

UNITED NATIONS



NATIONS UNIES

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**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 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 Security	
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>   BROTEN THANNGSAM NAME AND TITLE 14/8/2015 DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER   CHIRAZZI NAME AND TITLE 8/18/15 DATE
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i>   M. MIRMOMHAMMAD NAME AND TITLE 14/8/15 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 Investigations Assistant	JOB DESCRIPTION NO. JD/CP204GS
OCCUPATIONAL CODE 2.3.02 - Job Code 7425	CLASSIFICATION LEVEL GS-5
COMMENTS	
CLASSIFICATION OFFICER  NAME: Rabab Makki, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER  NAME: Bruce Shearouse, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, 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: 11/9/15

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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 incumbent usually reports to Field Security Officer or to the Head of Section/Unit.

The incumbent assists in the planning, organization and conduct of investigations of alleged violations of UN Rules, Regulations and pertinent administrative issuances; Conducts incident response activities; Assists in investigation fact-finding to identify information, find facts and establish evidence.

**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 limits of delegated authority and depending on location, the Investigations Assistant will carry out the following duties:

- Assists in the planning, organization and conduct of investigations of alleged violations of UN Rules, Regulations and pertinent administrative issuances falling under Category II (misconduct). 50
- Conducts traffic incident response and, as required, investigation.
- Conducts incident response activities, either personally or with other investigators, to ensure evidence initially available is preserved for future analysis and investigation. Incident response activities includes: pre-response preparation, reception and recording of incident information, informing appropriate persons/offices during and after response, planning for response, and deployment to the incident scene; response definition and control of the incident scene, preservation of evidence and hand-over of the scene to authoritative persons; post-response evidence protection and inventory, preparation and submission of written records and debrief to relevant persons.
- Assists in investigation fact-finding to identify information, find facts and establish evidence. Based upon the fact-finding, produces and submits investigation reports to appropriate authorities, and conducts post-investigation tasks. 45
- As required, coordinates, collaborates and consults with local Host Country representatives, United Nations and other relevant authorities throughout the investigation process.
- Functions as the standby Investigations Duty Officer when placed on periodic roster to do so and performs other duties as required and detailed by the Head of the Special Investigations Unit and/or the Chief Security Adviser/Chief Security Officer/Security Adviser or equivalent.
- Assists with the preparation of reports and documentation, including statistical or investigative findings. Coordinates meetings to review investigations and related subjects.
- Performs other 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.

- Staff Rules and Regulations
- Field Security Manual
- Security Council Resolutions,
- Security Protocols
- Agreements and Policies
- ST/AIs
- SOPs

The incumbent operates within a well-structured and defined environment where adherence to security and safety procedures is essential. There is only limited independence to exercise judgment and discretion within the context of such procedures.

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 Field Security Officer. Errors discovered would require the performance of remedial work, resulting in loss of time and resources to the section. Errors that are 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	PURPOSE AND FREQUENCY
<b>INSIDE THE ORGANIZATION</b>	
Staff members at all levels throughout the Mission, visiting delegations, diplomats and other dignitaries.	Reports on security controls and patrols; provides updates on security, safety and any changes in emergency procedures. Daily.
<b>OUTSIDE THE ORGANIZATION:</b>	
Host government security, safety and emergency officials.	Responds to routine queries; liaises with police and emergency authorities, and provides driving services. Weekly and as required.

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 work involves walking to other offices within the compound in order to liaise with other working units and outside the compound to liaise with other UN Agencies, local authorities as and when required.

- (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 carried out indoors and 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.

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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.

To provide assistance in the planning, organization and conduct of investigations of alleged violations of UN Rules, Regulations and pertinent administrative issuances; to provide assistance in investigation fact-finding in order to identify information, find facts and establish evidence; and to assist with the preparation of reports and documentation.

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.

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. Problems related to ongoing services are brought to the attention of 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 technical or vocational certificate is required. Training in military or police procedures and practices, and self-defense techniques is required. Training in martial arts and/or specialized security practices would be an asset.

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

A minimum of five (5) years of progressively responsible security experience with a local, national or private police, security or fire brigade organization.

- (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

## 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.