

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Assistant Engineer	OFFICE CODE
REASON FOR CLASSIFICATION	<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: V. STAMP

Date: (d/m/y) 04/2/15

Mission: _____

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/CP025NPO

The classification of post is approved as follows:

Functional Title: Assistant Engineer

Occupational Code: 1.b.06.g - Job code 10266

Classification Level: NO-A

Comments:

Classification Officer: Greta Leoni, Human Resources Officer, ODCU/FPOS/FPD/DFS



Classification Officer: Fatin Ishaya Kana, Human Resources Officer, ODCU/FPOS/FPD/DFS



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

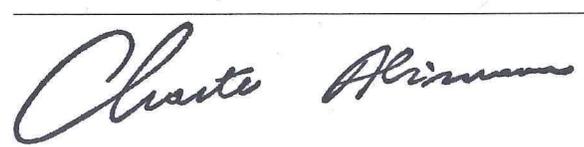
Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS

Chaste Abimana, Chief FPOS/FPD/DFS



For the Director, Field Personnel Division,/DFS:

Date: 9/6/15



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.
5. 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."
7. 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

Section

Unit

Office Code:

1.2 Functional Title: **Assistant Engineer**

Post Number:

Multiple

Duty Station:

Multiple

Occupational Code:

1.b.06.g

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

N/A

Classification Level

N/A

Number of Posts

N/A

3.2 Total number of posts in other categories supervised:

0

0-2

3.3 Title and classification of supervisor's post:

**Engineer, P-3/Chief of Unit/Section Engineering
P-4/P-5**

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 Assistant Engineer usually reports to the Engineer P-3 or to the Chief of Unit or Section Engineering P-4/P-5 depending on the mission structure and location of the post. The Assistant Engineer participates in different phases related to engineering projects, including design, construction, or repair of buildings and other facilities in the mission premises.

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 delegated authority, the Assistant Engineer will be responsible for the following duties:

- | | |
|--|----|
| <ul style="list-style-type: none"> • Applies commonly used engineering calculations, practices and precedents for initiating and assisting in completing engineering projects related to new construction or repair of buildings, roads, bridges, field defenses, and other infrastructure including prefabricated structures in the field. | 50 |
| <ul style="list-style-type: none"> • Assists in conducting preliminary site investigations to obtain field data such as site orientation, climatic conditions, soil characteristics, drainage and other data required for selection of sites in field missions. | |
| <ul style="list-style-type: none"> • Provides assistance in developing specifications for engineering goods and services. | |
| <ul style="list-style-type: none"> • Assists in estimating cost of repairs to damaged buildings, facilities and systems in order to determine whether repairs or replacement are cost effective and feasible. | 30 |
| <ul style="list-style-type: none"> • Produces cost estimates of engineering construction and installation projects. | |
| <ul style="list-style-type: none"> • Assists in analyzing project proposals to ensure technical feasibility and to ensure that project objectives are attainable within the prescribed resources. | |
| <ul style="list-style-type: none"> • Undertakes research to gather information related to engineering projects. | 20 |
| <ul style="list-style-type: none"> • Prepares engineering presentations using advanced technology. | |
| <ul style="list-style-type: none"> • Performs other duties, as assigned. | |

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

Engineer, Chief of Unit/Section, Engineering.

Purpose and Frequency

To obtain instructions, supervision and guidance. Daily.

Engineer, Procurement Officer, Supply, Logistics, and other sections (P-2/P-3).

To obtain information necessary for specification of analysis, project specifications or determination of construction materials needed. Daily.

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

Title and Level

Local contractors and suppliers.

Purpose and Frequency

To obtain information concerning the provision of supplies and services. Weekly.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

Decisions taken at this level relate to the analysis of specifications.

7.2 Describe the type of recommendations made.

The incumbent analyzes basic specifications contained in contractor proposals or project documents. The incumbent makes recommendations in consultation with the supervisor concerning viability of specification and material requirements needed to execute project.

7.3 Describe the consequence of errors

Proposals, if accepted, could affect the reliability of the overall project analysis and the procurement of appropriate construction supplies. Errors at this level would result in remedial work being performed by a senior professional and might cause higher costs and delay in completing work.

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

Standard procedures for analysis apply; guidelines contained in project plan indicate problems to be analyzed.

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

1. Define the goals and objectives of the post.

The provision of support for the effective organization, and completion of construction, refurbishment, maintenance, repair projects and installation of necessary equipment in a cost-effective and timely manner. Tradesmen and staff who may be under his/her direct supervision are well guided and able to efficiently perform work assigned. Construction and routine or preventive maintenance projects progress in accordance with planned schedules. Construction and site safety procedures are known to personnel for the performance of their assigned duties.

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

Instructions are discussed beforehand concerning each assignment. Guidance is normally provided on work in progress, and completed work is reviewed in detail.

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 Civil/Electrical/Mechanical Engineering, Architecture, or related fields is required.

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

From one to two years of progressively responsible experience in technical areas involving maintenance and operations of facilities or plants. Experience in building maintenance, building management, and construction is desirable.

3.3 Language(s) proficiency required:

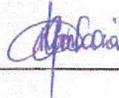
English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.

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.

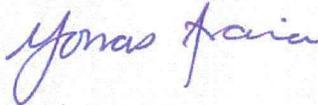
SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____ NAME: _____

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

DATE: 03.02.2015 NAME AND TITLE: CLEMENTINE MACHARIA ENGINEER.

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):  _____

DATE: 3 Feb. 2015 NAME AND TITLE: YONAS ARARA OIC-CE

Additional Comments: