

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Assistant Property Management 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:

Comments:

Signature of Administrative Officer:  for Name: R. Koch
 Date: (d/m/y) 6/2/15 Mission: _____

CLASSIFICATION NOTICE

JOB DESCRIPTION NO. JD/CP020NPO

The classification of post is approved as follows:

Functional Title: Assistant Property Management Officer
 Occupational Code: 1.A.09 Job Code 10308
 Classification Level: NO-A
 Comments: _____
 Classification Officer: Rabab Makki, 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
 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.
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 Missions**

Division/Centre

Branch/Service

Section **Property Management**

Unit

Office Code:

1.2 Functional Title: **Assistant Property Management Officer** Post Number: **Multiple**

Duty Station: **Multiple**

Occupational Code: **1.A.09**

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: _____

0-5

3.3 Title and classification of supervisor's post:

**Property Management/Disposal/Control and Inventory/Receiving and Inspection Officer, P3.
Associate Property Management Officer, P2.**

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. These positions are located in United Nations Peacekeeping Operations and Special Political Missions. The Assistant Property Management Officer at this level usually reports to the Property Management Officer, the Property Control and Inventory Officer, Property Disposal Officer or the Associate Property Management Officer. The Assistant Property Management Officer will assist to efficiently and effectively manage all property management support activities of 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%. %

Within limits of delegated authority, the Assistant Property Management Officer will be responsible for the following duties:

- Assists the supervisor in all matters related to the policy and procedures governing the management of the field mission’s property during its life cycle;
 - Assists with planning the property management operations, monitors progress through statistical analysis of database records and monthly progress reports; Implements proper tracking mechanisms to conform to the organizational standards and goals;
 - Plans and implements regular site visits, physical inspections and verification of mission’s property;
 - Liaise with the Self Accounting Units, Procurement Section and Movement Control Section at the mission on matters related to Inventory Control, Receiving and Inspection as well as Disposal activities of mission’s property;
 - Assist with planning of the proper disposal of hazardous waste and written-off property;
 - Maintain accurate and auditable records, in both hard and electronic format, for accountability of mission’s property in conformance with Administrative Instructions, LDS/DFS guidelines and mission Property Management standard operating procedures;
 - Monitor incoming shipments and ensure they are processed through ERP systems and Receiving and Inspection reports are prepared in the Inventory Management System;
 - Assist in ensuring timely monitoring of the integrity of property records in the mission, utilizing and enhancing inventory management analytical tools, development of mission-specific key performance indicators and mission action plans on property management.;
- 40**
-
- Assist the supervisor with the compilation and drafting of Standard Operating Procedures (SOP) and flow charts relating to all aspects of Property Management activities within the context of the overall mandate of the Section/Unit, including terms of reference and job descriptions for the Staff; Assist with the preparation of periodic performance reports in line with the LSD quarterly reporting regime, ensuring accuracy of data; Prepare accurate and auditable statistical reports for management in mission and LSD/DFS and draft correspondence, as required
- 25**
-
- Assist with the maintenance of the fixed assets register by recording information related to fixed assets, ensure accuracy and integrity of property records; Assist with the preparation and verification of periodic IPSAS financial reports on PP&E and Inventory (year-end reports, monthly reports), ensure timely submission as per the LSD Guidelines;
- 25**
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- Perform other duties as required.
- 10**

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

Chief of Unit/Section, Property Management Staff in the mission

Mission managers, Procurement, MOVCON, SAUs, Asset Managers, Finance Section and staff members.

Purpose and Frequency

Exchange information regarding policies and standards and obtain agreement on practices to meet unique local circumstances. Daily

Exchange information about financial and budget requirements. Obtain information regarding project and ongoing service requirements. Explain administrative and technical issues. Persuades staff members and managers to accept property control requirements, receiving of goods and contracts related to disposal and schedules that may involve modifications to normal programme operations. Weekly

Ensure proper application of fixed assets management principles for recognition, verification, valuation, tracking, identifying impairment events and overall enhancement of the asset utilization. Daily

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

Title and Level

Counterparts in other UN agencies, funds and programmes.

Purpose and Frequency

Coordinate the use of the miss shared property/materials if any. As and when required.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

Decisions at this level are related to determination of the effectiveness and execution of property management procedures, approach to be followed to ensure accountability and proper tracking mechanism to conform to organizational standards, planning and implementing solutions to problematic areas of the property management activities.

7.2 Describe the type of recommendations made.

Recommendations are related to development of new policies and procedures, new technologies or services in the delivery of property management support services, which may directly affect the Mission's programmes and services.

7.3 Describe the consequence of errors

Errors in the form of negligence, lack of judgement, and inaccurate reports concerning the management of United Nations property may cause financial loss. Failure to implement an efficient asset control of equipment and supplies could adversely affect the Mission's activities and projects. Lack of accountability may negatively affect the accuracy of financial reports on assets..

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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.

Technical guidelines are generally available in the form of policies, standards and procedures, such as Property Management Manual, IPSAS Policy Framework, DFS Directive on Property Management and specific guidelines and SOPs from Logistics Support Division. Deviations from established guidelines are developed in consultation with and under the review and approval of the supervisors.

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

1. Define the goals and objectives of the post.

Assist the unit/section's chief in implementing property management activities in the mission and meeting departmental goals as defined in the DFS Directive on Property Management. Assist supervisor in providing effective, efficient and sustainable support to mission components, regional partners and other stakeholders in support of missions mandate implementation.

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

The job is performed under limited supervisory controls. Overall programme objectives and desired results are discussed with the immediate supervisor. Results are reviewed for attainment of 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:

Frist-level university degree, preferably in Business Administration, logistics management, supply chain management or other relevant 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 progressively responsible experience in property management, property control, and asset management is required. Proficiency in computer applications relevant to asset management and familiarity with database management is essential.

- 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: 03 Feb 2015 NAME AND TITLE: Kiroal Sereforua, OIC HRM/LSD

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

DATE: 03 Feb 2015 NAME AND TITLE: _____

Additional Comments: