

UNITED NATIONS



NATIONS UNIES

**REQUEST FOR CLASSIFICATION AND RECRUITMENT  
GENERAL SERVICE AND RELATED CATEGORIES**

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: \_\_\_\_\_  
OFFICERS: \_\_\_\_\_

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT	POST ENCUMBERED BY	EX INCUMBENT
	<input type="checkbox"/> REVISION OF DUTIES	ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
	<input type="checkbox"/> BUDGET APPROVAL		
	<input type="checkbox"/> OTHER (SPECIFY):		
IDENTIFICATION OF THE POST <i>(USE OFFICIAL NOMENCLATURE)</i>	POST NUMBER <b>Multiple</b>	DUTY STATION <b>Multiple</b>	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE <b>Field Mission/s</b>		SECTION	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE		ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE

**SIGNATURES**

*(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)*

1. SUPERVISOR <i>(Certification of correctness of job description)</i>  <b>Peter NDUGUTU, OPS OFFICER</b> NAME AND TITLE 19/02/2016 DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER  NAME AND TITLE DATE
2. CHIEF of SECTION or BRANCH or DIRECTOR <i>(Authorization of approval)</i>  <b>Gabriele Borla</b> NAME AND TITLE 29/2 DATE	4. INCUMBENT <i>(This is an accurate description of my post)</i> NAME AND TITLE DATE

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

**CLASSIFICATION NOTICE** - The classification of the post is approved as follows:

FUNCTIONAL TITLE <b>Construction and Maintenance Worker</b>	JOB DESCRIPTION NO. <b>JD/CP028GS</b>
OCCUPATIONAL CODE <b>2.3.01 - Job Code 2522</b>	CLASSIFICATION LEVEL <b>GS-5</b>
COMMENTS	
CLASSIFICATION OFFICER  NAME: <b>H. RONDON-FUENTES, HRO, ODCU/FPOS/FPD/DFS</b>	CLASSIFICATION OFFICER  NAME: <b>RABAB MAKKI, HRO, ODCU/FPOS/FPD/DFS</b>
CHIEF, ORGANIZATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: <b>M. MIRMOHAMMAD, CHIEF ODCU/FPSO/FPD/DFS</b>	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: <b>CHASTE ABIMANA, CHIEF FPOS/FPD/DFS</b>	Date: <b>14/03/16</b>

**SECTION A - To be completed by the incumbent of the post, if any. (If this section cannot be filled out by the incumbent, it may be completed by the supervisor).**

**1. Summary of principal functions.**

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centers and Offices as applicable. The incumbent implements construction activities on the ground; Carries out communication, coordination and liaison activities with clients. S/he undertakes direct on-site supervision of staff and control of layout, construction and engineering structures; Oversees inventory and control of tools and equipment; Manages prefabricated structural parts, building construction and operations etc.

**2. Major duties and responsibilities. Describe in order of importance what is done and how it is done. Please indicate the approximate percentage of time devoted to each function.** %

The construction and Maintenance Worker will be responsible for following duties:

- Implements instructions and construction activities on the ground;
- Carries out necessary communication, coordination, liaison with other clients and occupational groups in the Section in relation to specialized services, in the absence of the unit head. 70%
- Collaborates with clients to come up with mutually satisfactory approaches to problems; exchanges and compares data and ensures client satisfaction with the finished product;
- Undertakes direct onsite supervision and control, including the layout, construction and engineering structures; supervises other skilled, semi-skilled technicians and unskilled workers; implements construction work and ensures all work in a production environment are coordinated properly and carried out as they should be;
- Oversees inventory and control of tools and equipment; monitors hand tools issued and verifies quality and quantity of supplied parts / materials for all types of accommodation units used in the field;
- Manages prefabricated structural parts, building construction and operations; carries out repairs whenever necessary, including adaptation of parts and materials, as directed, and dismantling and packing of such structures during liquidation periods;
- Performs cost estimates in regard to repairs for refurbishing or damaged buildings, facilities and systems; determines feasibility of repairs or replacement; produces cost data and estimates on engineering-related requirements of current and planned projects. 25%
- Under the guidance of the direct supervisor, provides timely and reliable construction and maintenance support services to all sections/unit within the field mission. 5%
- Performs other duties as required.

  
Peter Ndugutu  
Construction Officer

3. **Guidelines:** Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

Mission operative instructions.

Local and international rules and regulation related to civil engineering projects.

Local labor and international safety regulation.

Applicable building codes and standards.

4. **Consequence of Work:** Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

Decisions and recommendations are reviewed by senior technicians or professional engineers for technical soundness. Errors discovered would require the performance of remedial work, resulting in loss of time and resources of the section if implemented. Errors, if implemented, would require redoing work and would involve significant financial cost to the mission and possibly affect the ability of the mission to deliver services to constituents.

5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL	FREQUENCY	PURPOSE AND
Senior technicians and engineers in the Section (FS5 - P4).	To exchange information regarding project issues, and receive instructions. (Weekly)	
Civilian and military staff in the Mission Headquarters and regional duty stations (all levels).	To exchange information about projects and services. (Daily) To obtain information regarding project requirements. (Weekly)	
Local authorities	To exchange information regarding design and development issues and scheduling of projects. (Monthly)	

6. **Responsibility for the work of others:** Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY
1-6	Carpenters	IC	Ensure that Carpentry aspects of a project are carried out to the engineer's specifications, cost and quality.
1-6	Masons	IC	Ensure that masonry aspects of a project are carried out to the engineer's specifications, cost and quality.
1-4	Welders	IC	Ensure that fabricated parts of a project are carried out to the engineer's specifications, cost and quality.
1-4	Electricians	IC	Ensure that electrical aspects of a project are carried out to the engineer's specifications, cost and quality.
1-2	Plumbers	IC	Ensure that plumbing aspects of a project are carried out to the engineer's specifications, cost and quality.
1-20	Unskilled workers	IC	Ensure that labor is provided in support of technicians as above to implement projects successfully.

 Peter Ndugutu  
Operations Officer

7. Physical requirements

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

Working at the desk. Walking on construction sites. Conducting periodic surveys, extensive travelling to team sites and sectors with minimum living and working comfort.

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace

Work is mainly done indoors. Surveying and supervision activities are done outdoors on construction sites, as required.

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**SECTION B - To be completed by the supervisor of the post.**

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1. Purpose: Describe the overall purpose, objectives, or goals of the post.

The overall purpose of the post is the provision of support for a variety of architectural and engineering projects and services, and that the projects are completed on time and are accurate in detail.

2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

Work involves the provision of support for projects and maintenance programmes. Continuing activities are reviewed regularly. The approach to unusual projects is approved by the supervisor and end products are reviewed for soundness of conclusions and judgments.

3. Qualifications required to perform the assigned duties of the post

- (a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

High school diploma or equivalent.  
Technical training in the field of engineering design and construction.

- (b) Experience: Indicate the *type* and *length* of practical experience required.

A minimum of five (5) years of progressively responsible experience in planning, design, implementation of construction, renovation and refurbishment projects in a private, commercial field.

- (c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

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 local language is required. Knowledge of another UN official language 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

## INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.270, GENERAL SERVICE)

**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.

### Section A

1. Summarize the major duties to give a quick overview of the post's activities.

### 2. Duties and responsibilities

Each post is responsible for generally four or five major duties or functions. 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. Terms such as "assists", "prepares", "handles", or "participates" describe relationships but do not actually describe what is done to assist, how something is prepared or handled, or how one participates; therefore, they should be accompanied by an explanation of the "what" and "how" of the actual duties.

Keep in mind the outputs or end products (what is produced or what the work leads up to). Present facts, not appraisals or evaluations of the work. The following examples from different posts illustrate explanations of how the work is accomplished.

- |   |     |
|---|-----|
| a. Processing of communications:  | 30% |
| (a) Types from draft in final form, in English, French and Spanish either for dispatch or for photo-offset, letters and notes with appropriate documents sent to the Unit for processing. After this, sends to the Ministries of Foreign Affairs, the Permanent Missions, Organizations and special agencies. |     |
| (b) Proofreads carefully the letters and notes which come from the Printing Section. Retypes the salutations of the notes as well as the addresses of the letters and special agencies where necessary.   |     |
| b. Assists in arranging meetings - for Directors' Meeting, Board Meeting, ad hoc meetings:  | 15% |
| a) Assembles, copies and distributes background papers and agenda (occasionally under own signature).   |     |
| b) Schedules conference rooms.  |     |
| c) Arranges working lunches for the Executive Director with Regional Directors.   |     |
| d) Distributes reports or minutes or meetings.  |     |
| c. Recruitment of Experts, consultants, volunteers:   | 10% |
| 1) Obtains information for completion of recruitment form transmitting draft job descriptions to recruitment service.   |     |
| 2) Completes the request for P.5 to initiate recruitment action and transmit to Administrative Services.  |     |
| 3) Completes Special Service Agreement, giving details of account number, travel, etc.  |     |
| 4) Types submission letters of qualified candidates to Government via the Resident Representative's Office, upon receipt of nominations.  |     |
| 5) Sends Letters of Welcome and Channels of Communication to experts.   |     |

### 3. Guidelines

Describe the nature of the guidelines by listing them and describe the way they must be used, for example are they followed exactly, are they readily available or must they be searched out, must selection be made from among a number of alternatives.

### 4. Consequence of work

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. Decisions and recommendations made often relate to the choice from among guidelines, but they may also involve decisions or recommendations on what can be done to complete the work before referring to another source. Describe these kinds of choices made. In addition describe the damage that would be caused by errors in making these choices such as loss of time of incumbent, other staff members, or equipment; expenditure of excess funds; or additional work of others.

### 5. Work Relationships

Include only those contacts which are typical and occurring during the work cycle and indicate how contact is made (personal contact, telephone contact, correspondence).

### 6. Responsibility for the Work of Others

Be explicit in describing the nature of the responsibility. General terms like "supervise" are not sufficiently descriptive.

## Section B

### 1. Purpose

Provide a brief statement of the overall objective or purpose of the post, such as, provides secretarial support to a recruitment officer.

### 3. Qualifications Required

- (a) The kind of training refers to knowledge of general office work or specialized work (such as computer, statistics, accounting). Type of training refers to the method such training would normally be acquired, such as high school, trade school, on the job, etc.
- (b) Experience  
Indicate how the experience relates to the job - such as it increases efficiency by allowing faster processing or it provides more in depth familiarity with the exceptions that occur in normal operations.
- (c) Languages  
Please describe the way in which languages are used.
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