

UNITED NATIONS NATIONS UNIES REQUEST FOR CLASSIFICATION AND RECRUITMENT GENERAL SERVICE AND RELATED CATEGORIES	<i>DO NOT WRITE IN THIS SPACE</i> DATE RECEIVED: _____ OFFICERS: _____
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REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> BUDGET APPROVAL <input checked="" type="checkbox"/> OTHER (SPECIFY): _____	POST ENCUMBERED BY _____	EX INCUMBENT _____	
			ANTICIPATED DATE OF VACANCY _____	DURATION OF THE POST _____
IDENTIFICATION OF THE POST (USE OFFICIAL NOMENCLATURE) _____		POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE DDR Assistant
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION DDR		
2. DIVISION/CENTRE _____		UNIT _____		
3. BRANCH/SERVICE Substantive		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 (Certification of correctness of job description) <div style="text-align: center;"> _____ NAME AND TITLE DATE </div>	3. EXECUTIVE or ADMINISTRATIVE OFFICER <div style="text-align: center;"> _____ NAME AND TITLE DATE </div>
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval) <div style="text-align: center;"> _____ NAME AND TITLE DATE </div>	4. INCUMBENT (This is an accurate description of my post) <div style="text-align: center;"> _____ NAME AND TITLE DATE </div>

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 Disarmament, Demobilization and Reintegration Assistant	JOB DESCRIPTION NO. JD/USCO001GS
OCCUPATIONAL CODE I.L.04 - Job Code 8044	CLASSIFICATION LEVEL GS-4
COMMENTS	
CLASSIFICATION OFFICER NAME: Jane Kembabazi, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: Fatin I. Kana, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANISATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS For: NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DESIGN AND DFS NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: <u>26/08/2016</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 Peace Keeping Operations and Special Political Missions. The incumbent usually reports to the DDR Officer or Chief of Unit/Section, depending on size and structure of the mission. She/he assists in providing support to ongoing and future DDR programmes in peace operations, and coordinates back-stopping support to DDR components including policy guidance, personnel selection, budget preparation, and participates in relevant country specific workgroups and meetings.

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 is responsible for the following duties:

- Assists in leaflet drops, radio broadcasts, uses other media and face-to-face meetings during field trips with community members and/or other individuals to encourage combatants to enter DDRRR. 50
- Assists in delivery of training workshops, seminars and induction courses on disarmament in compliance with weapons SOPs
- Conducts screening interviews with participants in the DDRRR process, fills administrative forms and supports reinsertion services in camps or in communities.
- Participates in community violence reduction projects by completing administration forms and checking funding support complies with DDR and DFS rules.
- Assists in the collection of general information and analysis on armed groups on daily, weekly and/or monthly reports and meetings.

- Provides inputs for reports in French and/or English using MONUSCO information technology or, when not available, in handwritten form. 30
- Contributes to awareness-raising, sensitization and/or information sharing materials by liaising with DDR Information Operations Unit in headquarters and other internal partners.
- Liaises regularly with internal partners and external partners on DDR activities.

- Performs administrative tasks to facilitate the disarmament, demobilization, reintegration, repatriation and/or resettlement such as raising MOPs, maintaining databases etc. 15
- Gathers information on reintegration in meetings with reintegration implementing organizations, relevant government authorities and meetings with ex-combatant participants and/or community beneficiaries.
- Translates or interprets (English, French, local languages). 5

- Performs other related duties as required.



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.

DPKO and MONUSCO substantive guidance and standard operating procedures related to DDRRR, Community Violence Reduction (including reinsertion). Any deviation from established practices and guidelines must be discussed with, reviewed and approved by 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.
A DDR Assistant decides on the modality to approach combatants. Successful approach will lead to weapons and combatants entering the system, which is a success for a mission-wide priority area. Poor analysis and judgment may lead to errors that could lead to damage to property, injury or loss of life.
5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL	PURPOSE AND FREQUENCY
International staff in the DDR Section (P-3 , P-4, P-5, D1)	To exchange information regarding policies and standards, project issues, and assist in obtaining agreement on practices to meet unique local circumstances. Daily, weekly, monthly
Mission managers/staff; military staff (civilian, military, human rights) in headquarters and field duty stations	To exchange information about coordinated activities. She/he assists in obtaining information regarding project requirements. Daily
Representatives of local government, civil society, and parties to the conflict including combatants.	To obtain agreement on DDRRR activity.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 office based work involves normal physical requirements. Field work may be under hardship conditions requiring good physical fitness. This may include physical access in remote areas where roads are not vehicle worthy and walking for a few hours is required. This may include areas where medical facilities and pharmaceutical services are not close. The incumbent may be required to drive in search of data and information., in remote areas where security is fluid, to leave the area rapidly for his/her own self-protection.

