

**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 Child Protection Officer</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: *J. Fraser* Name: **Jeanie Fraser, CHRO**

Date: (d/m/y) 02/02/2015 Mission: UNIFIL

**CLASSIFICATION NOTICE**

JOB DESCRIPTION NO.  
**JD/CP003NPO**

The classification of post is approved as follows:

Functional Title: Assistant Child Protection Officer

Occupational Code: 1.I.04 - Job Code 2318

Classification Level: NO-A

Comments:

Classification Officer: Christopher Bateman, Human Resources Officer, ODCU/FPOS/FPD/DFS *[Signature]*

Classification Officer: Jane Kembabazi, Human Resources Officer, ODCU/FPOS/FPD/DFS *[Signature]*

Chief, Organizational Design and Classification Unit, FPD/DFS: Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS *[Signature]*

For the Director, Field Personnel Division,/DFS: Chaste Abimana, Chief FPOS/FPD/DFS *[Signature]*

Date: MAR 11 2015

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."

5. 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 Missions

Division/Centre

Branch/Service

Section

Unit

Office Code:

1.2 Functional Title: Assistant Child Protection Officer

Post Number:

Multiple

Duty Station: Multiple

Occupational Code: 1.L.04

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:

Functional Title

Classification Level

Number of Posts

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

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

3.3 Title and classification of supervisor's post:

Senior/Child Protection Officer, P5/P4

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

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. The focus of this job is to support the implementation of the child protection mandate in the mission and to support the mainstreaming of child protection issues in the mission's work in line with Security Council resolutions on children and armed conflict and as laid out in the DPKO-DFS Policy on Mainstreaming the protection, rights and well-being of children in UN Peacekeeping Operations (2009/17).

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%. %

- Within the limits of delegated authority, the Assistant Child Protection Officer will be responsible for the following duties:
- Carries out basic research on selected aspects of child protection issues to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources to assist in the preparation of advice which may be provided by the senior officer concerns into all aspects of the activities, strategies, policies, and training programs of the peacekeeping operation and assists in the overall implementation of relevant Security Council resolutions(SCRs) on children and armed conflict; 100
- Supports a higher level Professional officer in working with other UN peace operation components, including UN police and military, Human Rights, Disarmament, Demobilization and Reintegration (DDR), Security Sector Reform (SSR), Rule of Law, to integrate a child-conscious approach in their work;
- Assists in drafting chapters or significant inputs to relevant periodic reports to DPKO or DPA (as relevant) and to the Office of the Special Representative of the Secretary-General for Children and Armed Conflict (SRSG-CAAC), including reports to the Security Council Working Group on Children and Armed Conflict;
- Assists in drafting assigned segments or chapters for a variety of reports, briefing notes, talking points and other communications to brief senior office staff in compliance with the mission mandate.
- As directed by his/her supervisor, assists in providing support in the mission in implementing the Monitoring and Reporting Mechanism (MRM) established pursuant to S/RES/1612 (2005) in coordination with the UN Country Task Force on Monitoring and Reporting;
- Provides assistance to backstopping to Child Protection Unit's efforts toward the signing and implementation of national action plans to address grave violations against children as called for in SCRs 1539, 1612, 1882 and 1998;
- Assists in Liaising with counterparts at the national level, civil society, UN actors, non-governmental organizations (NGOs), the host government, and relevant coordination mechanisms in providing adequate responses to violations committed against children;
- Participates in field visits and/or joint assessment missions as directed and provides up-to-date information sharing on substantive matters related to the rights of the child;  
Assists in providing training on child rights and child protection to military, police and civilian staff of the mission;
- Performs other duties as required.

---

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

Mission counterparts

Unit colleagues

Purpose and Frequency

Exchange technical information. Daily

Exchange information and participate in coordination activities. Weekly

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

Title and Level

Purpose and Frequency

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

The incumbent decides on the priority of own work submitted to the supervisor and other colleagues. Decisions have direct impact on meeting deadlines of assigned work.

7.2 Describe the type of recommendations made.

Proposals are made in consultation with the supervisor on work products and policies dealing with child protection programmes/implementation.

7.3 Describe the consequence of errors

Errors in the timely and accurate delivery of work with respect to issues related to child protection programmes might adversely affect the implementation of those initiatives, and may result in the mandated tasks in this area not being achieved.

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

Guidelines and methodologies relating to child protection including the legal framework for the protection of children, relevant Security Council resolutions and mandates related to children and armed conflict, the Monitoring and Reporting Mechanism, child-sensitive Disarmament, Demobilization and Reintegration, juvenile justice, legislative, rule of law reforms and gender.

---

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

---

1. Define the goals and objectives of the post.

The focus of this job is to support the office in the implementation of the child protection mandate in the mission and to support the mainstreaming of child protection issues in the mission's work in line with Security Council resolutions on children and armed conflict and as laid out in the DPKO-DFS Policy on Mainstreaming the protection, rights and well-being of children in UN Peacekeeping Operations, i.e., Aid in the identification of protection needs of children in the respective country.

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

The supervisor, assigns projects, indicating desired objectives, benchmarks and the appropriate time-frame for completion. Anticipated problems are discussed at the outset. Work is reviewed on regular basis through completions throughout the assignment by the supervisor.

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 sociology, political science, economics, other social science or related field.

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

A minimum of one to two years of progressively responsible experience at the national levels in the human rights field, including the promotion and protection of the rights of the child in accordance with international standards.

- 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.

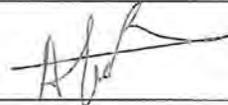
---

**SECTION C: Signatures**

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

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

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



DATE: **30/01/2015**

NAME AND TITLE: **Afaf Omer, Gender Advisor**

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):



DATE: **30/01**

NAME AND TITLE: **Afaf Omer, Gender Advisor**

Additional Comment