

**REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)**

The identified job description is submitted for classification review.

POST NUMBER <b>Multiple</b>		FUNCTIONAL TITLE <b>Assistant Geospatial Information Officer</b>	OFFICE CODE
<b>REASON FOR CLASSIFICATION</b>	<input type="checkbox"/> POST TO BE AUTHORIZED <input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> PROPOSED CHANGE IN GRADE <input type="checkbox"/> OTHER (SPECIFY): In case of recruitment: Is post reserved for target groups? If yes, specify:		POST ENCUMBERED BY:
			EX-INCUMBENT:
		<input type="checkbox"/> YES <input type="checkbox"/> NO	

The following previously classified job descriptions are replaced in full or partly by this job description:

Comments:

Signature of Administrative Officer: 24 for Name: Alessandro Chiurazzi  
 Date: (d/m/y) 22-01-2015 Mission: Chief-ROU/FPD

**CLASSIFICATION NOTICE**

JOB DESCRIPTION NO.  
**JD/CP034NPO**

The classification of post is approved as follows:

Functional Title: Assistant Geospatial Information Officer

Occupational Code: 1.j.03.a Job Code 10327

Classification Level: NOA

Comments:

Classification Officer: Hector Rondon Fuentes, Human Resources Officer, ODCU/FPOS/FPD/DFS *Hector Rondon Fuentes*

Classification Officer: Khadizatun Mukti, Human Resources Officer, ODCU/FPOS/FPD/DFS *Khadizatun Mukti*

Chief, Organizational Design and Classification Unit, FPD/DFS: Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS

For the Director, Field Personnel Division, DFS: Chaste Abimana, Chief FPOS/FPD/DFS *Chaste Abimana*

Date: 24/6/15

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

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.

Particular sections of the form:

Section A:

1. Identification of the post: ensure the official nomenclature is used.  
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
5. Each post is responsible for generally four or five major duties. 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. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
- (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
- (c) reviewing in detail the most complex cases and recommending disposition;
- (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
- (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."

7. Decision making and consequence of errors: 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.

Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: \_\_\_\_\_  
OFFICERS: \_\_\_\_\_  
LEVEL: \_\_\_\_\_

**SECTION A: *May be completed by the incumbent of the post***

**1. IDENTIFICATION of the post**

1.1 Department/Secretariat/Office **Field Mission/s**

Division/Centre

Branch/Service **Geospatial, Information and Telecommunication Technology Section**

Section **Geospatial Information Unit**

Unit

Office Code:

1.2 Functional Title: **Assistant Geospatial Information Officer** Post Number: **Multiple**

Duty Station: **Multiple** Occupational Code: **1.j.03.a**

2. a) ST/SGB/Organization Reference: \_\_\_\_\_

b) Programme Budget Reference: \_\_\_\_\_

**3. ORGANIZATIONAL SETTING: *Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.***

3.1 Professional posts *DIRECTLY* supervised:

Functional Title

Classification Level

Number of Posts

Total number of professional posts supervised *directly*, and through subordinate supervisors: \_\_\_\_\_

0

3.2 Total number of posts in other categories supervised: \_\_\_\_\_

0

3.3 Title and classification of supervisor's post: **Geospatial Information Officer P-3/P-4**

**4. Summary of the assigned duties:**

Engage in the timely preparation, maintenance and provision of geospatial information and maps in support of the mission's operations; Collect, process and evaluate geospatial data; Compile large-scale operation maps and small-scale briefing/report maps; Assist in carrying out geospatial/terrain analysis studies; Assist in maintaining the mission's geo-database system and intranet map services; Assist Chief Geospatial Information Officer, or his/her designated officer, in various areas such as share/exchange geospatial data and training.

<b>5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%.</b>	<b>%</b>
<ul style="list-style-type: none"> <li>• Engage in the timely preparation, maintenance and provision of geospatial information and maps in support of the mission’s operations; Collect, process and evaluate geospatial data including vector, raster and thematic data; and Compile large-scale operation maps and small-scale briefing/report maps;</li> </ul>	40
<ul style="list-style-type: none"> <li>• Assist in carrying out geospatial/terrain analysis studies and prediction of the effects of terrain, weather and situation on the mission’s operations; Assist in maintaining of the mission’s geo-database system and intranet map services;</li> </ul>	20
<ul style="list-style-type: none"> <li>• Assist in the sharing of geospatial data with other offices of the mission as well as field offices of other UN agencies and Non-Governmental Organizations (NGOSs); Assist in the timely exchange of geospatial information between the mission and the DFS Cartographic Section; Assist to undertake day-to-day geospatial operation matters between the mission and the Geospatial Information Section of the UN Global Service Centre (UNGSC); Assist in providing geospatial information training and education programmes for mission staff.</li> </ul>	20
<ul style="list-style-type: none"> <li>• Liaise with offices/agencies as well as professional geospatial communities of the host nation, including a National Mapping Agency, in order to exchange geospatial data and cooperate/collaborate on geospatial aspects for the needs of mission operations;</li> </ul>	20

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**6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:**

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

Functional Title and Classification

Staff members in the offices of SRSG, Force Commander, UNPOL, COS, Directors, DMS/CMS, CISS, mission components (Sections) and field offices within mission.

DFS Cartographic Section

Purpose and Frequency

Assists in identifying the needs of geospatial information, and provision of specific and thematic geospatial information for decision-making and operations.  
Daily.

Assists in the timely exchange of geospatial information.

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

Title and Level

Counterparts in offices/agencies and professional geospatial communities of the host nation.

Counterparts in UN agencies, any other organizations collaborating with the mission.

Purpose and Frequency

Assists in exchanging geospatial data and cooperation/collaboration. Occasionally

Assists in collecting data, exchanging geospatial data, knowledge sharing and covering of events. Occasionally

**7. DECISION MAKING AND CONSEQUENCE OF ERROR**

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

**Decisions:** Provides inputs on decisions concerning the evaluation, relevance and accuracy of source information used for maps and GIS products. Assists Chief of Section/ Chief of Unit or Geospatial Information Officer in formulating the decisions on technical methods/processes for maintaining geo-database system and web map servers. Coordinates the decisions on cartographic standard and assists the representation in reflecting United Nations practices and policies on maps/GIS products, particularly in politically sensitive areas such as international boundary depiction, disputed territories and place names, etc.

**Impact:** Decisions are aimed at achieving the most appropriate cartographic representation for geospatial information and other source data, and the most efficient and reliable manner to maintain geospatial data, geo-database system and web map servers.

7.2 Describe the type of recommendations made.

As this is an entry professional level for national professional staff, this is a learning level with minimal recommendations made.

7.3 Describe the consequence of errors

Error or misuse of geographical names, or improper cartographic representations/symbols may lead to misunderstandings, illegible maps, inappropriate presentation of geo-political, operational or socio-economic data, improper depiction of United Nations policies and practices, creating political and accountability challenges for the Organization.

Many maps, geospatial analysis products in particular, play important roles in various decision-making processes. Therefore, appropriate geospatial visual impact, technical integrity, and a high degree of accuracy are most essential.

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8. **Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.**

Guidelines for policy and political implications on maps and GIS products are provided by the requesting officer and/or the Office of SRSG; Guidelines of publication for maps are given in ST/AI/198/Add.25/Rev.1; Guidelines on geographical names are contained in the resolutions of the United Nations Group of Experts on Geographical Names (UNGEGN) and in the Terminology Bulletin on country names; Guidelines for UN standard GIS systems (specialized hardware/software, GIS data, geo-database management, etc.) are provided by the Chief Geospatial Information Officer.

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**SECTION B: *To be completed by the SUPERVISOR of the post.***

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1. **Define the goals and objectives of the post.**

To prepare maps and geospatial analysis products in support to the mission operations and decision-making as per the established United Nations policies and practices, and to liaise with offices/agencies and professional geospatial communities of the host nation on geospatial aspects, and to assist in maintaining of geospatial data, geo-database and web map servers.

2. **Describe the type and extent of supervision given to the post.**

The Assistant Geographic Information Officer reports to the Chief of Section/Chief of Unit or a Geospatial Information Officer. Approaches to new assignments are typically defined by the supervisor, and technical/administrative consultation is available on request. Completed work is reviewed for soundness and accuracy.

3. **Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.**

3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

A first-level university degree in geospatial information science, cartography, geography or other disciplines that involve geospatial information related programmes is required.

3.2 Length and type of practical experience required at the national, and if so required, at the international level:

A minimum of one-two (1-2) years of progressively responsible professional experience in the field of geospatial information (eg geospatial information applications, geospatial database management, geospatial analysis, cartography and mapping, image processing) or related fields is desirable.

Proficiency in the use of geographic information systems (GIS) software is required. Good computer skills in particular Microsoft Word, Excel and PowerPoint are required.

Proficiency in the use of GIS applications and Global Positioning System (GPS) is desirable. Familiarity with spatial database systems such as ArcSDE or ArcGIS Server is an asset. Experience in development of web mapping applications is desirable. Knowledge or experience in graphic software is desirable.

3.3 Language(s) proficiency required:

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (oral and written) is required; Knowledge of 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

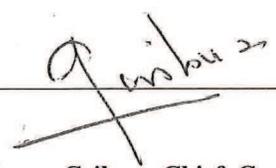
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**SECTION C: Signatures**

SIGNATURE OF INCUMBENT: \_\_\_\_\_

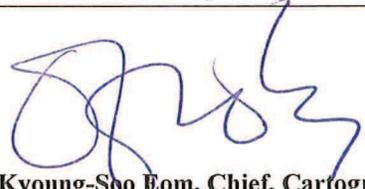
DATE: \_\_\_\_\_ NAME: \_\_\_\_\_

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description): \_\_\_\_\_



DATE: **29 January 2015** NAME AND TITLE: **Guillaume Criloux, Chief, Geo-Ops, Cartographic Section**

