



DO NOT WRITE IN THIS SPACE

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

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 checked="" type="checkbox"/> OTHER (SPECIFY):		
IDENTIFICATION OF THE POST (USE OFFICIAL NOMENCLATURE)	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s	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 (Certification of correctness of job description) NAME AND TITLE: Adrian Beaudouart DATE: _____	3. EXECUTIVE or ADMINISTRATIVE OFFICER NAME AND TITLE: Churpaizi DATE: 8/18/14
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval) NAME AND TITLE: Adrian Beaudouart DATE: 14/8/15	4. INCUMBENT (This is an accurate description of my post) 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 Field Security Assistant	JOB DESCRIPTION NO. JD/CP141GS
OCCUPATIONAL CODE 2.3.02 – Job Code 5981	CLASSIFICATION LEVEL GS-3
COMMENTS	
CLASSIFICATION OFFICER NAME: RABAB MAKKI, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: BRUCE SHEAROUSE, HRO, ODCU/FPOS/FPD/DFS
CHIEF OF COMPENSATION AND CLASSIFICATION POLICY UNIT NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
ASSISTANT SECRETARY-GENERAL, OHRM NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: 8/18/15

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 Centres and Offices as applicable.

The Field Security Assistant usually reports to a more senior Security Officer, to the head of Section/Unit. The key role of the Field Security Assistant is to ensure the safety and security of staff and premises: She/he screens all personnel, packages and vehicles entering the UN complex; prepares daily and weekly work schedules and various periodic reports. In the event of emergencies and incidents, she/he alerts relevant units and dispatch security personnel to the site under the direction of the supervisor; she/he alerts for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.

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. %

Within delegated authority, the Field Security Assistant may be responsible for the following duties:

- | | |
|---|-----|
| <ul style="list-style-type: none">• Screens all personnel, packages and vehicles entering the UN complex to ensure authorized access. | 35% |
| <ul style="list-style-type: none">• Provides continuous coverage of cameras, telephone and radio communications systems and associated recording units in the Control Centers.• Prepares daily and weekly work schedules and various periodic reports. | |
| <ul style="list-style-type: none">• In the event of emergencies and incidents, alerts relevant units and dispatch security personnel to the site under the direction of the supervisor.• Maintains logs and rosters and initiates chronological logs of events during emergency situations. | 30% |
| <ul style="list-style-type: none">• Provides information and directions to all persons associated with the organization.• Controls pedestrian and vehicular traffic.• Alerts for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.• Ensures that all UN property being carried from the complex is checked for appropriate documentation. | 30% |
| <ul style="list-style-type: none">• Performs other related duties as required. | 5% |

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.

UN directives and procedures; Field Security Handbook; Security Risk Management Model. Guidelines are available and can be applied to most problems and supervisor provides direction where guidelines do not apply specifically.

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.

The incumbent alerts relevant units and dispatch security personnel to the site under the direction of the supervisor in case of emergencies; she/he alerts for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately. A wrong appreciation of the security situation and threats, either towards an individual or particular event might lead to the wrong evaluation of the impact caused towards the UN family and result in staff injuries or death, programme delays, or the loss of assets.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
INSIDE: Other Field security personnel, staff members, and visitors.	Reports on security controls and patrols; provides updates on security, safety and any changes in emergency procedures. Daily.
OUTSIDE: Security personnel in other UN Agencies, NGOs, host country; delegations and media	Responds to routine queries; liaises with police and emergency authorities; Weekly and as needed.

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
N/A	N/A	N/A	N/A

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.

The incumbent's work involves sitting, standing, walking around the premises throughout the day or night depending on the shift, at least 5 times a week. She/he may be required to drive officials or deliver mail and equipment. When not on duty, the incumbent has to be on call in case of emergencies.

- (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.

Main work is carried outdoors, in all weather conditions. It may involve driving and a moderate degree of physical risk when emergency situations may arise requiring the intervention of the incumbent and the deployment of safety precautions. Indoor work includes operation of security screening equipment, computers, printers, photocopiers, and scanners.

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

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

The key role of the Field Security Assistant is to ensure the safety and security of staff and premises. In addition to routine access control duties, the incumbent, in the event of emergencies and incidents, alerts relevant units and dispatch security personnel to the site under the direction of the supervisor; she/he alerts for any potential or actual breaches of security and any disturbances or unusual activity and reports these immediately.

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.

Day-to-day work is focused on long term areas of responsibility and is done independently with periodic review for overall performance. For projects, specific instructions accompany work assignments, usually indicating the objectives of the assignment and the desired time-frame for completion. Anticipated problems are discussed at the outset. Work in progress is reviewed by the supervisor to ensure that desired deadline will be met and problems related to ongoing services are brought to the attention of the supervisor.

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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 or vocational certificate

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

A minimum of two (02) years of progressively responsible experience in the military, police, information management or security management is required. Experience in information management with a military, police, international information management, or international security management organization is required.

UNDSS certification in any of the following is an asset: Security Certification Programme, Hostage Incident Management, Close Protection Officers Course, and Security Investigation.

- (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 other 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 Aassists, Aprepares, Ahandles, or Aparticipates 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 Awhat and Ahow 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**

This information should refer to the actual requirements of the post rather than the qualifications of an incumbent.

- (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.
