


REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Associate Civil Affairs Officer	OFFICE CODE
REASON FOR CLASSIFICATION	<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:  Name: Dowckote
 Date: (d/m/y) 22/1/15 Mission: FPD

CLASSIFICATION NOTICE


JOB DESCRIPTION NO. JD/CP062NPO

The classification of post is approved as follows:

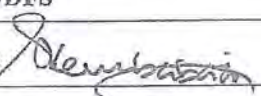
Functional Title: Associate Civil Affairs Officer

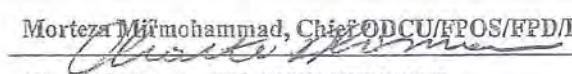
Occupational Code: 1.L.05 - Job Code 8267

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 Mir mohammad, Chief ODCU/FPOS/FPD/DFS 

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

Date: 19/1/15

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 Missions**

Division/Centre

Branch/Service **Civil Affairs**

Section

Unit

Office Code:

1.2 Functional Title: Associate Civil Affairs Officer

Post Number: _____

Duty Station: Multiple Duty Stations

Occupational Code: 1.L

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 Civil Affairs Officer	NO-A	0-2

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

3.2 Total number of posts in other categories supervised: _____

0-2

3.3 Title and classification of supervisor's post:

Civil Affairs Officer P3/P4

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 majority of Associate Civil Affairs Officers work at the local level, with some postings at Mission Headquarters.

Associate Civil Affairs Officers usually report to the Senior Civil Affairs Officer, Team Leader or Head of Field Office. The Associate Civil Affairs Officer establishes and maintains contact with relevant interlocutors at the local level as directed; Assists in organizing outreach activities and initiatives to feed into the conflict analysis, as well as supporting the design and implementation of quick impact activities (Qips).

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 Civil Affairs Officer is responsible for the following duties:

- Establishes and maintains contact with relevant interlocutors at the local level as directed, including representatives of local authorities, as well as civil society actors, community representatives, traditional and religious leaders and representatives of local interest groups, including in the private sector. 30
- Coordinates activities and initiatives (across disciplines and components) with other team members to achieve consistency and synergy in mandate implementation. 25
- Collects information at the local level to feed into conflict analysis that underpins operational planning and informs the mission's strategy development. Information is gathered on a broad range of topics relevant to civil affairs work and can support the assessment of specific sectors with a view to identifying needs and priorities of local communities and state institutions. Assists in identifying the concerns and perceptions of the local population. 20
- Contributes to overall mission monitoring and planning as required. 10
- Assists in organizing outreach activities to promote good relations and understanding between Mission's actors and the population, and ensures accurate information dissemination on Mission's role and mandate.
- Contributes to the identification, design, management and evaluation of Quick Impact Projects (QIPs) for confidence building purposes, in line with the DPKO/DFS Policy Directive on QIPs. 10
- Works closely with civil society groups or institutions to promote a culture of peace and reconciliation, including through organizing joint initiatives and events.
- Assist in protecting and promoting rights of excluded and/or threatened groups in full respect of Mission's mandate and international law using knowledge of local language and culture.
- Assists in the design and implementation of civic education programmes, at the local level, in coordination with local authorities and/or civil society actors. 5
- Performs other duties as required, in line with the DPKO/DFS Policy Directive on Civil Affairs.

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 work unit, Mission and DPKO, DFS

Purpose and Frequency

Provide advice for the resolution of problems and provision of support. Daily

Develop cooperative and supportive working relationships. Weekly

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

Title and Level

National and local government officials, community representatives, national and international non-governmental organizations, and community-based organizations; Counterparts in regional organizations and UN system actors such as UNDP, UNHCR, OCHA, etc.;

Purpose and Frequency

Requests information and clarifications on issue as required.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

Work requires providing reporting on issues and actions in well written and concise manner, effectively works with the local community, including government and community-based organizations as well as the international community. Decisions relate to the coordination of efforts of several teams in the area of responsibility. Decisions made have an impact on the performance of the teams and Civil Affairs activities.

7.2 Describe the type of recommendations made.

Recommend changes needed to make information material understandable to various clients and to improve approaches to dissemination of information. Such recommendations maintain the mission's expectation of high work standards.

7.3 Describe the consequence of errors

Errors would result in inappropriate courses of action, and could delay the effective implementation of mandated tasks leading to prejudice to the peace and stabilisation processes as well as losses or ineffective use of resources. Such errors would result in delay in the overall objectives of the Civil Affairs team and would damage the programme delivery due to the time it takes to apply corrective actions.

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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.

Relevant DPKO/DFS policies and guidelines, and in particular the DPKO/DFS Civil Affairs Policy and the Civil Affairs Handbook, provide relevant guidance. Additionally, broad policy guidance is provided by the Chief Civil Affairs Officer, Senior Affairs Officer and Head of Office. Required to adapt guidelines, to establish operational guidelines, and to contribute to the development of policy guidelines.

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

1. Define the goals and objectives of the post.

Prepares accurate analysis, reporting, and/or research on specifically defined aspects of work, under the direction and guidance of a senior staff member. Contributes to the delivery of high quality results in relevant specialised areas.

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

Instructions are discussed beforehand concerning each assignment. Guidance is normally provided for problems which arise; completed work is reviewed for quality, accuracy and soundness of judgement.

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 social sciences, political science, international relations, public administration, anthropology, law, economics or related area.

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

A minimum of two years of experience in Civil Affairs or related area in or in support of a field operation of the United Nations Common System or a comparable international organization, National or International NGO, or community based organizations, research institutions is required. Experience in conflict management, support to state institutions or programme management would be an asset.

- 3.3 Language(s) proficiency required:

English and French are the working languages of the United Nations. For the position advertised, fluency in English or French (both oral and written) is required. Knowledge of the other is desirable.

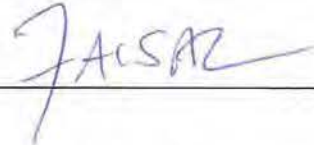
4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____ NAME: _____

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



DATE: _____ NAME AND TITLE: FAISAL SIDDIQUY - OGM

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):



DATE: _____ NAME AND TITLE: MARCO DONATI - CO - DPET/PBPS

Additional Comments: