

Staff members, who assume for a substantial period of time the full range of duties and responsibilities of a post at a level clearly higher than their own, may be granted an allowance which is normally temporary and non-pensionable. This allowance is most commonly called a "special post allowance" (SPA).

SPA may be granted:

- up to a maximum of 2 levels higher than the staff member's person grade
- to all internationally- and locally-recruited UNOPS staff members on FTA and PA contracts

WHAT IS THE SPA AMOUNT PAYABLE?

The amount of the allowance is usually the difference between the current pay of the staff member and that which would be applicable on promotion to the higher grade.

SPA affects the following elements of a staff member's remuneration:

- Salary: base salary, staff assessment and post adjustment;
- Allowances such as dependency allowance, language allowance, rental subsidy, DSA, MHA, etc.; and
- Insurance premiums for medical and dental schemes.

The following elements are not affected by SPA:

- Pensionable remuneration and life insurance premiums;
- Compensation for service-incurred illness, injury or death; and
- Separation payments, e.g. commutation of annual leave, termination indemnity, repatriation grant, etc.

HOW IS SPA PAID?

The SPA is paid as part of salary. In most cases, the SPA payment will only be effected on the 1st day of the 4th month of service at the higher-level post, i.e. after 3 full months of satisfactory service. SPA is only paid until the conditions originally justifying the payment cease to exist and for a limited period of time, as follows:

- **Up to 1 year** for staff who are eligible to be paid from the 1st day of service
- **Up to 9 months** for all other staff, i.e. those eligible to be paid from the 4th month of service

For more information on SPA, please refer to the [PQMS](#).