



World Bank Group Directive

Staff Directive 4.01 - Appointment

Bank Access to Information Policy Designation

Public

Catalogue Number

HRD3.1-DIR.120

Effective

December 20, 2025

Last Revised On

December 20, 2025

Content

This WBG Staff Directive 4.01, "Appointment," sets forth provisions governing the World Bank Group's recruitment and appointment of Staff.

Applicable to

IBRD, IFC, MIGA, ICSID, IDA

Issuer

Vice President, HRDVP; Vice President, Strategy and Operations Support, COSVP; Managing Director, MIGA, MIGEX

Sponsor

Director, HRDPC; Director, HRDCS; Director, CHRDR

SECTION I – PURPOSE AND APPLICATION

- 1.01 This WBG Staff Directive 4.01, "Appointment" (hereinafter Directive), sets forth provisions governing the World Bank Group's recruitment and appointment of Staff. The WBG's recruitment policy is to hire Staff of the highest caliber, on as wide a geographical basis as possible, with preference to nationals of WBG member countries or countries of operations. Staff are hired through a competitive selection process based on criteria determined by the needs of the WBG and the requirements of the position, with due regard to the importance of diversity.
- 1.02 This Directive applies to the Staff of the Institutions of the World Bank Group.

SECTION II – DEFINITIONS

- 2.01 The types of appointments to the Staff of the World Bank Group are specified below.
- a. **Regular Appointment** is a full-time appointment of indefinite duration made before July 1, 1998.
 - b. **Local Staff Regular Appointment** is a full-time appointment of indefinite duration, made before July 1, 1998, of a person recruited to serve at a WBG country office.
 - c. **Open-Ended Appointment** is an appointment of indefinite duration made after June 30, 1998.
 - d. **Term Appointment** is an appointment for a specified duration of a minimum of one year and a maximum of five years per appointment except:
 - i. Staff appointed to an Administrative Client Support position in the Executive Directors' offices are initially appointed to a two-year term which may be extended, terminated or converted to an open-ended appointment in accordance with the Procedure, "Converting Term Appointments to Open-Ended Appointments for Administrative and Client Support (ACS) Staff in Executive Directors' Offices."

An Executive Director's Advisor Appointment is an appointment made before November 1, 2022, and is coterminous with the term of an Executive Director unless the Executive Director decides that the appointment is renewed, extended, or terminated at an earlier date.

Special Assignment Appointment is a full-time appointment without pay, and, except as approved by the Manager, HR Operations, or a Designated Official, without benefits, of an official of a member country, regional agency, development bank, international organization, or private enterprise to the Staff of the WBG for the purpose of receiving or using experience and contributing to the WBG's work program.

Extended Term Temporary Appointment (ETT) is a full-time appointment at the equivalent of grades GA-GD for a minimum of one year, renewable, and subject to a lifetime maximum of three years for all Extended Term appointments.

Extended Term Consultant Appointment (ETC) is a full-time appointment at the equivalent of grade GE or above for a minimum of one year, renewable and subject to a lifetime maximum of three years for all Extended Term appointments, except:

- i. Staff who join the World Bank Group under the Junior Professional Associate Program after July 1, 2021, are appointed to an ungraded position for two years.

Short-Term Temporary Appointment (STT) is a periodic appointment, with or without pay and without benefits, at the equivalent of grades GA-GD for a maximum of 1,200 hours inclusive of overtime in a fiscal year. Service performed for the WBG under a WBG appointment is counted towards the 1,200-hour limit. In the case of a former Staff, service performed for the WBG through a vendor or temporary agency is counted towards the 1,200-hour limit.

Short-Term Consultant Appointment (STC) is a periodic appointment, with or without pay and without benefits, at the equivalent of grades GE or above for a maximum of 150 days in a fiscal year. Service performed for the WBG under a WBG appointment is counted towards the 150-day limit. In the case of a former Staff, service performed for the WBG through a vendor or temporary agency is counted towards the 150-day limit.

2.02 Capitalized terms in this Directive have the meanings ascribed to them in WBG Staff Directive 1.01, "General Provisions."

SECTION III – SCOPE

03. Recruitment

3.01 See below:

Local Recruitment. Positions at grades GA-GE or equivalent are subject to local recruitment. These are positions where global mobility and international experience are not essential. In circumstances where:

- i. required skills cannot be obtained by local recruitment, or
- ii. global mobility and international experience are essential, international recruitment may be authorized by the Senior Manager with the concurrence of the Manager, Human Resources Team or the Director, Human Resources, for Bank or MIGA Staff; or the Director, Human Resources, for IFC Staff. Positions in Country Offices,

irrespective of level, are subject to local recruitment. Local recruitment in Country Offices ensures depth of country knowledge and practice and is the critical complement to international recruitment.

International Recruitment. Positions at grades GF or equivalent and above are subject to international recruitment. These are positions where global mobility and international experience are essential. In circumstances where positions do not require global mobility and international experience, local recruitment may be authorized by the Senior Manager with the concurrence of the Manager, Human Resources Team or the Director, Human Resources, for Bank or MIGA Staff; or the Director, Human Resources, for IFC Staff. Positions in Country Offices, irrespective of level, are subject to local recruitment.

04. Appointment

Offer of Appointment

4.01 An offer of appointment to the Staff of the WBG is made by a letter of appointment signed by the World Bank Group Human Resources Vice President, or their designee. The letter establishes conditions for employment which must be met by the selected candidate prior to entry on duty and includes the appointment type, entry on duty date, entry level salary, and, where applicable, grade and probationary period.

Acceptance of Appointment

4.02 An appointment is accepted upon receipt by the WBG of the countersigned letter of appointment by the selected candidate.

Withdrawal of Offer of Appointment

4.03 The official who issued a letter of appointment may withdraw a letter of appointment before it has been accepted or before conditions precedent to the selected candidate's entry on duty have been met.

05. Limitations on Appointment

Age Limitations

5.01 Persons who have reached their 18th birthday and have not reached their 66th birthday may be appointed to Staff of the World Bank Group.

Spouses and Domestic Partners

5.02 The spouse or Domestic Partner of a Staff who meets the normal selection standards may be employed by the WBG. A husband and wife or Domestic Partners may be assigned to the same vice presidency, department, or unit, if neither supervises the other, directly or indirectly, and their duties are not likely to bring them into routine professional contact. A spouse or a Domestic Partner of a Staff may be assigned to the same Country Office, provided that neither

supervises the other, directly or indirectly, and provided that the Vice President responsible for the Country Office, in consultation with the Manager, HR Operations, or the Director, Human Resources, for Bank or MIGA Staff, or the Director, Human Resources, for IFC Staff, approves the assignment.

Close Relatives

5.03 A Staff is required to inform the Manager, HR Operations, when they learn that their Category I or Category II relative (Close Relative) is working or applying for employment with the WBG. This applies to close relatives who perform services for the WBG under a WBG appointment or as an employee of a firm, and to the close relatives of Executive Directors, Alternate Executive Directors, Senior Advisors and Advisors (starting on or after November 1, 2022) to the Executive Director. The term **cousin** means the son or daughter of an uncle or aunt, and **uncle** and **aunt** mean the brother or sister, respectively, of one's mother or father whether the relationship is by blood or adoption. The spouse of an uncle or aunt is not a close relative by reason of the marriage.

Category I Relatives. The following Close Relatives, including relatives by blood or adoption, are not eligible for employment:

Mother	Son
Father	Daughter
Sister	Aunt
Half-sister	Uncle
Brother	Niece
Half-brother	Nephew

Category II Relatives. The following Close Relatives, including relatives by adoption, and Domestic Partners of Close Relatives are eligible for employment provided that they are not assigned to the same division or equivalent unit, and neither supervises the other, directly or indirectly, and their duties are not likely to bring them into routine professional contact:

Whole Relationships	Step Relationships	Half Relationships	Domestic Relationships
Daughter-in-law	Mother	Aunt	Mother
Son-in-law	Father	Uncle	Father
Sister-in-law	Sister	Niece	Sister
Brother-in-law	Brother	Nephew	Brother
Mother-in-law	Daughter		Daughter
Father-in-law	Son		Son
Grandmother	Aunt		
Grandfather	Uncle		
Granddaughter			
Grandson			
Cousin			

Advocacy of the Appointment of a Spouse, Domestic Partner, or a Close Relative

5.04 Staff may not recommend the appointment of a spouse, Domestic Partner, close relative, or a Domestic Partner of a close relative. A Staff who tries to influence such an appointment is subject to proceedings pursuant to WBG Staff Directive 3.00, "Ethics and Internal Justice Services Vice-Presidency" and such advocacy renders the applicant ineligible for employment.

Conflict of Interest

5.05 The selecting Manager ensures the proposed employment is consistent with Principle 3 under the Principles of Staff Employment, "General Obligations of Staff Members", WBG Staff Directive 3.01, "Standards of Professional Conduct", and WBG Staff Directive 3.02, "Employment Outside the Bank Group". In case of doubt, the selecting Manager consults with their Senior Manager and with the Ethics and Internal Justice Services Vice-Presidency as to the suitability of the appointment.

Visas

5.06 Visa, when used with reference to an appointment in the United States (U.S.), includes refugee status, asylum, and parole. Visa requirements are as follows:

- a. Staff assigned to a position in the U.S., who are not citizens of the U.S., must be in U.S. permanent resident status or in possession of a valid work authorization or visa which permits them to take employment with an international organization at the time their appointment becomes effective.
- b. Staff assigned to a place other than the U.S are in compliance with residence, work authorization or visa requirements for employment with international organizations in the country to which they are assigned.

Medical Clearance

5.07 For positions subject to international recruitment under an Open-Ended or Term Appointment where the initial Duty Station on appointment is a Country Office, the candidate and accompanying eligible dependents, obtain medical clearance from the Director, Health and Safety Directorate (HSD), or their designee before the appointment becomes effective.

Employment Screening Program

5.08 Staff's employment at the World Bank Group is contingent on their successful completion of the employment screening, which is conducted pursuant to the World Bank Group Procedure, "Employment Screening Program."

06. Extensions

- 6.01 A Term Appointment is extended for any period by the Manager responsible for the position, provided that any given extension does not exceed five years. The number of successive extensions or renewals of appointments of less than one year within the same VPU is limited to three.
- 6.02 An Extended Term Consultant or an Extended Term Temporary Appointment is extended by the Manager responsible for the position, subject to the appointment's maximum duration of three years.

07. Changes in Types of Appointment

- 7.01 The Manager of the Staff's Manager, at Director level or above, (in the case of IFC, as delegated by the IFC Managing Director and Executive Vice President), authorizes a Staff's change from one type of appointment to another provided that the Staff meets the eligibility criteria for the type of appointment to which the Staff is changing, including clearance by the appropriate sector board or staffing group, where applicable, and the Staff agrees to the change of appointment. A Staff changing from a Regular, Open-Ended, or Local Staff Regular Appointment to a Term Appointment agrees to the change in writing. A Staff holding a Regular, Open-Ended, Local Staff Regular or Term Appointment does not change to an Extended Term Consultant or Extended Term Temporary Appointment.

08. Reappointment

Reappointment after Resignation or Expiration of Term Appointment

- 8.01 A Staff who held a Regular, Open-Ended, Local Staff Regular, Fixed-Term, Local Staff Fixed-Term or Term Appointment, whose performance was fully satisfactory, and whose employment with the WBG ended by resignation or on the expiration of the Term, Fixed-Term or Local Staff Fixed-Term Appointment, may be reappointed to:
- a. Short-Term Consultant or Short-Term Temporary Appointment, or
 - b. any other appointment, unless the WBG has incurred resettlement expenses on behalf of the Staff, in which case such reappointment does not occur until two years after the effective date of Staff's termination.

In exceptional circumstances, the Manager responsible for the position, in consultation with the Manager, HR Operations, or the Director, Human Resources, for Bank or MIGA Staff, or the Director, Human Resources, for IFC Staff, authorizes a reappointment before these time limits have expired.

A Staff who received an Expiration Payment under WBG Staff Directive 7.02, "Benefits on Ending Employment," paragraph 7.01, is not reappointed to the Staff of the WBG in any capacity for the period of time equal to the number of months' pay included in such payment.

Reappointment after Retirement

8.02 Former Staff are "retired Staff" for purposes of this Directive if they:

- a. are receiving a pension annuity under the Staff Retirement Plan, or
- b. have reached the mandatory retirement age.

Except as provided in paragraphs 8.03 and 8.04 of this Directive, a retired Staff may be reappointed to a Short-Term Consultant or Short-Term Temporary Appointment and may work up to 150 days or 1,200 hours per fiscal year. Service performed for the WBG by a retired Staff, as an employee of a firm, regardless of the source of funding, contribute towards that retired Staff's maximum service as an STT or STC appointment. The Bank, IFC, and MIGA may further limit the reappointment of retired Staff as they see fit to meet business needs. In exceptional circumstances, the Manager, HR Operations, or the Director, Human Resources, for Bank or MIGA Staff, or the Director, Human Resources, for IFC Staff, may authorize an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary reappointment after retirement.

Reappointment after Redundancy

8.03 The provisions for reappointment after redundancy are as follows:

8.04 A former Staff whose employment terminated with severance payments effective on or after July 1, 1997, as a result of redundancy, may not be reappointed to an Open-Ended, Term, Extended Term Consultant, Extended Term Temporary, Short-Term Consultant or Short-Term Temporary Appointment.

8.05 A former Staff whose employment terminated with severance payments effective before July 1, 1997, as a result of redundancy, may not be reappointed to an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary Appointment, but may be reappointed as a Short-Term Consultant or Short-Term Temporary for up to 120 days per fiscal year. Service performed for the WBG under a WBG appointment or as an employee of a firm, regardless of the source of funding, counts toward this limit.

A former Staff whose employment terminated as a result of redundancy but who waived severance payments is reappointed in accordance with paragraphs 8.01 and 8.02 of this Directive.

Reappointment after Mutually Agreed Separation

8.06 A former Staff whose employment terminated with severance payments under mutually agreed separation may not be reappointed to an Open-Ended, Term, Extended Term Consultant or Extended Term Temporary Appointment, but may be reappointed as a Short-Term Consultant or Short-Term Temporary as follows:

For a maximum of 30 days in the fiscal year during which separation took place, 30 days in the next fiscal year, and 150 days per fiscal year thereafter. Service performed for the WBG

under a WBG appointment or as an employee of a firm, regardless of the source of funding, counts toward this limit.

A former Staff whose employment terminated as a result of a mutually agreed separation but who waived severance payments is reappointed in accordance with paragraphs 8.01 and 8.02 of this Directive.

Reappointment after Termination for Misconduct or Unsatisfactory Performance

8.07 A former Staff whose employment terminated for misconduct under WBG Staff Directive 7.01, "Ending Employment," paragraphs 11.01-11.03, "Misconduct and Behavior Reflecting Adversely on the Reputation and Integrity of the WBG;" or for unsatisfactory performance under WBG Staff Directive 7.01, "Ending Employment," paragraphs 12.01-12.04, "Unsatisfactory Performance," may not be reappointed.

Reappointment after Recovery from Disability

8.08 In the event that a Staff who has retired on a disability pension under the provisions of the Staff Retirement Plan, or who has terminated employment under the provisions of the WBG's Disability Program in accordance with WBG Staff Directive 6.22, "Disability Insurance Program", recovers from disability, said Staff is eligible to seek reappointment via competitive selection for any WBG vacancy that Staff deems suitable.

Reappointment after Non-Confirmation of Appointment

8.09 A former Staff whose employment terminated as a result of non-confirmation of appointment under WBG Staff Directive 7.01, "Ending Employment," paragraphs 7.01-7.05, "Non-Confirmation of Appointment," is eligible to seek a new appointment via competitive recruitment for another role that requires different technical competencies

SECTION IV – EXCEPTION

N/A

SECTION V – WAIVER

The Issuers, or their designees, may waive any provision of this Directive, with respect to their Staff, with concurrence of the World Bank Group Human Resources Vice President.

SECTION VI – OTHER PROVISIONS

9.01 Where nomenclature and paragraph numbering for WBG Staff Directives and Procedures referenced in this Directive are changed after the issuance of this Directive, the Directive is understood to refer to the successor nomenclature and paragraph numbers.

9.02 If nomenclature for unit names, position titles, or office titles referenced in this Directive change after its issue date, the provisions still apply to the updated or equivalent titles.

SECTION VII – TEMPORARY PROVISIONS

N/A

SECTION VIII – EFFECTIVE DATE

This Directive is effective as of the date on its cover page.

SECTION IX – ISSUER

The Issuers of this Directive are as stated on its cover page.

SECTION X – SPONSOR

The Sponsors of this Directive are as stated on its cover page.

SECTION XI – RELATED DOCUMENTS

WBG Policy, “Principles of Staff Employment”

WBG Staff Directive 1.01, “General Provisions”

WBG Staff Directive 3.00, “Ethics and Internal Justice Services Vice-Presidency”

WBG Staff Directive 3.01, “Standards of Professional Conduct”

WBG Staff Directive 3.02, “Employment Outside the Bank Group”

WBG Staff Procedure, “Employment Screening Program”

WBG Staff Procedure, “Converting Term Appointments to Open-Ended Appointments”

Bank Staff Procedure, “Converting Term Appointments to Open-Ended Appointments for Administrative and Client Support (ACS) Staff in Executive Directors' Offices”

Waiver of WBG Staff Directive 4.01, “Appointment,” Regarding the Duration of Short-Term Temporary and Short-Term Consultant Appointments Covering FCV and Response to conflict, Crisis, or Natural Disaster

Waiver of WBG Staff Directive 4.01, “Appointment,” Regarding the Conversion of Certain Short-Term Temporaries and Short-Term Consultants into Extended Term Temporaries and Extended Term Consultants

SECTION XII – REVISION HISTORY

December 2025. Major revisions in (i) Section III, modifications to paragraph 8.07 and inclusion of paragraph 8.09 (regarding appointment of former Staff after termination for non-confirmation); (ii) Section VI, inclusion of paragraphs 9.01 and 9.02; (iii) and minor revisions to Sections II and XI.

Minor revision as of October 2024, capturing new PPF terminology and change of EBC to EIJ, and updating Related Documents Section.

Revision as of June 1, 2023

- Updated the definitions of ETT and ETC to include a lifetime maximum of 3rd year as of the date of the Board engagement on April 26, 2023.
- Updated IFC titles

Questions regarding this Directive should be addressed to the Sponsors.
