

## CONDITIONS OF SECONDMENT FOR OFFICIALS – NAIROBI

The present document sets out the conditions governing the secondment of an official by his/her national administration to the ICPO-INTERPOL's Regional Bureau in Nairobi.\*

By proposing to second one of its officials, the national administration concerned commits itself to fulfilling the obligations incumbent on it, vis-à-vis both its own official and the Organization, as a result of such secondment.

### 1. Duty station

Place of work: Regional Bureau in Nairobi

Nairobi, Kenya\*\*

Place of residence: Nairobi, Kenya

### 2. Remuneration

The level of remuneration should be high enough to enable officials and any family members accompanying them to live in appropriate conditions at the duty station.

By proposing to second one of its officials, the national administration concerned commits itself to paying his/her remuneration.

### 3. Social insurance, pension contributions, welfare benefits, and family allowances

By proposing to second one of its officials, the national administration commits itself to make arrangements for him/her to be covered by the appropriate insurance (cover for illness, maternity, work-related accidents, hospital expenses), welfare benefits (in case of death, inability to work or other disability) and retirement benefits and that such cover extends to all missions undertaken by the official on behalf of INTERPOL, including missions of long duration or loan of the seconded official, subject to the agreement by the seconding State, to an intergovernmental organization in conformity with Staff Regulation 14.1. It is therefore essential for the official to have appropriate social insurance cover on such occasions.

The coverage should take effect as soon as the seconded official and their family arrive at the duty station. **Officials must provide the General Secretariat's Human Resources Directorate with evidence of the appropriate medical insurance coverage before taking up the post.** In the absence of such evidence, INTERPOL shall consider that the country agrees to bear the cost of the private insurance that the official or the national administration must adhere to.

#### **4. Travel and removal expenses**

All travel and removal expenses incurred on assumption of duty and on cessation of service shall be covered by the national administration concerned.

#### **5. Emoluments paid by the Organization**

Seconded officials who are not nationals of the State of their duty station and who have not been resident in that State for more than three years.

An expatriation allowance shall be paid each month by INTERPOL to a seconded official who is not national of the State of the duty station and who has not been the resident in that State for more than three years and can provide proof of the expatriate status, unless the national administration decides otherwise. The allowance shall be paid for a maximum duration of six years.

The current amounts applicable from 1 January 2023 are:

KES 87, 286 for a single official

KES 122, 200 for an official who is married (or has a common-law spouse) and has no children

KES 157, 115 for an official with one or more dependent children.

A monthly compensatory allowance is paid to all seconded officials who are nationals of the State of their duty station. The amount of this allowance, paid in euros, is 15 per cent of the salary for step 1 of each grade, as set out in the salary scale for the official's duty station.

*The expatriation allowance paid to seconded officials may be limited by the seconding authority, particularly where the officials receive this allowance as part of their package, or where the Organization pays the amount into an account that is sanctioned by the seconding authority and does not pay it to the official. Officials are not allowed to receive double payments of emoluments. It is the responsibility of both the seconding authority and the official to inform the Organization in instances where provision for such emoluments have already been made by the seconding authority.*

Under the conditions laid down in the Staff Manual, the Organization shall cover the expenses of seconded officials sent on missions.

#### **6. Duration of secondment**

The secondment shall normally be for a period of three years. The Secretary General may extend the secondment, provided that the respective national administration agrees to it. However, the total length of secondment appointments shall not exceed six years. National administrations and applicants should consider this limitation when submitting applications for seconded positions, especially in case applicants have already been seconded to INTERPOL during their career and therefore they may not be eligible for another secondment appointment.

## **7. Working hours and leave**

The normal working week consists of 37½ hours, excluding 45-minute lunch breaks. In addition, seconded officials may be required to work overtime or to perform stand-by duty on certain evenings, Saturdays, Sundays and public holidays.

Seconded officials shall be entitled to two and a half working days' annual leave per month. Seconded officials shall only be entitled to take the annual leave accrued during their service to the Organization. It is therefore recommended that all leave due to seconded officials from their national administration be taken prior to their assumption of duties.

Seconded officials may also be granted supplementary leave days in conformity with the relevant provisions of the Staff Manual (leave for family reasons, etc.).

In conformity with Staff Regulation 8.2, officials are entitled to a maximum of 12 public holidays which are laid down by the Secretary General for each duty station taking into account local practice. A Staff Instruction is issued at the beginning of the calendar year to communicate the public holiday dates for each duty station for the whole year. The Regional Bureau is closed on those days.

## **8. Duties, obligations, and privileges**

In conformity with Article 30 of INTERPOL's Constitution, the national administration must refrain from giving instructions to an official it has seconded to work at the General Secretariat and must respect the exclusively international character of the duties of the Organization's staff. In seconding an official to the Organization, the national administration is serving the interests of the international community and international police cooperation, not its own interests.

The officials of the Organization are subject to the authority of the Secretary General, to whom they are responsible in the performance of their functions. They shall observe the Staff Regulations, the Staff Rules and any Staff Instructions issued by the Secretary General.

The officials of the Organization are international officials and, as such, their responsibilities are not national but exclusively international. By accepting appointment, they pledge themselves to discharge their functions and to regulate their conduct with the interests of the Organization alone in view. On taking up their posts, seconded officials shall sign a declaration of loyalty. In application of Staff Regulation 1.5(4), "if an official of the Organization refuses to sign the declaration of loyalty, or wishes to postpone its signature, his appointment shall be considered null and void."

Officials of the Organization enjoy the privileges, immunities and facilities to which they are entitled by virtue of the international agreements concluded by the Organization or by virtue of national legislation relating to this matter.

## **9. Conditions of entry into Kenya**

Please note that the Kenyan Ministry of Foreign Affairs does not recognize common-law spouses or same-sex partners, and a residence permit will not be granted to the common-law spouse or same-sex partner of an official of the Organization.

## **10. Final remarks**

The Organization will not consider secondments proposed by countries with contribution arrears.

\*The Organization reserves the right to modify the Directorate's and/or Sub-Directorate's name and internal structure. This may have an impact on the functional title and reporting lines of this position.

\*\*The Organization reserves the right to change the duty station proposed in the present circular at any time, subject to the rules in force, and will inform the authorities concerned accordingly.