

**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>Associate Child Protection 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? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify:		POST ENCUMBERED BY:
			EX-INCUMBENT:

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

Comments:

Signature of Administrative Officer:

*[Handwritten Signature]*

Name:

*Krishna Koch*

Date: (d/m/y)

*2/2/2015*

Mission:

*DFS/FPD/ROU*

**CLASSIFICATION NOTICE**

JOB DESCRIPTION NO.  
**JD/CP065NPO**

The classification of post is approved as follows:

Functional Title: Associate Child Protection Officer

Occupational Code: 1.I.04 – Job Code 1327

Classification Level: NO-B

Comments:

Classification Officer: Christopher Bateman, Human Resources Officer, ODCU/FPOS/FPD/DFS

Classification Officer: Jane Kembabazi, Human Resources Officer, ODCU/FPOS/FPD/DFS

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

Date:

**MAR 11 2015**

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.
3. 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."

4. 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 "

Section

Unit

Office Code:

1.2 Functional Title: **Associate Child Protection Officer**

Post Number: **Multiple**

Duty Station: **Multiple**

Occupational Code: **1.L.04**

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:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
Assistant Child Protection Officer	NOA	<b>0-2</b>
Total number of professional posts supervised <i>directly</i> , and through subordinate supervisors:		0-2
3.2 Total number of posts in other categories supervised:		2
3.3 Title and classification of supervisor's post:	<b>Senior/Child Protection Adviser/Officer, P5/P4</b>	

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

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. The focus of this job is to support the implementation of the child protection mandate in the mission and to support the mainstreaming of child protection issues in the mission's work in line with Security Council resolutions on children and armed conflict and as laid out in the DPKO-DFS Policy on Mainstreaming the protection, rights and well-being of children in UN Peacekeeping Operations (2009/17).

**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%. %**

Within the limits of delegated authority, the Associate Child Protection Officer will be responsible for the following duties:

- Carries out basic research on selected aspects of child protection issues to include collecting, analyzing and presenting statistical data and other information gathered from diverse sources to assist in the preparation of advice which may be provided by the senior officer concerns into all aspects of the activities, strategies, policies, and training programs of the peacekeeping operation and assists in the overall implementation of relevant Security Council resolutions(SCRs) on children and armed conflict; where necessary, conduct investigations into grave violations identified by the UN Security Council and other violations committed against children; 20
- Supports a higher level Professional officer, or works directly with other UN peace operation components, including UN police and military, Human Rights, Disarmament, Demobilization and Reintegration (DDR), Security Sector Reform (SSR), Rule of Law, to integrate a child-conscious approach in their work; 10
- Drafts chapters or significant inputs to relevant periodic reports to DPKO or DPA (as relevant) and to the Office of the Special Representative of the Secretary-General for Children and Armed Conflict (SRSG-CAAC), including reports to the Security Council Working Group on Children and Armed Conflict; 10
- Drafts assigned segments or chapters for a variety of reports, briefing notes, talking points and other communications to brief senior office staff in compliance with the mission mandate. 10
- As directed by his/her supervisor, supports the mission in implementing the Monitoring and Reporting Mechanism (MRM) established pursuant to S/RES/1612 (2005) in coordination with the UN Country Task Force on Monitoring and Reporting; 10
- Provides assistance to backstopping to Child Protection Unit’s efforts toward the signing and implementation of national action plans to address grave violations against children as called for in SCRs 1539, 1612, 1882 and 1998; 10
- Liaises with counterparts at the national level, civil society, UN actors, non-governmental organizations (NGOs), the host government, and relevant coordination mechanisms in providing adequate responses to violations committed against children; 10
- Participates in field visits and/or joint assessment missions as directed and provides up-to-date information sharing on substantive matters related to the rights of the child; 5
- Assists in providing training on child rights and child protection to military, police and civilian staff of the mission; 5
- Provides guidance to new colleagues and may supervise support staff; 5
- Performs other duties as required. 5

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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 within the work unit, mission headquarters and DPKO/Headquarters;  
Office of the Special Representative for Children and Armed Conflict;  
Staff within mission substantive sections and Mission uniformed personnel (military and police);

Purpose and Frequency

Exchange technical information. Daily  
Exchange information and participate in coordination activities. Weekly

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

Title and Level

Internal/External stakeholder partners.

Purpose and Frequency

Discusses collaborative arrangements and coordinates activities with counterparts in the mission area. As and when required.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

The incumbent decides on the quality of the work products submitted to supervisory and other colleagues, if heading a field office, the incumbent develops and implements innovative suggestions and approaches to deal with complex policy and practical issues related to child rights and child protection.

7.2 Describe the type of recommendations made.

Proposals are made on work products and policies dealing with child protection programmes/implementation.

7.3 Describe the consequence of errors

Errors in the form of poor or inaccurate outputs with respect to issues related to child protection might adversely affect the implementation of those initiatives, and may result in the mandated tasks in this area not being achieved. Errors may further impact the relations of the mission with external partners and clients. Errors might directly impact the security of children and their families.

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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 and methodologies relating to child protection including the legal framework for the protection of children, relevant Security Council resolutions and mandates related to children and armed conflict, the Monitoring and Reporting Mechanism Guidelines and Field Manual, the DPKO/DFS policy on mainstreaming the protection, rights and well-being of children affected by armed conflict within UN Peacekeeping Operations (“DPKO/DFS child protection policy”) and the DPKO/DFS policy on the prohibition of child labour in UN Peacekeeping Operations, etc.

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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.

The focus of this job is to support the office in the implementation of the child protection mandate in the mission and to support the mainstreaming of child protection issues in the mission’s work in line with Security Council resolutions on children and armed conflict and as laid out in the DPKO-DFS Policy on Mainstreaming the protection, rights and well-being of children in UN Peacekeeping Operations, i.e., Aid in the identification of protection needs of children in the respective country.

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

The supervisor assigns projects, indicating desired objectives, benchmarks and the appropriate time-frame for completion. Anticipated problems and methods of analyses are discussed at the outset. Work in progress is reviewed throughout the assignment by the supervisor. End product is reviewed for inclusiveness 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:

Advanced university degree (Master's degree or equivalent) in sociology, political science, economics, other social science or related field. A first level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

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

At least 2 years of progressively responsible experience at the national level in the human rights field, including the promotion and protection of the rights of the child in accordance with international standards.

- 3.3 Language(s) proficiency required:

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.

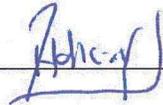
4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

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**SECTION C: Signatures**

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

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

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

DATE: 29/01/2015 NAME AND TITLE: Paulo Vasconcelos Silva - OGI SOC. Sa. Inq.

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

DATE: 29 January 2015 NAME AND TITLE: Baptiste Martin, Child Protection Team Leader  
DPKO and DFS

Additional Comment