	UNOCI should develop Mission-Specific standard operating procedures for national staff recruitment to clarify the roles and responsibilities of staff involved in the recruitment process, as well as the procedures to be followed, including monitoring compliance with United Nations staff regulations and rules.	Important	Yes	CCPO/HRO	30 December 2011	Recruitment SOP is standard one developed by FPD. FPD is presently preparing a new SOP for National staff recruitment. Meanwhile, UNOCI will develop specific guidelines on national recruitment which we will share with all Hiring Managers by 30 December 2011.
14	UNOCI could facilitate timely recruitment of staff by developing a recruitment plan		Yes	CCPO/Hiring Manager	Ongoing	Personnel Section will continue to sensitize the Hiring Managers who play the most crucial role in the national recruitment process.
17	UNOCI could improve the orientation process by ensuring that all newly recruited		Yes	IMTC/Personnel	Ongoing	IMTC is continuously working on improvement measures to ensure

1 Critical recommendations address significant and/or pervasive deficiency or weakness in governance, risk management or internal control processes, such that reasonable assurance cannot be provided regarding the achievement of control and/or business objectives under review.

7 Important recommendations address important deficiencies or weaknesses in governance, risk management or internal control processes, such that reasonable assurance may be at risk regarding the achievement of control and/or business objectives under review.

**ANNEX I - RECOMMENDATIONS**  
**Audit of the recruitment of national staff in UNOCI**

<p>national staff take induction training before being assigned to their respective sections.</p>		<p>that all newly recruited staff undergo training before joining their respective sections. As such, IMTC is closely monitoring the arrival of new staff members and is continuously reminding all Section Chiefs to allow time (2 full days) for new staff members to participate in induction training.</p> <p>Recently, IMTC has even requested that staff who have come to the Mission recently but did not attend induction be also invited to attend training sessions which are organized on a monthly basis both in French and English languages. In addition, to increase the number of participants in induction training, IMTC organizes joint military, police and civilian training to encourage an integrated orientation/induction.</p> <p>Finally, Chief IMTC encourages Section Chiefs not to deploy new staff assigned to the Sectors to their duty stations until after they have been trained. In cases, where newly assigned Personnel is not trained before deployment, IMTC ensures to organize induction in the Sectors.</p>
---	--	---

1 Critical recommendations address significant and/or pervasive deficiency or weakness in governance, risk management or internal control processes, such that reasonable assurance cannot be provided regarding the achievement of control and/or business objectives under review.

2 Important recommendations address important deficiencies or weaknesses in governance, risk management or internal control processes, such that reasonable assurance may be at risk regarding the achievement of control and/or business objectives under review.