



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 <b>Multiple</b>	DUTY STATION <b>Multiple</b>	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE <b>Field Mission/s</b>	SECTION <b>Engineering</b>		
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> <i>Rebecca Kunya-Baguya</i> <i>Hydrogeologist</i> NAME AND TITLE <i>6th August 2015</i> DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER <i>Agoney Kadogo, CEO</i> NAME AND TITLE DATE
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> <i>YONAS ARAIS</i> <i>OIC - CE</i> NAME AND TITLE <i>6th Aug, 2015</i> 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 <b>Water and Sanitation Assistant</b>	JOB DESCRIPTION NO. <b>JD/CP186GS</b>
OCCUPATIONAL CODE <b>2.3.01.a - Job Code 8813</b>	CLASSIFICATION LEVEL <b>GS-4</b>
COMMENTS	
CLASSIFICATION OFFICER NAME: <i>Khadizatun Mukti</i> <b>KHADIZATUN MUKTI, HRO, ODCU/FPOS/FPD/DFS</b>	CLASSIFICATION OFFICER NAME: <i>Bruce Shearouse</i> <b>BRUCE SHEAROUSE, HRO, ODCU/FPOS/FPD/DFS</b>
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: <i>Morteza Mirmohammad</i> <b>MORTEZA MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS</b>	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: <i>Chaste Abimana</i> <b>CHASTE ABIMANA, CHIEF FPOS/FPD/DFS</b>	Date: <u>31/8/15</u>

**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:

- |  |    |
|--|----|
| <ul style="list-style-type: none"> <li>• Assist all tasks related to water supply and sewerage works installations in the mission;</li> <li>• Assist installation of new water supply and sewerage works and maintain existing systems;</li> <li>• Ensure that the water supply and sewerage works installations meet the safety standards in accordance with international codes and regulations;</li> <li>• Assist in carrying out scheduled periodic and emergency maintenance services on all installations and equipment.</li> </ul>  | 30 |
| <ul style="list-style-type: none"> <li>• Periodically inspect ongoing projects and report to the Sector Engineer on progress, timelines and any setbacks or alterations that may occur;</li> <li>• Inspect engineering works carried out by civilian contractors and ensure all stages are completed satisfactorily prior to payment;</li> <li>• Assist in preparation of technical reports, drawings and material quantities.</li> </ul>  | 25 |
| <ul style="list-style-type: none"> <li>• Design simple installations;</li> <li>• Assist in preparation of material specifications for the purpose of raising requisitions;</li> <li>• Provide lists of spare parts for water supply and sewerage works and control panels as well as necessary tools and equipment, well in advance;</li> <li>• Liaise with Water and Sanitation Engineer for expert advice on water supply and sewerage works, electrician on electrical matters and other engineering sub-units, as necessary.</li> </ul>  | 25 |
| <ul style="list-style-type: none"> <li>• Provide instructions on end-use care and servicing of water supply and sewerage works;</li> <li>• Train user's Technicians on proper operation, upkeep, general maintenance of water supply and sewerage works and monitoring quantity levels of supply of spare parts for routine scheduled maintenance, as well as maintenance of log books, maintenance records and spare parts' consumption records;</li> <li>• Provide input for data entries in the asset control database immediately after receipt, repairs/overhaul, transfer, and disposal of equipment;</li> </ul> | 15 |
| <ul style="list-style-type: none"> <li>• Performs other duties as and when required, including emergency call-out and standby duties.</li> </ul>   | 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.

- 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
Staff members at various levels including Supervisor	To update on engineering activities and to discuss applicable rules and regulations. Daily.  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.

- 
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.

Vocational training in a related field from a Technical/Trade school, with appropriate apprenticeship Diploma.

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

A minimum of three (03) years of progressively responsible experience in water supply and sewerage works, treatment plants and pump installations. Experience with standard techniques and practices for maintenance of various types of treatment plants and pump systems may be essential.

- (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.
-