



**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 <i>(USE OFFICIAL NOMENCLATURE)</i>	POST NUMBER <i>Multiple</i>	DUTY STATION <i>Multiple</i>	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE <b>FIELD MISSIONS</b>		SECTION	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE <b>Mission Support</b>		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>  <i>[Signature]</i> NAME AND TITLE: <b>Harinder Sood, Acting Chief</b> DATE: <b>3 Feb. 15</b>	3. EXECUTIVE or ADMINISTRATIVE OFFICER  <i>[Signature]</i> NAME AND TITLE: <b>K. Koch, Chief R.S.</b> DATE: <b>9/2/15</b>
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i>  <i>[Signature]</i> NAME AND TITLE: <b>Harinder Sood, Acting Chief</b> DATE: <b>3 Feb. 15</b>	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>Fuel Assistant</b>	JOB DESCRIPTION NO. <b>JD/CP033GS</b>
OCCUPATIONAL CODE <b>2.2.06 - Job Code 8162</b>	CLASSIFICATION LEVEL <b>GS-3</b>
COMMENTS	
CLASSIFICATION OFFICER <i>[Signature]</i> NAME: <b>CHRISTOPHER BATEMAN, HRO, ODCU/FPD/DFS</b>	CLASSIFICATION OFFICER <i>[Signature]</i> NAME: <b>RABAB MAKKI, HRO, ODCU/FPD/DFS</b>
CHIEF OF COMPENSATION AND CLASSIFICATION POLICY UNIT <i>[Signature]</i> NAME: <b>M. MIRMOHAMMAD, CHIEF ODCU/FPD/DFS</b>	
ASSISTANT SECRETARY-GENERAL, OHRM <i>[Signature]</i> NAME: <b>CHASTE ABIMANA, CHIEF FPOS/FPD/DFS</b>	Date: <b>2/16/15</b>

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**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).*

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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 Fuel Assistant, at this level, usually reports to a Senior Fuel Officer. The Fuel Assistant is responsible for tracking, monitoring, reporting and maintaining all records/databases for fuel distribution in the mission.**

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. 100%

- **Performs assigned jobs in providing petroleum, oils and lubricants (POL) and related services to the Mission.**
- **Raises task order of POL at field installations.**
- **Receives and documents delivery notes, invoices and receipt of POL products.** 35
- **Measures quantity and checks quality of product during loading or unloading of POL products.**
- **Receives bulk fuel requests from assigned region or sector and forwards for consolidation.**
  
- **Performs fuel operations according to standard operating procedures.** 20
- **Performs fuel operation as per Unit's Work Program.**
- **Performs as per audit recommendation to close the indicated gap.**
  
- **Records and documents daily, weekly and monthly fuel issues.**
- **Records and notifies any fuel misappropriation incidents.** 20
- **Records and documents fuel usage by vehicles, aircraft, generators, locations and contingents.**
- **Records and documents fuel expenditure by equipment type, location and period.**
  
- **Maintains record of all accounting data both in hard copy and electronically.** 20
- **Records and maintains all data required for Electronic Fuel Management System (EFMS)**
- **Maintains records of reserve stock.**
- **Measures temperature, specific gravity and dipping for water check of bulk fuel. Records and documents data.**
- **Carries out break down, preventative maintenance and repair of fuel equipment.**
  
- **Performs other related work as required.** 5

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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.

- Financial rules and regulations, Staff Rules and regulations, Fuel SOPs.
- ST/AIs.
- No deviation is allowed without approval of supervisor.

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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 related to prioritization especially at peak times. Failure to make the right decisions, deadlines may not be met, and may lead to complaints by the clients when related to submitting reports, providing clarifications and so on.**  
**Recommendations related to allocation of fuel. Failure to make the right recommendation may result in savings under certain budget lines, and over draft in others. Any errors related to calculations of fuel cost would lead to over-under payments.**

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

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TITLE AND LEVEL	PURPOSE AND FREQUENCY
Staff in the immediate work unit and section	To update supervisor on fuel activities and to discuss applicable rules and regulations - Daily.
Staff in Procurement, Supply, Engineering, Ground Transport and Aviation sections	To provide and obtain fuel related information, reports and approvals - Frequently.
Civilian and military personnel within the Mission, including field stations.	
Suppliers and vendors.	

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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

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 work requires sitting most of the day five days a week, and involves walking to other offices within the compound as well as traveling to the field offices.**

- (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 in a normal office environment.**

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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.

**Timely provision of supplies and their effective tracking, monitoring and reporting. Efficient and effective management and maintenance of records and relevant data bases. Consistent application of appropriate policies, guidelines, procedures and processes. Effective working relationships with internal and external parties at all stages of operations.**

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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.

**Works under the supervision of a Senior Fuel Officer to provide timely support and accurate reports to the Fuel Officers and/or manager with respect to the management of the daily activities of the unit.**

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 or equivalent diploma is required**

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

**At least two years of progressively responsible experience in one or more of the following areas: (1) the operation of field fuel installations and fuel handling procedures; (2) fuel contract administration; (3) maintenance/repair of fuel equipment.**

(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.

## 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.

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