

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

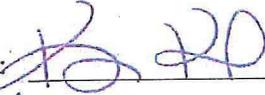
The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Associate Judicial Affairs 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:



Name:

Krishna Koch

Date: (d/m/y)

3/2/2015

Mission:

DFS/FPD/ROU

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/CP097NPO

The classification of post is approved as follows:

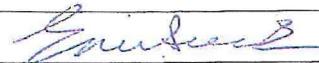
Functional Title: Associate Judicial Affairs Officer

Occupational Code: 1.g. – Job Code 7588

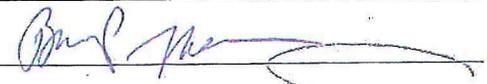
Classification Level: NOB

Comments:

Classification Officer: Emmen Saeed, HRO, ODCU/FPOS/FPD/DFS



Classification Officer: Bruce Shearouse, HRO, 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: 24/02/2015

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.
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

Rule of Law

Unit

Office Code:

1.2 Functional Title: **Associate Judicial Affairs Officer** Post Number: **Multiple**

Duty Station: **Multiple**

Occupational Code: _____

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	N/A	N/A

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

0

3.2 Total number of posts in other categories supervised: _____

0-2

3.3 Title and classification of supervisor's post:

Chief of Unit/Section, P4/5

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 Associate Judicial Affairs Officer at this level usually reports to the Section Chief, head of unit, or other senior professional. The Judicial Affairs Officer will be responsible for establishing and maintaining its contacts with judicial authorities, the court staff, all magistrates of the public prosecution, and any other authority in the host country.

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 Associate Judicial Affairs Officer will be responsible for the following duties:

- Assists the Rule of Law Section in general and the Judicial Affairs Unit in particular in establishing and maintaining its contacts and effective relations with judicial authorities, the court staff, all magistrates of the public prosecution, and any other authority or its representatives such as barristers' association, law schools, and NGOs; 35
- Prepares and draft monthly reports on justice according to guidelines and instructions of the Chief of Rule of Law or Head of Judicial Affairs Unit;
- Helps to identify the legal documentation for the national judicial authorities, the representatives of the civil society and the Rule of Law Section; 30
- Assists the section in performing trial hearing and monitoring all jurisdictions and courts all over the territory to assess the current operation, the functioning, the effectiveness, the independence and the impartiality of the judicial system; carry out trial hearing particularly related to land conflict or other domain;
- Assists in the conceptualization and the drafting or projects of donors concerning different ROL intervention axis related to the reform of the judicial system in the host country, in particular for the professionalization of justice actors, the improvement of access to justice, the improvement of the functioning of the criminal judicial system and commercial justice; 30
- Participates in the implementation of projects led by the Rule of Law Section;
- Suggests initiatives that would assist the mission in its mandate to foster the transparency and the credibility of justice institutions aimed at strengthening and enhancing the autonomy of the judicial system;
- Participates under the directives of the Chief of the Section or the Head of Judicial Affairs Unit to mission meetings, workshops, and seminars and draft reports;
- Analyses legal texts and provide legal opinions when required;
- Perform any other assignment that may be required by the Chief of the Rule of Law section of the Head of Judicial Affairs Unit. 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

Chief of Section and other sections such as human rights, justice (P3-5)

Judicial Affairs Section staff (P3-5)

Purpose and Frequency

Exchange information to support coordination activities. Weekly

Provide technical information for cooperation and coordination. Provide training. Monthly

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

Title and Level

National authorities

Counterparts in other Secretariat offices and specialized agencies.

Purpose and Frequency

Provide training for national judicial staff. Monthly

Assist in representing the mission in developing collaborative arrangements and to coordinate activities.

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 mainly to individual projects, e.g., determining appropriate technical input required for observations on judicial affairs activities.

7.2 Describe the type of recommendations made.

Proposals are made in the form of recommendations concerning regarding the operating policies and practices of national judicial affairs. If accepted they could affect the way judicial affairs are operated and the implementation of accepted standards by Member States.

7.3 Describe the consequence of errors

Errors in the form of poor and inaccurate judicial affairs elated observations would cause damage to the immediate unit in terms of time owing to the need for a more senior officer to reassess and provide further guidance. Failure to meet assigned deadlines might adversely affect unit's credibility within the Mission and with Member States.

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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 generally available in the form of project documents or established guidelines, standard procedures in the form of accepted methods of analysis. Recommendations to deviate from established guidelines or for new guidelines or practices to meet local conditions are reviewed by the supervisor.

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

1. Define the goals and objectives of the post.

Support the Rule of Law Section by establishing and maintaining contacts and effective relations, in conceptualizing and drafting projects for donors on the reform of the judicial system, and participation in the implementation of projects.

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

The supervisor assigns projects, indicating desired objectives and the appropriate time-frame for completion. Anticipated problems and methods of analyses are discussed at the outset. Work in progress may be reviewed if the incumbent sees issues or problems that should be brought to the attention of the supervisor. End product is reviewed for soundness of conclusions and technical appropriateness of methodology.

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:

Advanced university degree (Master's Degree or equivalent) in law, criminal justice, social sciences or management. A first-level university degree with a relevant combination of academic qualifications and experience may be accepted in lieu of the advanced university degree.

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

A minimum of two years of experience as a practicing lawyer, prosecutor, judge, legal academic, legal consultant, or advisor in the field of justice, is required. Experience providing technical assistance for the development or reform of legal and judicial institutions in a transitional, developmental or post-conflict setting is desirable. Experience providing services in the field of Judicial affairs or related areas to or in a field operation of the United Nations Common System or a comparable international organization 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):



RITA L. BRIEFER
SENIOR POLICY OFFICER - DPKO/ORSI/CCJAS

DATE: 30/Jan 2015

NAME AND TITLE:

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):



Acting Chief, DPKO/ORSI/CCJAS

DATE: 30 Jan, 2015

NAME AND TITLE: