



**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 (USE OFFICIAL NOMENCLATURE)	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 (Certification of correctness of job description) Md Abdul Wahab NAME AND TITLE DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER Ammar AL-NAJADI, Administrative Officer, UNISFA NAME AND TITLE DATE 27/6/15
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval) Md Abdul Wahab NAME AND TITLE DATE	4. INCUMBENT (This is an accurate description of my post) 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 Administrative Assistant	JOB DESCRIPTION NO. JD/CP077GS
OCCUPATIONAL CODE 2.1.02.a – Job Code 1066	CLASSIFICATION LEVEL GS-5
COMMENTS	
CLASSIFICATION OFFICER NAME: Mary-Anne Gallo, HRO/ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: Fatin Ishaya Kana, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIZATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	Date: 9/7/15
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: CHASTE ABIMANA, 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. Administrative Assistants at this level usually report to a Senior/Administrative Officer, Head of the Unit, Chief of Services or Chief/Director of Mission Support. The Administrative Assistant assists the Unit/Section/Service Chiefs with handling daily administrative and routine activities of the mission as assigned.

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. %

Under the general supervision of the Senior/Administrative Officer/Unit/Section or Service Chief, the incumbent will perform the following responsibilities:

Human Resources Management:

• Performs various actions related to the administration of the work unit's human resource activities, e.g., recruitment, placement, promotion, relocation, performance appraisal, job classification reviews, separation of staff members, training etc., consistently applying UN rules, regulations, policies and procedures. Liaises with central administration/executive services as required; Maintains vacancy announcement files and updates track vacancy announcements; Prepares personnel actions through the UN's current electronic tools, e.g., MIS/Nucleus/Umoja; Advises staff on visa matters; Provides advice and answers general queries on classification procedures and processes; Provides information and advice to staff/consultants with respect to conditions of service, duties and responsibilities, and privileges and entitlements under the Staff Rules and Regulations; Monitors assigned staffing tables for a variety of human resource activities, e.g., appointments, retirement, expiration of appointments, reassignments, transfer and movement of staff. 40%

Budget and Finance:

• Provides assistance in the preparation and development of the office's work programme and budget; Assists in monitoring the budget/work programme with respect to various budgets, trust funds, grant and other funds on a regular basis, and records reallocations of resources and implements the reallocations as necessary; Collects data from relevant databases and assist in preparation of financial reports; Provides assistance in the review, and preparation of the medium-term plan and its revisions; Reviews and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements for the mission including programmatic aspects; monitors compliance with the medium-term plan and other legislative mandates; May assist managers in the elaboration of resource requirements for budget submissions; Monitors budget implementation/expenditures and records reallocation of funds as necessary; Reviews requisitions for goods and services to confirm (a) that correct objects code of expenditure have been charged, and (b) availability of funds; Monitors extra-budgetary resources, in line with agreements and cost plans with special attention given to regulations and rules and established policies and procedures; Assists in the preparation of budget performance submissions; Assists in finalization of budget performance reports with attention given to variances between approved budgets and actual expenditures. 30%

General Administration

• Provides guidance to mission and/or subordinate staff. May provide assistance in reviewing host country agreements, budget agreements, or contributions for grants or other activities within assigned areas; Identifies and reports issues/problems as they arise, and recommends appropriate actions; Coordinates regularly with service units and liaises as needed with internal team members both at the mission and in outstations; Performs other related administrative duties, as required (e.g., travel, monitoring accounts and payment to vendors and individual contractors for services, reviews physical space plans and assists in the identification of office technology needs, maintenance of equipment, software and systems, organizes and coordinate seminars, conferences and translations). 30%

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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.

Staff/Financial Rules and regulation, policies, procedures and best practices;

- SOPs
- ST/AIs

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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.

Inaccurate advice and administrative actions have negative consequences for staff members and would require corrective actions taken by those involved which costs time and money. Errors caused can also cause delays resulting in missed deadlines.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Chief of unit/section/Service and Unit/Section/Service staff	To update the supervisor on administrative activities and discuss applicable rules and regulations. Interacts with staff
Mission staff members (Military, Police and Civilian)	Staff to receive or relay information. Daily
National Government Authorities	To provide or obtain administrative information and reports.
UN Agencies, International organization, NGOs and Implementing partners	Liaises with government authorities on issues related to the mission. Sets meetings for Senior and visiting UN staff. As Required.
Counterparts in UNHQ	Clarify issues and provide feed back to the parties concerned. 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

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 during working hours, and 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 in a normal office environment, sharing space with other colleagues and sharing computers, printers, and photocopiers.

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

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

Incumbent applies administrative knowledge and experience across a wide range of human resources, work programming/planning, budget/financial management, and administrative tasks. Effectively manages and handles the administrative needs of assigned client offices and staff and performs assignments in related categories.

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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.

Work emanates from normal schedule of deadlines to be met - approach to unusual projects or assignments may be directed by or approved by supervisor - end products (e.g., statements and supporting documentation), and clients satisfaction are reviewed for soundness of technical matters, conclusions and judgment.

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. Technical training in Finance, Budget, Human Resources Management or Administration is highly desirable.

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

A minimum of five (5) years of progressively responsible experience in administration, finance, budget, accounting, audit, human resources or related area. Solid computer skills including proficiency in word processing and spreadsheets is required. Specific knowledge of the UN administrative electronic tools, such as Umoja or ERP is desirable. Must be familiar with function-related provisions of United Nations Rules, Regulations, Manuals and Policies. Experience working at UN Agencies in this capacity is desirable.

(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. For the post advertised, fluency in oral and written English is required. Knowledge of other United Nations language 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= 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.