- (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.

Working environment in offices or military operating bases may be in tents or container offices with basic facilities. Working environment in field visits may include living in locally sourced accommodation. Main hazards are road traffic accidents, medical illness due to poor water and sanitation or infectious disease and security threat to the staff member.

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 of the post participates in decision making to meet the performance targets by minimizing the escalation of weapons and combatants, including child-combatants.

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 supervisor assigns tasks, indicating desired objectives and the appropriate time-frame for completion. Anticipated problems are discussed at the outset. Work in progress may be reviewed if the incumbent sees issues or problems that should be brought to the attention of the supervisor. End product is reviewed for soundness of conclusions and technical appropriateness of methodology.

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. Training in DDR and monitoring, logistical, administrative issues is an asset. Skills/knowledge: Sensitivity to the political, social and cultural environment. Some experience in conflict management and support to state institutions. Previous experience working with vulnerable groups in the areas of peacekeeping, peacebuilding, development, small arms or DDR is an advantage.

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

Three (3) years of related work experience in negotiation, mediation, awareness raising or other interlocutor roles with armed group members. Working in communities affected by armed conflict is not sufficient. Experience must be in liaising with armed group members.

(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. Knowledge of local languages spoken by the communities in a given duty station.

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.



General Service

Job Evaluation System

International Civil Service Commission

Post Rating Summary Scoring Base : NMS

Title :	Disarmament, Demobilization and Reintegration Assistant JC8044
Post Number :	Multiple
CCOG :	2.p
Type :	new
Grade :	G4 at the 44th Percentile
Points :	335
Old Grade :	

Comments :

Created by : User 8/24/2016 9:54:03 PM

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<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
Disarmament, Demobilization and Reintegration Assistant JC8044	Multiple	2.p	new	G4 at the 44th Percentile	335	

Nature of Work (Factors : 3/ii/b)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
General Process oriented	Procedural Knowledge/ IT capable	Thorough Procedural Coverage

Focus: Work involves delivering specialized support activities/processes requiring evaluation, comparison and choice of action from many different alternatives.

Deliverable: Specialized Support

Scope: Moderate scope or depth of treatment requiring some interpretation of the subject matter.
Or
Work involves moderate risks or discomfort typically requiring special safety precautions

Knowledge/ Skills/ Expertise: Knowledge of commonly used rules, procedures and/or operations to perform a variety of repetitive tasks;
AND/OR

Work requires frequent application of standard equipment or proficiency in office tools.

Work requires some related experience or training.

Organizational Environment (Factors : 6/e)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Technical Support	Unit Efficiency	Technically Competent

Organizational Context: Organizational context is structured with limited independence in assignment performance. Either work itself provides close control or regular reviews for accuracy/precision are characteristic of oversight.

Managerial Guidance Received: Supervision received provides developmental & technical support & focuses on quality of process execution.

Teamwork and Relationships (Factors : 11/i/ii)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Basic Service Delivery	Basic Service Capacity	Reliable Service

Engagement: Providing assistance involving the exchange of routine information and limited discussion.

Contacts: Colleagues in the same organizational unit and associates and immediately served clients in other organizational units and/or outside of the organization.

Languages: Usage of 2 languages

Results (Factors : 15/l)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Focused Process Impact	Basic Service Delivery	Timely / Complete

Impact of Actions: Affect delivery of discrete support services with work interrelated with that of others in the same organizational unit or occupation and affects the timely accurate completion of the processes or services provided by others inside and outside the immediate organizational unit.

Team Roles: Plays a key role by regularly providing guidance and advice on technical or procedural aspects of the work and may act as lead hand for a workgroup or team.



General Service

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Points :	335
Old Grade :	

Comments :

Created by : User 8/24/2016 9:54:03 PM

Fatin Ishaya Kana

A handwritten signature in purple ink, appearing to be 'Fatin Ishaya Kana'.



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
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