



Local Recruitment of Staff in General Service Category

Overview of Terms & Conditions
of Employment at IARC/WHO

International Agency for Research on Cancer
Lyon, France

Key Steps in the IARC Recruitment Process

1. Advertisement of Vacancy Notice
2. Written test with short-listed candidates
3. Interview with IARC recruitment committee
4. Formal written offer to final selected candidate
5. Reference check and pre-hire medical exam
6. Onboarding of final selected candidate

IARC/WHO Contract Types

1. Temporary appointments: total continuous duration of up to two years maximum
 - ✓ No renewal possible beyond two years continuous in total
 - ✓ In some cases, the temporary appointment duration is limited to six months maximum
2. Fixed-term appointments: initial duration of between 1-2 years
 - ✓ Renewable thereafter with no time limit (renewals are conditional though to available funding, satisfactory performance by staff member and continued need for position)

IARC Salary Components

1. Monthly salary « net of tax » (French income tax return still needs to be filed but no French income tax is due on IARC salary)

To which is added, where staff member qualifies:

2. Allowance for dependent children
3. Dependency allowance for spouse (only if spouse's level of professional income for the year is below a specified ceiling)
4. Language allowance (subject to passing official exam held in September each year)

IARC Payroll Deductions

1. Compulsory contributions deducted from salary net of tax for the following:
 - ✓ WHO Staff health insurance
 - ✓ Accident insurance
 - ✓ United Nations Joint Staff Pension Fund (for contract durations of 6 months or more)
2. Voluntary contributions can be made by the staff member, for the following:
 - ✓ Optional complementary health insurance (APICIL)
 - ✓ Voluntary Group life insurance

Conditions & Offerings at IARC

- Status of International Civil Servant
- WHO Staff Rules & Regulations apply to the employment relationship between IARC and the staff member
- 40-hour work week (if full-time employment)
- 30 working days of paid vacation per year (if full-time employment)
- 10 IARC official holidays per year
- Teleworking modalities as per IARC policy
- Subsidized staff cafeteria on-site
- Subsidized language classes on-site (French, English, Spanish)
- Free parking on-site
- Staff Association Committee organizes fitness and social activities

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Other Considerations

1. French labor law does not apply in any way to the employment relationship between IARC and the staff member
2. While working at IARC, no contributions are made by IARC and no direct rights are earned by the staff member in the French social security system, including notably:
 - ✓ Health (« *assurance maladie* » / « *CPAM* »)
 - ✓ Pension (« *vieillesse* » / « *retraite complémentaire* »)
 - ✓ Unemployment (« *chômage* » / « *Pôle-Emploi* »)
3. IARC child allowances (if any) are deducted from the staff member's French family allowance entitlements (the « *CAF* » only pays when applicable a family allowance differential)

Questions?

Please contact the Human Resources Office of IARC

hro@iarc.fr

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