

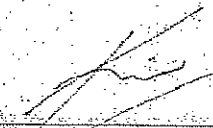
REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Disarmament, Demobilization and Reintegration 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-INCLUMBENT:

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

Comments:

Signature of Administrative Officer: 

Name: DIXON O.N.D/EK-1

Date: (d/m/y) 10/10/2016

Mission:

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/STAH001NPO

The classification of post is approved as follows:


Functional Title: **Disarmament, Demobilization and Reintegration Officer**

Occupational Code: **1L.04, Job Code: 8037**

Classification Level: **NOC**

Comments:

Classification Officer: **Greta Leoni, Human Resources Officer, ODCU/FPOS/FPD/DFS** 

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

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

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

Date: **12/10/2016**

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

Unit: **Disarmament, Demobilization and Reintegration (DDR)**

Section

Office Code:

1.2 Functional Title: **DDR Officer**

Post Number: Multiple

Duty Station: _____

Occupational Code: **1L.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/Associate DDR Officer	NOA/NOB	1-5

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

1-5

3.2 Total number of posts in other categories supervised:

0-2

3.3 Title and classification of supervisor's post:

DDR Officer P-4/Senior DDR Officer P-5

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 position contributes to the formulation of overall policies, procedures, objectives, planning, implementation, monitoring and evaluation of DDR programmes, operations and other related activities in the country concerned.

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 DDR Officer will be responsible for the following duties:

- Contributes to the substantive development and implementation of the DDR programme, including overall policy and legal framework, implementation strategy, operational modalities and action plans, taking into account national programme priorities and targets. 50
- Provides technical inputs to the planning, design and implementation of projects, as well as technical advice and assistance to key parties (e.g. DDR unit management, DDR Commissions, government representatives, etc.); consults with relevant stakeholders through inclusive and participatory processes; and undertakes continuous monitoring of project activities.
- Organizes and undertakes research and analysis on various aspects of DDR work, including risk and threat assessments, target group profiles, political factors, security and other issues affecting operations; identifies problems and issues to be addressed and proposes corrective actions; identifies and tracks follow-up actions; produces progress and briefing reports.
- Supports the development and maintenance of appropriate mechanisms and systems for tracking, monitoring and evaluation of key components of DDR-related programmes; manages data collection and follow-ups; identifies issues and prepares conclusions.
- Coordinates the mobilization of networks of local partners and communities (e.g. NGOs, community-based organizations, private sector enterprises and local communal authorities) and facilitates their participation in the planning and implementation of DDR programmes and related activities. 40
- Supports efforts in resource mobilization and development of strategic partnerships with multiple donors and agencies.
- In consultation with relevant parties, develops targeted training programmes for institutional capacity building.
- Participates in or leads field missions, including provision of guidance to government officials and other parties; drafts mission reports and prepares briefings for senior Mission leadership.
- Ensures that DDR activities are well integrated and coordinated with other mission activities (e.g. political, military, humanitarian; public information; legal, etc.)
- Prepares various written outputs, e.g. drafting background papers, analyzing section reports and studies and preparing inputs for publications, etc.
- Provides substantive support to consultative and other meetings e.g. conferences and workshops including proposing agenda topics, preparation of documents and presentations. 10
- Supervises field office personnel working on DDR activities.
- Performs other related duties as required.

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

DDR Officer, P-4/Senior DDR Officer P-5

Counterparts and other staff from relevant components of the Mission (e.g. civilian, military, human rights, etc.).

Purpose and Frequency

Receive supervision and guidance. Exchange information and participate in coordination activities. Daily. As and when required.

Provide training and technical information for cooperation and coordination. Daily.
Advocates for the Mission's point of view.

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

Title and Level

Representatives of the local government, civil society and parties to the conflict; counterparts in relevant international organizations, consultants, etc.

Purpose and Frequency

Sharing experiences, collecting and exchanging ideas. As required.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

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

Decisions at this level are generally taken under review by the supervisor, and relate primarily to programmes and projects. The decisions include determination of appropriate technical input, identifying and implementing methodologies for monitoring and assessing DDR operations, and providing support to the strategic planning process.

7.2 Describe the type of recommendations made.

Proposals made are in form of recommendations regarding developing and implementing policies and practices for all areas of programmatic scope and activities. If accepted, the recommendations affect the way DDR officers operate and implementation of DDR programmes in the country.

7.3 Describe the consequence of errors

Failure to meet assigned priorities and deadlines might adversely affect the unit's credibility within the Mission and with Member States.

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

The overall policy, legal framework, implementation strategy, operational modalities and action plans on national programme priorities and targets exist. The incumbent interprets this information by analyzing a broad range of subject matters and conducting in-depth studies in the substantive development and implementation of the DDR programme. Any deviations from established guidelines are discussed and approved by the supervisor or other senior officials in the mission.

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

1. Define the goals and objectives of the post.

Delivers sound analytical inputs and advice that contribute to improving and advancing DDR programme objectives, and articulates policy on a growing number of DDR issues. Provides independent, accurate, and comprehensive research. Takes action to identify DDR related issues/problems and develops creative approaches to problem resolution. Provides timely delivery of assigned outputs and well-reasoned and presented written contributions. Effectively interacts with diverse groups involved in any DDR activities carried out.

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

The supervisor assigns projects, indicating desired objectives and the appropriate time-frame for completion. Anticipated problems and methods of analyses are discussed at the outset. Work in progress may be reviewed if the incumbent sees issues or problems that should be brought to the attention of the supervisor. End product is reviewed for soundness of conclusions and technical appropriateness of methodology.

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, management, international economics, international relations, law, development or a related field. A first-level university degree in combination with 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:

A minimum of five years of progressively responsible experience in international affairs such as peacekeeping and peace-building operations or development programmes, preferably with a specific focus on disarmament, demobilization, reintegration, small arms control, conflict/post-conflict crisis management, economic recovery or related area.

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 another UN official language is an advantage. Fluency in a local language may be required.

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

SECTION C: Signatures

SIGNATURE OF INCUMBENT:

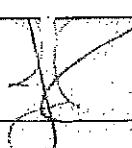
DATE:

NAME:

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

DATE:

NAME AND TITLE:


T. Rowe - Section Chief

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval):

DATE:

NAME AND TITLE:



Additional Comment

colleagues and clients.

Points	CCOG	Post Number	Title	Grade	Old Grade
1580	1.1.04	Multiple	DDR Officer - Job Code 8037	P3	

Comments :

Scoring Base :NMS


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Handwritten signature:
Kherdizatun Mukti

Job Classification System
International Civil Service Commission



Post Rating Summary

		Primary Characteristic of Work	Critical Competencies and Behaviours	Measures of Success
Nature of Work		Seasoned	Operational Delivery	Adaptive
Individual Contribution	<u>Focus</u> Quality professional input plus taking corrective or adaptive action OR endorsing recommendations or revising quality of professional input.	<u>Scope</u> Either scope broad and depth restricted or scope restricted and depth considerable. Substantial intricacy. High pace and variety. Multiple and frequently changing demands. <u>Context</u> Calls for political sensitivity, agendas complex and not clearly aligned		
	<u>Deliverable</u> Definitive professional statement/Monitoring professional quality.			
Enabling Environment		Anchor	Specialization Attainment	Growth
<u>Organizational Context</u> Organizational context provides for a high degree of operational leadership in a defined programme area. Policy issues and delivery are the primary focus of oversight.		<u>Exposure/Risk</u> Exposure/risk is shared in the substantive design; delivery and policy direction authority is still centralized in team management. 		
<u>Managerial Focus</u> Managerial focus is balanced between policy impact and facilitation of programme delivery.				
Partnership		Relationship Management	Sustainability	Enduring
<u>Engagement</u> Persuading and influencing in a generally non-contentious setting.		<u>Communities of Interest</u> Collaborators, counterparts and service providers in functional area both in and outside the organization.		
Results		Professional Team	Consistent Service Delivery	Dependable
<u>Impact of Actions</u> Affect performance of systems, processes and team(s). Actions model corporate standards.		<u>Leadership Roles</u> Lead Worker OR Specialist		
<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.				
<i>Additionally actions include the conduct of the individual in carrying out work in the context of serving as a role model for</i>				

colleagues and clients.

Points	CCOG	Post Number	Title	Grade	Old Grade
1480	1.1.04	Multiple	DDR Officer - Job Code 8037	P3	

Comments :

Scoring Base :NMS

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CAROL LEON