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval): \_\_\_\_\_



DATE: **29 January 2015** NAME AND TITLE: **Kyoung-Soo Eom, Chief, Cartographic Section**

Additional Comments:



**Post Rating Summary**

	Primary Characteristic of Work	Critical Competencies and Behaviours	Measures of Success
<b>Nature of Work</b>	Basic Conceptual Comprehension	Talent Growth	Engaging/ Developmental
<b>Individual Contribution</b>	<u>Focus</u> Analyzing, interpreting, Identifying problems, drawing conclusions and making recommendations.	<u>Scope</u> Either scope broad and depth restricted or scope restricted and depth considerable. Intricate. Pace, variety and demands normal.	
	<u>Deliverable</u> Quality professional input.	<u>Context</u> Calls for political awareness, agendas open and understood.	
<b>Enabling Environment</b>	Supportive Exposure	Facilitate Talent Acquisition	Enquiring
<u>Organizational Context</u> Organizational context is layered with both substantive, policy and process review characteristic of the controls provided.		<u>Exposure/Risk</u> Exposure/risk is limited to the highest levels in the team.	
<u>Managerial Focus</u> Managerial focus provides for both substantive oversight and programme facilitation.			
<b>Partnership</b>	Information Acquisition	Primary Responsive Capacity	Responsive
<u>Engagement</u> Consulting and exchanging/ explaining information.		<u>Communities of Interest</u> Colleagues and collaborators broadly in the same field of work or immediately served clients.	
<b>Results</b>	Professional	Baseline Standard Service	Timely Consistent Appropriate
<u>Impact of Actions</u> Affect performance of systems, processes and team(s). Actions model corporate standards.		<u>Leadership Roles</u> Team Member  OR Substantive Contributor	
<u>Actions</u>  Actions are any emanating product or service and can include (list of examples): - decisions; recommendations; advice given; positions taken; steps taken; policies, programmes or procedures developed; inventions; principles, theories or concepts elaborated; agreements reached; research conducted; problems resolved; experiments conducted etc.			

BATEK 15

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Additionally actions include the conduct of the individual in carrying out work in the context of serving as a role model for colleagues and clients.

Points	CCOG	Post Number	Title	Grade	Old Grade
840	1.j.03.a	Multiple	Assistant Geospatial Information Officer	JC 10327 P1	NO A

**Comments :**

Batch 15

**Scoring Base :GLD**

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BATCH 15  
Wanda-fus

**Job Classification System**

International Civil Service Commission



**Post Rating Summary**

	Primary Characteristic of Work	Critical Competencies and Behaviours	Measures of Success
<b>Nature of Work</b>	Basic Conceptual Comprehension	Talent Growth	Engaging/ Developmental
<b>Individual Contribution</b>	<u>Focus</u> Analyzing, interpreting, Identifying problems, drawing conclusions and making recommendations.	<u>Scope</u> Either scope broad and depth restricted or scope restricted and depth considerable. Intricate. Pace, variety and demands normal.	
	<u>Deliverable</u> Quality professional input.	<u>Context</u> Calls for political awareness, agendas open and understood.	
<b>Enabling Environment</b>	Supportive Exposure	Facilitate Talent Acquisition	Enquiring
<u>Organizational Context</u> Organizational context is layered with both substantive, policy and process review characteristic of the controls provided.		<u>Exposure/Risk</u> Exposure/risk is limited to the highest levels in the team.	
<u>Managerial Focus</u> Managerial focus provides for both substantive oversight and programme facilitation.		 <i>Classic</i>	
<b>Partnership</b>	Counterpart Engagement	Reliability	Demonstrable Value
<u>Engagement</u> Consulting and exchanging/ explaining information.		<u>Communities of Interest</u> Collaborators, counterparts and service providers in functional area both in and outside the organization.	
<b>Results</b>	Personal	Basic Substantive Deliverable	Timely
<u>Impact of Actions</u> Affect delivery of discrete products / services and reflect on competence of incumbent. Actions meet corporate standards for professional delivery/behaviour.		<u>Leadership Roles</u> Team Member  OR Substantive Contributor	
<u>Actions</u>			
<p>Actions are any emanating product or service and can include (list of examples): decisions; recommendations; advice given; positions taken; steps taken; policies, programmes or procedures developed; inventions; principles, theories or concepts elaborated; agreements reached; research conducted; problems resolved; experiments conducted etc.</p> <p><i>Additionally actions include the conduct of the individual in carrying out work in the context of serving as a role model for</i></p>			

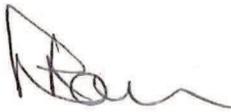
*colleagues and clients.*

Points	CCOG	Post Number	Title	Grade	Old Grade
865	1.j.03.a	Multiple	Assistant Geospatial Information Officer	JC 10327 P1	

Comments :

Scoring Base :NMS [Save] [Print] [Close]

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Khadizatun Mukti