



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 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> 	3. EXECUTIVE or ADMINISTRATIVE OFFICER
NAME AND TITLE Emmanuel Moller-Cuadrado DATE 31/01/2015	NAME AND TITLE V. Stamp OIC, MSD DATE 04/02/15
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> 	4. INCUMBENT <i>(This is an accurate description of my post)</i>
NAME AND TITLE YONAS ARAIA DATE 2 Feb, 2015	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 Water and Sanitation Assistant	JOB DESCRIPTION NO. JD/CP054GS
OCCUPATIONAL CODE 2.3.01.a - Job Code 7814	CLASSIFICATION LEVEL GS-3
COMMENTS	
CLASSIFICATION OFFICER 	CLASSIFICATION OFFICER
NAME: GRETA LEONI, HRO, ODCU/FPOS/FPD/DFS	NAME: KHADIZATUN MUKTI, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS 	
NAME: MORTEZA MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS 	Date: 9/6/15
NAME: CHASTE ARIMAMA, CHIEF FPOS/FPD/DFS	

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 incumbent will provide efficient technical assistance to senior engineering staff and to users in support of activities related to the design, development and execution of various engineering services related to water and sanitation 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.

Within delegated authority, the incumbent will carry out the following duties:

Implementation

- Assists with testing of water and wastewater parameters to check for compliance with WHO water quality guidelines.
- Assists with determining and applying chemical dosage for water and wastewater treatment process.
- Assists with operations and maintenance of water and wastewater treatment plants.
- Assists drillers with drilling and maintaining of boreholes.
- Assists geophysicists in carryout geophysical survey on groundwater sources identification.
- Assists with installation of water, recycled water and wastewater systems.
- Assists with trouble-shooting, diagnosis and repair of fault of water and sanitation systems.
- Assists with maintenance of electro mechanical components for water and sanitation systems such as pumps, industrial control panel and air compressor.
- Assists in maintaining borehole drilling rigs and other equipment and tools for drilling.
- Assists with plumbing works on water, drainage and sewage pipe work.
- Assists in installing, service and repairing water supply systems, package water treatment plants, water storage facilities, sewerage network, package sewage treatment plant, and other associated components such as pumps and control panels.
- Assists in carrying out scheduled periodic and emergency maintenance services on all the installations and equipment.
- Assists in performance monitoring of water equipment in the field, including boreholes, borehole pumps, water distribution supply lines and water storage tanks.
- Assists in stripping, repairing and reassembling pumps and other water supply equipment.
- Collects samples for the necessary periodic and daily chemical and bacteriological analysis of water and treated wastewater effluent.

Planning

- Assists in preparing water and sanitation layout maps.
- Assists in identifying resources needed for the implementation of water quality monitoring programs.
- Assists in preparing tools and equipment required to carry out water and sanitation operations and maintenance.

Administration

- Assists with collection and compilation of information on water and sanitation systems.
- Assists with maintenance and monitoring of data for water and sanitation operations and maintenance of electrical and mechanical components related to water and sanitation.
- Assists in the preparation and compilation of water and wastewater testing reports.

%

80

10

10

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 SOPs on Engineering Services.
- ST/AIs.
- Instructions from the supervisor.

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 provides reliable technical assistance to senior engineering staff and to users in support of activities related to the design, development and execution of various engineering services related to water and sanitation. Any inferior quality of work will correspondingly detract from the support of engineering activities for the mission.

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

TITLE AND LEVEL	FREQUENCY	PURPOSE AND
Senior Engineer P-5/P-4/P-3 or Facilities Management Officer FS-6/FS-5/FS-4 or Unit/Section Chief.	To update supervisor on engineering activities and to discuss applicable rules and regulations. Daily.	
Staff members (various levels).	To provide and obtain engineering related information, reports and approvals. Frequently.	

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 requires the incumbent to be physically fit to spend long hours standing on plumbing or constructions sites. It also requires travelling/walking to the regions/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.**

The work involves exposure to harsh hot and cold weather condition while repairing and plumbing in various construction sites. The incumbent should take extra safety precautions while performing various type of heavy duties.

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

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

The incumbent provides reliable technical assistance to senior engineering staff and to users in support of activities related to the design, development and execution of various engineering services related to water and sanitation. She/he consistently applies relevant standards and guidelines. She/he efficiently processes work and requisite follow-up, seeking advice as needed. Effectively, and in a timely manner, she/he interacts with colleagues and user groups.

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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.

The incumbent works under supervision; she/he provides accurate reports and timely support to engineering technicians or officers and/or manager.

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. Certification in water, environment, laboratory, drilling, geophysics or equivalent is required.

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

A minimum of two years of progressively responsible experience in facilities management, water quality monitoring, water and wastewater treatment, drilling, engineering, industrial electrical, architecture or related area.

- (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 "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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