

UNITED NATIONS



NATIONS UNIES

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**REQUEST FOR CLASSIFICATION AND RECRUITMENT  
GENERAL SERVICE AND RELATED CATEGORIES**

DATE RECEIVED: \_\_\_\_\_

OFFICERS: \_\_\_\_\_

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT	POST ENCUMBERED BY	EX INCUMBENT
	<input type="checkbox"/> REVISION OF DUTIES	ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
	<input type="checkbox"/> BUDGET APPROVAL		
	<input checked="" type="checkbox"/> OTHER (SPECIFY):		

IDENTIFICATION OF THE POST (USE OFFICIAL NOMENCLATURE)	POST NUMBER <b>Multiple</b>	DUTY STATION <b>Multiple</b>	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE <b>Field Mission/s</b>	SECTION		
2. DIVISION/CENTRE	UNIT		
3. BRANCH/SERVICE	ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE	

**SIGNATURES**

(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)

1. SUPERVISOR (Certification of correctness of job description)   Md Abdul Wahab NAME AND TITLE DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER   Anmar AL-NAJADI, Administrative Officer, UNISFA NAME AND TITLE DATE <b>27/6/15</b>
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval)   Md Abdul Wahab NAME AND TITLE DATE	4. INCUMBENT (This is an accurate description of my post)  _____ NAME AND TITLE DATE

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

**CLASSIFICATION NOTICE** - The classification of the post is approved as follows:

FUNCTIONAL TITLE <b>Administrative Assistant</b>	JOB DESCRIPTION NO. <b>JD/CP078GS</b>
OCCUPATIONAL CODE <b>2.1.02.a - Job Code 1071</b>	CLASSIFICATION LEVEL <b>GS4</b>
COMMENTS	
CLASSIFICATION OFFICER NAME: <b>Mary-Anne Gallo, HRO/ODCU/FPOS/FPD/DFS</b>	CLASSIFICATION OFFICER  NAME: <b>Fatin Ishaya Kana, HRO, ODCU/FPOS/FPD/DFS</b>
CHIEF, ORGANIZATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: <b>M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS</b>	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: <b>CHASHE ABLANA, CHIEF FPOS/FPD/DFS</b>	Date: <b>9/7/15</b>

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**SECTION A** - To be completed by the incumbent of the post, if any. *(If this section cannot be filled out by the incumbent, it may be completed by the supervisor).*

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1. Summary of principal functions

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. The Administrative Assistant at this level reports to the Senior Administrative Assistant or the Administrative Officer. The Administrative Assistant is responsible for effectively and efficiently managing all administrative matters related to a section/office including human resources management, budget and finance management. In addition to providing general administrative support to the section/office staff.

2. Major duties and responsibilities. Describe in order of importance what is done and how it is done. Please indicate the approximate percentage of time devoted to each function. %

HUMAN RESOURCES MANAGEMENT

- Enters, maintains and certifies administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems.
- Process entitlements-related claims and reports.
- Maintains and reviews organizational staffing tables; prints and reviews IMIS reports.
- Follows-up on actions related to the administration of the unit's human resource activities, e.g., recruitment, placement, relocation, promotion, performance appraisal, job classification reviews, separation, training etc., ensuring consistency in the application of regulations and procedures.

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BUDGET AND FINANCE

Monitors status of expenditures and allotments through IMIS, records variations, updates budget tables.

- Consolidates data received and provides support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies.
- Reviews status of relevant expenditures and compares with approved budget.
- Reviews requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds.
- Assists in the preparation of statistical tables and standard financial reports.

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GENERAL ADMINISTRATION

- Prepares, processes and follows-up on administrative arrangements and forms related to the official travel of staff.
- Drafts routine correspondence.
- Maintains files of rules, regulations, administrative instructions and other related documentation.
- Maintains up-to-date work unit files (both paper and electronic).
- Performs other related administrative duties, as required, e.g., operational travel programme; monitoring accounts and payment to vendors and individual contractors for services; physical space planning; identification of office technology needs and maintenance of equipment, software and systems; organizing and coordinating administrative arrangements for seminars, conferences and translations.

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CONTRACT ADMINISTRATION

- Assists with day-to-day administration of contracts between the UN and external contractors for outsourced services.
- Processes payment of contractors' invoices and monitor the payments.
- Prepares and processes UN forms and permissions for contractual work and services, including UN grounds passes, property passes, UN parking permits, swipe-card access and door keys.
- Perform other duties as required by the supervisor.

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3. **Guidelines:** Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

- UN Financial Rules and Regulations
- Procurement Manual
- Field Administration Manual
- Human Resources Manual
- Mission SOPs
- Administrative Instructions
- Information Circulars
- UN Correspondence Standard Manual
- Relevant ST/AIs

4. **Consequence of Work:** Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

Errors in applying operational policies, rules and regulations would significantly affect the organization's programmes in terms of late or non-delivery of administrative related issues, documents or other services, and its ability to meet commitments. Incorrect application of relevant rules and regulations may result in financial loss either at the expense of clients, or the Organization and can affect the reputation of the Organization.

5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Section/Unit Chief, P-5/P-4	Provide administrative support and seek guidance and approval as appropriate. Daily
Finance and Budget, Human Resource, Procurement and other related support and substantive sections/units.	Coordination of administrative, human resources and financial issues. Daily
Mission Staff	Client service and provide administrative advice. Daily
UN agencies, funds and programmes.	As and when required
Counterparts in other Field Missions	As and when required

6. **Responsibility for the work of others:** Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY
0-1	Administrative/Team Assistants	GS-3	Task and guide staff on all matters pertaining to administrative issues.

7. **Physical requirements**

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

The work requires sitting most of the day, five days a week during working hours, and involves walking to other offices within the compound in order to liaise with other working Units and outside the compound to liaise with other UN Agencies, local authorities as and when required.

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

Work in a normal office environment, sharing the space with other colleagues and sharing computers, printers, and photocopiers.

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### **SECTION B - To be completed by the supervisor of the post.**

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1. Purpose: Describe the overall purpose, objectives, or goals of the post.

To provide administrative support across a range of human resources, budget/financial management, and administrative tasks of the Section/Unit. Effectively carries out front office tasks exercising client orientation.

2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

The Administrative Assistant work under general supervision with regards to performing his/her duties. In instances where specific projects are assigned, the Administrative Assist is given further instructions on how to carry out the assignment. Work is reviewed whilst in progress but mainly towards the end of the assignment.

3. Qualifications required to perform the assigned duties of the post

- (a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

High school diploma or equivalent is required.

- (b) Experience: Indicate the *type* and *length* of practical experience required.

A minimum of three (03) years of progressively responsible experience in the field in administrative services, finance, accounting, audit, contracting and human resources or related area.

- (c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

N/A