

**REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)**

The identified job description is submitted for classification review.

POST NUMBER <b>Multiple</b>	FUNCTIONAL TITLE <b>Assistant Information Analyst, Political Affairs</b>	OFFICE CODE
<b>REASON FOR CLASSIFICATION</b>	<input type="checkbox"/> POST TO BE AUTHORIZED <input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> PROPOSED CHANGE IN GRADE <input type="checkbox"/> OTHER (SPECIFY): In case of recruitment: Is post reserved for target groups? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify:	POST ENCUMBERED BY:
		EX-INCUMBENT:

The following previously classified job descriptions are replaced in full or partly by this job description:

Comments:

Signature of Administrative Officer: 

Name: R. Koch

Date: (d/m/y) 9/2/15

Mission: FPD

**CLASSIFICATION NOTICE**

JOB DESCRIPTION NO.  
**JD/CP017NPO**

The classification of post is approved as follows:

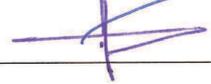
Functional Title: Assistant Information Analyst , Political Affairs

Occupational Code: 1.L.03 - Job Code 10313

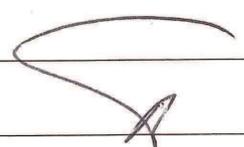
Classification Level: NOA

Comments:

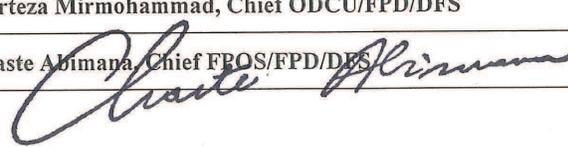
Classification Officer: Rabab Makki, HRO, ODCU/FPD/DFS 

Classification Officer: Fatin Ishaya Kana, HRO, ODCU/FPD/DFS 

Chief, Organizational Design and Classification Unit, FPD/DFS:

Morteza Mirmohammad, Chief ODCU/FPD/DFS 

For the Director, Field Personnel Division,/DFS:

Chaste Abimana, Chief FPOS/FPD/DFS 

Date: 4/6/15

## INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

General: Complete all sections of this document accurately in clear, concise language. If a question is not applicable, then mark **n.a.** Describe the work and the factors required of the post and not the characteristics, performance or qualifications of the incumbent. Attach additional sheets if necessary.

### Particular sections of the form:

#### Section A:

1. Identification of the post: ensure the official nomenclature is used.  
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
3. Each post is responsible for generally four or five major duties. These duties should be presented in order of importance with a detailed explanation of how the duty is achieved. Miscellaneous tasks which take only a small percentage of time can be grouped and listed together. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

#### or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
  - (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
  - (c) reviewing in detail the most complex cases and recommending disposition;
  - (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
  - (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."
4. Decision making and consequence of errors: In general, decision making is considered as a commitment to a course of action that is not subject to detailed review. To make recommendations on the other hand requires the suggestion for courses of actions and implies that the post does not have complete or final responsibility.

#### Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: \_\_\_\_\_  
OFFICERS: \_\_\_\_\_  
LEVEL: \_\_\_\_\_

**SECTION A: May be completed by the incumbent of the post**

1. IDENTIFICATION of the post:

1.1 Department/Secretariat/Office **Field Mission/s**

Division/Centre

Branch/Service **Political Affairs**

Section

Unit

Office Code:

1.2 Functional Title: **Assistant Information Analyst,  
Political Affairs**

Post Number: **Multiple**

Duty Station: **Multiple**

Occupational Code: **1.L.03.**

2. a) ST/SGB/Organization Reference:

b) Programme Budget Reference: \_\_\_\_\_

3. **ORGANIZATIONAL SETTING:** Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.

3.1 Professional posts DIRECTLY supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
N/A		

Total number of professional posts supervised *directly*, and through subordinate supervisors: \_\_\_\_\_

3.2 Total number of posts in other categories supervised: \_\_\_\_\_

**0-3**

3.3 Title and classification of supervisor's post: **Information Analyst, Political Affairs P3/P4**

4. **Summary of the assigned duties:**

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centers and Offices as applicable. The Assistant Information Analyst, Political Affairs assists Information Analyst, Political Affairs to ensure the efficient and effective management (collection, coordination, analysis and dissemination) of information in order to support decision-making, early warning, policy development and planning for an integrated UN within the Mission.

**5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%.**

	%
<p>Within delegated authority, the Assistant Information Analyst, Political Affairs will be responsible for the following duties:</p>	
<ul style="list-style-type: none"> <li>● Under the guidance of the Information Analyst, the Assistant Information Analyst, Political Affairs carry out tasks related to information collection and analysis in accordance with the mandate of the integrated Mission.</li> </ul>	30
<ul style="list-style-type: none"> <li>● Research support to briefings to the Mission Leadership Team, senior UN staff and visiting delegations and other events.</li> </ul>	10
<ul style="list-style-type: none"> <li>● Support contingency planning and participate to strengthen the ability of senior mission leaders to be informed and understand developments on the ground.</li> </ul>	5
<ul style="list-style-type: none"> <li>● Oversee the monitoring of a wide spectrum of information sources including Integrated Mission daily and weekly situation reports, Mission Component Reports, local news and interaction with National government officials, International Organizations, the Diplomatic Community and civil society organizations.</li> </ul>	20
<ul style="list-style-type: none"> <li>● Provide substantive, logistical and administrative support to produce the timely and quality products: risk analyses, threat assessments, Early Warning Notes, 'Blue Sky' papers, analytical reports (key humanitarian and development issues), technical support (database and website development and design), coordination support (support to UNDAF / Integrated Strategic Framework working groups and reviews, task forces, IPF, in-depth analysis capacity and policy making role, user-friendly visual products (website/portal, fact sheets and governorate profiles, maps).</li> </ul>	20
<ul style="list-style-type: none"> <li>● Support and liaise closely with the Mission Crisis Management Team and respond to specific incidents as required. Maintain contact with the officers of the various UN Mission components on a regular basis to indicate, and respond to needs that may arise.</li> </ul>	10
<ul style="list-style-type: none"> <li>● Ensure that the appropriate level of confidentiality for products is maintained.</li> </ul>	5

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6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

Functional Title and Classification

Information Analysts, Political Affairs  
UN Officers within the mission

Purpose and Frequency

Carry out information research and analysis to provide timely advice to counterparts and management.

Carry out research and analysis for the data to be used in the decision making process in political affairs. Daily

Managers and staff of the Mission, DPKO, DFS.

Provide support briefings on issues related to political affairs. Weekly

Provide information and briefings. As required.

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

Title and Level

Information Analysts in other UN Entities and Programmes.

Purpose and Frequency

Provide information and briefings. Weekly.

Represent the mission and provide information and clarification. Weekly

Collaborate with other players in the political arena and exchange of ideas. Occasionally

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

Work requires carrying out research and analysing complex and unprecedented or sensitive political issues to determine courses of actions to be taken. The incumbent evaluates risks when making assessments and recommendations. Information and data provided is used in the decision making process or rectification of process that are not functioning well.

7.2 Describe the type of recommendations made.

Recommendations are based on research and analytical data providing an accurate picture of political affairs as much as possible.

7.3 Describe the consequence of errors

Errors would result in inappropriate courses of action or misdirected resources (manpower and money). Such errors would result in significant damage to the Department, Mission and the United Nations' reputation and to programmes in terms of time and money and would affect the Organizations' commitments to constituents.

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8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

The incumbent is required to research, interpret and adapt guidelines, to establish operational guideline while analysing information and to contribute to the development of policy guidelines.

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**SECTION B: To be completed by the SUPERVISOR of the post.**

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1. Define the goals and objectives of the post.

Provides substantive, logistical and administrative support in monitoring and reporting efforts with regards to good research, analysis of assigned topics and timely preparation and distribution of reports. Consistently applies appropriate policies, guidelines and procedures. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

2. Describe the type and extent of supervision given to the post.

The work is assigned in broad terms (substantive problem, time constraints, general objectives to be attained, policy framework, etc.). Political and legal implications and interpretations are discussed and major deviations from agreed objectives or policies are discussed with supervisor. The final product is reviewed by the supervisor for conformity with UN/DPKO organizational policy and objectives.

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

- 3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

A first-level university degree in political science, international relations, international economics, law, public administration, or related field.

- 3.2 Length and type of practical experience required at the national, and if so required, at the international level:

One to two years of progressively responsible experience in international affairs, intelligence, development, security, diplomacy, administration or foreign relations.

- 3.3 Language(s) proficiency required:

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.

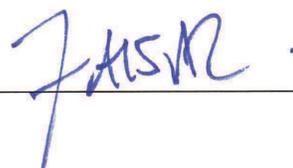
4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

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**SECTION C: Signatures**

SIGNATURE OF INCUMBENT: \_\_\_\_\_

DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description):  \_\_\_\_\_

DATE: \_\_\_\_\_ NAME AND TITLE: \_\_\_\_\_

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):  \_\_\_\_\_

DATE: **17 February 2015** NAME AND TITLE: **Steven Feller, OiC Research & Liaison Unit  
DPKO/DFS Peacekeeping SitCen**

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