

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Assistant HIV/AIDS Officer		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:

N/A

Comments:

N/A

Signature of Administrative Officer: _____



Name: **Alessandro Chiurazzi**

Date: (d/m/y) **10/09/2015**

Mission: **Chief of Recruitment Unit, FPSSS/FPD/DFS**

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/CP076NPO

The classification of post is approved as follows:

Functional Title: **Assistant HIV/AIDS Officer**

Occupational Code: **1.P – Job Code 7644**

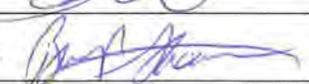
Classification Level: **NO-A**

Comments:

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



Classification Officer: **Bruce Shearouse, Human Resources Officer, ODCU/FPOS/FPD/DFS**



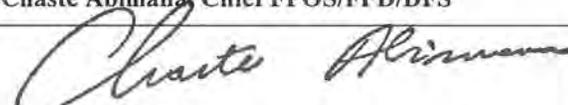
Chief, Organizational Design and Classification Unit, FPD/DFS:

Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS

For the Director, Field Personnel Division,/DFS:

Chaste Abimana, Chief FPOS/FPD/DFS

Date: **18/9/15**



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.

<i>DO NOT WRITE IN THIS SPACE</i>	
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 HIV/AIDS Officer

Post Number: Multiple

Duty Station: Multiple

Occupational Code: 1.P

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:

0

3.2 Total number of posts in other categories supervised:

0

3.3 Title and classification of supervisor's post: **HIV/AIDS Officer P-4/P3**

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 incumbent assists the supervisor in the implementation of the HIV/AIDS awareness, prevention and risk-reduction programme and activities.

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 HIV/AIDS Officer will be responsible for the following duties:

- | | |
|---|------|
| • Assists in efforts to mainstream HIV and AIDS concerns into core mission mandates or in preparation for other outputs of the Unit, such as the HIV and AIDS outreach programmes for vulnerable communities, needs of people living with and affected by HIV and AIDS, assistance to national institutions on their HIV/AIDS programmes and activities, and information necessary for prevention, treatment, care and support during and after transitions to other configurations of UN presence. | 20 % |
| • Provides administrative, logistical and substantive support on HIV and AIDS to expert group meetings, panel discussions, conferences, workshops, including drafting background papers, and acting as note taker or rapporteur for such events. | 20 % |
| • Assists in collaborating with partners, such as the mission Medical Services, in the provision of voluntary confidential counselling and testing (VCCT) and related services for mission personnel. | 20 % |
| • Carries out basic research on selected aspects of HIV and AIDS issues. | 10 % |
| • Maintains reference/resource information on HIV and AIDS policy-related issues, recent developments and trends in the field; liaises with NGOs, researchers, other stakeholders to obtain and provides data and qualitative information; responds to basic inquiries and information requests. | 10 % |
| • Assists with determining training requirements for mission personnel on HIV related policies, protocols and procedures. | 10 % |
| • Maintains voluntary confidential counseling and testing tools for quality control and information management systems. | 5 % |
| • Performs other related duties as required. | 5 % |

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

HIV/AIDS Officer P-4/Senior HIV/AIDS Adviser P-5.

Staff within the mission.

Purpose and Frequency

To provide HIV/AIDS information. To obtain guidance. Daily.

To provide administrative, logistical and substantive support on HIV and AIDS. Daily.

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

Title and Level

NGOs, researchers, other stakeholders.

Purpose and Frequency

To obtain and provide data and qualitative information. Daily.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

The Assistant HIV/AIDS Officer makes decisions in consultation with the supervisor regarding the process and methodology of his/her own work. These decisions have impact on the quality and timeliness of the support provided.

7.2 Describe the type of recommendations made.

Proposals, made in consultation with the supervisor, relate to the development and interpretation of working guidelines and standards. Proposals, if accepted would directly affect the effective implementation of HIV/AIDS initiatives.

7.3 Describe the consequence of errors

Errors in his/her decisions can affect the delivery of HIV/AIDS initiatives. However it is expected that the incumbent will consult his/her supervisor before any significant decisions are made.

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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 will perform his/her functional responsibilities in accordance with the requirements and procedures set out in Security Council Resolutions on HIV/AIDS and mission-specific resolutions; DFS HIV/AIDS policy and other guidance relating to the implementation of these mandates; technical directives in the form of institutional mandates, policies and guidelines relating to HIV/AIDS.

In addition to that, the incumbent will receive guidance and instruction from his/her supervisor.

Deviations from established guidelines must be discussed and approved by the supervisor.

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

1. Define the goals and objectives of the post.

The overall goal of this post is to assist in the implementation of HIV/AIDS awareness, prevention and risk-reduction programme and activities. To ensure application of appropriate policies, guidelines, procedures and processes. Effectively and in a timely manner liaises with counterparts and other concerned parties to provide administrative, logistical and substantive support and information on HIV and AIDS.

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

The incumbent will receive detailed guidance and direction from his/her supervisor, however she/he is expected to demonstrate the ability to work independently, take initiative and submit proposals to his/her supervisor for approval.

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, 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.

One to two years of relevant experience in national and/or international HIV/AIDS prevention programmes.

- 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.

n/a

SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____

NAME: _____

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



DATE: 08/09/2015

NAME AND TITLE: FREDERICK MALLYA - HIV/AIDS

Policy Advisor

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):



DATE: 08/09/2015

NAME AND TITLE: FREDERICK MALLYA

DEPUTY HIV/AIDS
POLICY ADVISOR

Additional Comments: