

**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>Disarmament, Demobilization and Reintegration Officer (Managerial)</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: 

Name: Alessandro Chiarozzi

Date: (d/m/y) 27/11/15

Mission: CRU / FPD

**CLASSIFICATION NOTICE**

JOB DESCRIPTION NO.  
**JD/CP072NPO**

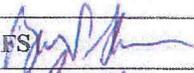
The classification of post is approved as follows:

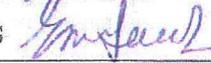
Functional Title: Disarmament, Demobilization and Reintegration Officer (Managerial)

Occupational Code: 1.1.04 – Job Code 8012

Classification Level: NO-D

Comments:

Classification Officer: Bruce Shearouse, Human Resources Officer, ODCU/FPOS/FPD/DFS 

Classification Officer: Emmen Saeed, Human Resources Officer, ODCU/FPOS/FPD/DFS 

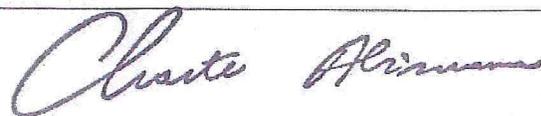
Chief, Organizational Design and Classification Unit, FPD/DFS:

Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS 

For the Director, Field Personnel Division,/DFS:

Chaste Abimana, Chief FPOS/FPD/DFS

Date: 9/17/15



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 **Rule of Law**

Section

Unit

Office Code:

1.2 Functional Title: **Disarmament, Demobilization  
and Reintegration Officer  
(Managerial)**

Post Number:

**Multiple**

Duty Station: **Multiple**

Occupational Code:

**1.1.04**

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>
<b>Disarmament, Demobilization and Reintegration Officer/Associate</b>	<b>P-1 through P-3</b>	<b>10-30</b>

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

**10-30**

3.2 Total number of posts in other categories supervised:

**5-15**

3.3 Title and classification of supervisor's post:

**Sr. DDR Officer or Chief of DDR Section P5**

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 incumbent assists the Chief of Section, Disarmament, Demobilization and Reintegration and typically report to the Senior Disarmament, Demobilization and Reintegration Officer. The focus of this job is to assist in the overall management of the section, its programme, staff and budgetary resources. Posts of this nature are generally situated in smaller and less complex missions, often involving standard political or military situations.

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 delegated authority, the Disarmament, Demobilization and Reintegration Officer (Managerial) will be responsible for the following duties:

- Assist the DDR Chief in day-to-day management and implementation of unit's programme, ensuring appropriate coordination and integration with the Mission's general mandate and with all its components (e.g. military component, political affairs, public information, logistic support, etc.). 35
- Contributes to strategic planning and management of the implementation of the DDR programme, advising DDR Chief as required.
- Manages the planning and implementation of all operational aspects of a DDR programme.
- Provides expert advice and assistance internally to senior Mission leadership on various aspects of DDR, and externally to the government and other entities on DDR policy and operations, and recommends appropriate actions, as required.
- Supports DDR Chief in the identification and promotion of partnerships with other key actors (national and international) at the strategic, technical and operational levels.
- Plays a lead role in linking DDR programme activities to the work of the UN country team on the broader reintegration and development issues of peace-building.
- Provides overall coordination and financial management, monitoring and reporting of the programming and implementation of funds for DDR activities.
- Oversees the development and coordination of important DDR initiatives (e.g. the development of technical framework or strategy documents.), building on/ensuring integration with existing or planned recovery and reconstruction plans.
- Leads and supervises the organization of meetings, seminars, etc. on substantive issues; manages the substantive preparation and organization of such meetings or seminars.
- Prepares and/or supervises preparation of various written outputs, e.g. background papers, analysis, substantial sections of reports and studies, inputs to publications, etc.
- Assists in programmatic/administrative tasks necessary for the functioning of the office, including preparation of budgets, assigning and monitoring of performance parameters and critical indicators, reporting on budget/programme performance, preparation of inputs for results-based budgeting, evaluation of staff performance (PAS), interviews candidates for job openings and evaluation of candidates. 30
- Supports DDR Chief in day-to-day supervision of staff and their field operation activities; carries out programmatic/substantive reviews of work and draft reports prepared by others.
- Supports DDR Chief in resource mobilization efforts and ensures coordination with donors, including the private sector. 30
- Represents the office at regional or national meetings; provides programmatic/substantive expertise on an issue, or holds programmatic/substantive and organizational discussions with representatives of other institutions.
- Manages guides, develops and trains staff, as required.
- Fosters teamwork and communication among staff and across organizational boundaries.
- Supports DDR Chief in all other areas necessary for the success of DDR objectives and operations, including by acting as Officer-in-Charge as required.
- Undertakes 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

Chiefs of other sections such as human rights, justice, police (P4-D1)

Section staff (P4, P3, P2, FS)

SRSG, DSRSG, Administration, senior managers and staff, military contingent staff

Purpose and Frequency

To exchange information and participate in coordination activities. She/he obtains agreement to focus some of their resources on DDR related issues. Weekly.

To supervise and provide technical information for cooperation and coordination. She/he provides training. Daily

To review operational plans and develop cooperative strategies. Weekly.

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

Title and Level

National authorities

Counterparts in other Secretariat offices and specialized agencies.

Purpose and Frequency

To provide advice, information and training for national staff. Monthly.

To represent the mission in developing collaborative arrangements and to coordinate activities. Monthly

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

The incumbent makes decisions on approving project proposals or project administration practices, which directly affects the implementation and successful operation of the relevant geographic, sectoral, or country-related programmes.

7.2 Describe the type of recommendations made.

The incumbent makes proposal on integration of programme strategies and priorities with the broader policies and activities of the Mission, including proposals for reallocation of financial or other resources among different programme components.

7.3 Describe the consequence of errors

Errors such as inadequate consultations, liaison, project design or administration would cause some damage to the implementation and effectiveness of the programme or project and indirectly to other activities of the Mission in terms of failure to efficiently utilize such programme elements to meet programme needs.

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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.

General policy directives, interagency agreements, and organizationally defined roles provide overall terms of reference for coordinating the involvement of other participants in technical cooperation activities. These are adapted for the administration of specific programme activities. Incumbents establish guidelines in the form of approved project designs or the validated programme and project concepts covering the administration of a wide range of sectoral or geographically-related projects.

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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 incumbent effectively and efficiently contributes to the day-to-day management of available human and financial resources to ensure the timely delivery of programmed outputs. She/he ensures that programmed activities are carried out in a timely fashion and that work is effectively coordinated within the office and with other components of the mission. She/he provides technical leadership, inputs, advice, and high quality outputs on key issues related to the DDR process and programme. She/he effectively assists, guides and supports staff in meeting their objectives and outputs. She/he effectively develops staff under his/her supervision, including their on-going learning and development.

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

Programme and policy guidance and operational framework objectives and resources are provided by supervisor. Incumbent seeks guidance when major changes in programme environment or circumstances occur. Carries out regular reviews of section management issues. Projects are reviewed on completion for achievement of goals.

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 political science, social sciences, international law, management, economics, business administration, finance, economics, development or other relevant fields. A first-level university degree in combination with qualifying experience may be accepted in lieu of an advanced university degree.

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

A minimum of seven years of progressively responsible professional experience in international affairs such as peacekeeping and peace-building operations or development programmes, including in the planning and management of large programmes/projects. Detailed knowledge of the development process and post-conflict related issues. Experience in the field of DDR of ex-combatants with specific focus on disarmament, demobilization, reintegration, small arms control, conflict/post-conflict crisis management, economic recovery or related area. Experience in human resources management, administration, logistics, financial management, budget, or related field. Proven ability to work in a large multi-disciplinary and multi-cultural team and of coordination with multiple partner agencies funds or programmes.

- 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.  
N/A

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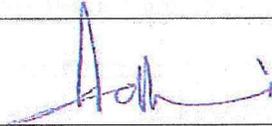
**SECTION C: Signatures**

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

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

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

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



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

25/02/2015

NAME AND TITLE: \_\_\_\_\_

AJAY SETHI, OGM ROLCE

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



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

19 FEB 15

NAME AND TITLE: \_\_\_\_\_

Simon Yara, CHIEF DDL

Additional Comments: