

## HOW DUNDEX OPERATES

When a UN agency takes the initiative		
UN Agency's Initiative	DUNDEX's Response	The End Result
A) When it has a short-term vacancy and is requesting DUNDEX to identify suitable experts to fill it.	DUNDEX searches its roster for suitable experts and submits multiple candidates to the UN agency for consideration.	The UN agency selects its preferred candidate and may request DUNDEX's assistance with the recruitment process.
B) When it has found a suitable expert for a vacancy and needs an institutional intermediary for the recruitment process.	DUNDEX incorporates into its roster the selected expert (after a rapid vetting process) and agrees to intermediate.	The selected candidate is recruited on an institutional contract through DUNDEX and deployed, often at short notice.

When a DUNDEX Associate takes the initiative		
DUNDEX Associate's Initiative	DUNDEX's Response	The End Result
C) When she/he is available for a short-term assignment and is searching for a suitable vacancy with a UN agency.	DUNDEX monitors continuously UN vacancy announcements and flags suitable opportunities to suitably qualified Associates.	The Associate applies for such vacancies; if she/he is selected, DUNDEX may, if appropriate, facilitate the recruitment.
D) When she/he has been offered a short-term assignment by a UN agency and needs an institutional intermediary.	DUNDEX agrees to intermediate and offers advice on contractual matters and on a broad range of deployment practicalities.	The selected candidate is recruited on an institutional contract through DUNDEX and deployed, often at short notice.

How does DUNDEX cover its cost? What does DUNDEX charge for its services?
DUNDEX operates on the basis of a cost recovery fee (or management fee) of five per cent (5%). It is calculated on the basis of the grand total of the consultant's honorarium - and normally (i.e. when we are involved in negotiating the consultant's honorarium) the recruiting agency accepts adding the 5% fee <u>on top of</u> the consultant's net take-home pay (rather than deducting it). In cases, where DUNDEX handles also travel, air ticket arrangements and/or DSA payments for a consultant, a five per cent (5%) handling fee on such cost items is also charged to the recruiting agency.