



DATE RECEIVED: _____

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

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 <i>(USE OFFICIAL NOMENCLATURE)</i>	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 <i>(Certification of correctness of job description)</i> BRODEN THANGBAM NAME AND TITLE 7/8/15 DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER EWURAGA NAME AND TITLE 10/8/15 DATE
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> ADEMAW BEZUWORK NAME AND TITLE FPS DATE 7/8/15	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 Field Security Assistant	JOB DESCRIPTION NO. JD/CP160GS
OCCUPATIONAL CODE 2.3.02 – Job Code 8655	CLASSIFICATION LEVEL GS4
COMMENTS	
CLASSIFICATION OFFICER NAME: BRUCE SHEAROUSE, HRO, ODCU/FPOS/FPD/DFS CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS	CLASSIFICATION OFFICER NAME: RABAB MAKKI, HRO, ODCU/FPOS/FPD/DFS
NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: 7/8/15

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 reports to a senior Security Officer. S/he will assist with data consolidation and dissemination of relevant security information; Assists with the preparation of any security related documents; Provides support during the implementation of the Security Plan; assists with the preparation of the Training courses, related presentations and documents.

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 to total 100%. %

- | | |
|---|----|
| • Provides general administrative support services in order to assist the Security Officers fulfill their duties vis-a-vis staff members and their dependents; | 10 |
| • Assists with data consolidation and dissemination of relevant security information required for the analysis of the security situation by the Chief Security Officer (CSO), Deputy Chief Security Officer (DCSO) and Security Officers; | 20 |
| • Assists the Security Officers in the Security Operations Branch with the preparation of any security related documents including Security Plans, MORSS, MOSS, regular reports and any other reports related to the security section activities as well as providing the Operations Branch units with administrative assistance; | 15 |
| • Drafts correspondence and maintains records for the Security Training Courses delivered to security and field mission's personnel; | 10 |
| • Provides support during the implementation of the Security Plan under the directions of the Chief Security Officer; | 10 |
| • Assists in reviewing the logistics requirements and other related actions required for the preparation of training courses, drills and other security exercises; | 10 |
| • Monitors and facilitates the implementation of security policies and procedures in close coordination with the security operation unit's supervisors and others; | 5 |
| • Provides support in organizing and conducting security awareness and preparedness activities, and provides security orientation to newly assigned staff members, as well as conducting security briefings, as required; | 5 |
| • Assists with the preparation of the Induction Training courses, related presentations and documents; | 10 |
| • When and if required, prepares security presentations for the CSO and the Security Officers in other units. | 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.

- a) **UNDSS Security Policy Manual**
- b) **UNDSS Field Security Handbook**
- c) **Security Operations Manual**
- d) **Mission and Section SOPs**
- e) **FC, DMS Administrative Instructions and Directives**
- f) **Local Law and Procedures.**

The Field Security Assistant is required to strictly adhere to UNDSS polices and Mission SOP's, but can interpret the Security guidelines in the most appropriate manner in consultation with the supervisor. The Field Security Assistant will be required, in the conduct of his/her day to day duties, to propose and establish the most effective internal procedure that will serve the Security Section.

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 Field Security Assistant will, in general be expected to follow polices and instructions. S/he will be able to make day to day decisions related to the effectiveness of the application of regular daily duties. Decisions made by the Field Security Assistant have the potential to improve the overall efficiency and effectiveness of the section and ensure that service delivery remains at the same high professional standard. Errors could result in a loss of important information, institutional knowledge which may lead to incorrect operational planning and inappropriate service delivery. Improper handling of the administrative supplies and office files may cause delays and could affect the smooth and efficient work flow.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
CSO, DCSO, Security Officers, Field Security Coordination Officer (all level)	To receive and coordinate daily security related tasks. Daily.
Zone Wardens. Staff	To arrange the regular meetings, take the minutes. Monthly.
Agency Security Focal Points	To coordinate support and arrange Security Cell meetings. Weekly

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.

40% of the daily work is office work. While 60% of work requires physical effort: moving through the compound and escorting the Security Officers.

- (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.

The incumbent will be required to work in the Security Section in the field mission. The incumbent is required to use: Computers, Fax, photocopier, VHF and radios at the Security Operation Centre.

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

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

The objective of the post is to ensure that the security of the mission is maintained at all times. This includes the monitoring of communications, the control of access to the mission site, and the coordination of security measures with the host country. The incumbent will be responsible for the day-to-day management of the security section and for the reporting of any security incidents to the mission leadership.

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.

The Field Security Assistant is expected to perform the regular tasks with minimal supervision, according to the supervisors' instructions and approved work plan, and integration with the section's general work plan of each year. Unusual tasks are assigned and discussed with the supervisor.

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 is required. Specialized Security training/courses are desirable.

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

A minimum of three (03) years of relevant experience in Security or related areas such as Police and Military experience.

- (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 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