

UNITED NATIONS  NATIONS UNIES	DO NOT WRITE IN THIS SPACE DATE RECEIVED: _____ OFFICERS: _____
<b>REQUEST FOR CLASSIFICATION AND RECRUITMENT GENERAL SERVICE AND RELATED CATEGORIES</b>	

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT	POST ENCUMBERED BY	EX INCUMBENT
	<input type="checkbox"/> REVISION OF DUTIES	ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
<input type="checkbox"/> BUDGET APPROVAL	<input checked="" type="checkbox"/> OTHER (SPECIFY): _____		

IDENTIFICATION OF THE POST <small>(USE OFFICIAL NOMENCLATURE)</small>	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION Engineering	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE		ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE

**SIGNATURES**

*(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)*

1. SUPERVISOR (Certification of correctness of job description)  NAME AND TITLE: <u>Facilities Management Unit</u> DATE: <u>17/1/15</u>	3. EXECUTIVE or ADMINISTRATIVE OFFICER  NAME AND TITLE: <u>CHURAZZI</u> DATE: <u>17/1/15</u>
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval)  NAME AND TITLE: <u>Chief Facilities Management Unit</u> DATE: <u>17/1/15</u>	4. INCUMBENT (This is an accurate description of my post) _____ NAME AND TITLE _____ DATE _____

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

**CLASSIFICATION NOTICE** - The classification of the post is approved as follows:

FUNCTIONAL TITLE Facilities Management Assistant	JOB DESCRIPTION NO. JD/CP219GS
OCCUPATIONAL CODE 2.3.01 - Job Code 3296	CLASSIFICATION LEVEL GS-4
COMMENTS	
CLASSIFICATION OFFICER  NAME: Rabab Makki, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER  NAME: Bruce Shearouse, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS  NAME: M. Mirmohammad, Chief ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS  NAME: Chaste Abimana, Chief FPOS/FPD/DFS	Date: <u>17/1/15</u>

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**SECTION A** - To be completed by the incumbent of the post, if any. (If this section cannot be filled out by the incumbent, it may be completed by the supervisor).

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1. Summary of principal functions.

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. The Facilities Management Assistant at this level reports to the Unit Supervisor. S/he is responsible to perform tasks related to construction work, such as construct and repair of structural metal and woodwork and equipment in the field mission. The incumbent should be able to do framing, finishing of new construction, renovations and perform surveys and prepare material quantities and specifications for various projects.

2. Major duties and responsibilities. Describe in order of importance *what* is done and *how* it is done. Please indicate the approximate percentage of time devoted to each function. %

- |                                                                                                                                                                                                                                                                           |     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| • Perform tasks related to construction work and prefabricated container installations in the field mission, including but not limited to laying out, framing, and finishing of new construction and repair structural metal and woodwork and equipment in establishment. | 35% |
| • Responsible for operating the heavy and light engineering equipment and machineries and carryout the maintenance of the runway and helipad, digging septic pit and similar earthmoving works.                                                                           |     |
| • Carry out scheduled periodic and emergency maintenance services on all the installations; Perform surveys and ensure the provision of required material quantities and specifications.                                                                                  | 25% |
| • Monitor the tools/equipment and material inventory; Ensure the use of the materials in most productive manner.                                                                                                                                                          | 35% |
| • Perform measuring, marking, and arranging materials in accordance with national and local building codes.                                                                                                                                                               |     |
| • Liaise with Project Unit supervisor for expert advice on construction works, mason for concrete matters and other technicians, as necessary.                                                                                                                            |     |
| • Perform other functions as assigned by the Unit supervisor.                                                                                                                                                                                                             | 5%  |

3. Guidelines: Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

The incumbent is guided by the Engineering SOP, Workshop manual, manufacturer spares part manual and other administrative instructions.

4. Consequence of Work: Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

The incumbent must be able to report back and to advise on status of heavy duty equipment and when it is due for maintenance. Any error made through failure to maintain the heavy duty equipment on time, not adhering manufacturer recommendations will cause frequent breakdown of the equipment and the organizational lost of money and property.

5. Work Relationships: Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

**TITLE AND LEVEL**

**PURPOSE AND FREQUENCY**

Senior Facilities Management Assistants or Facilities Management Officers at different levels within the Unit/Section

To provide updates on logistics activities and to discuss applicable rules and regulations. Daily

Unit Supervisor

Report day to day activities and accomplishments. Daily

Staff members at different level within the mission

To provide and obtain information related to facilities management unit.

6. Responsibility for the work of others: Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY

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7. Physical requirements

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

The incumbent should have the ability to work in hardship environment and the ability to operate heavy equipment machinery. Ability to use hand and electrical tools and equipment and should be fit to work on high level structures.

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

Work in a normal office environment, sharing the space with other colleagues and using computers, printers, and photocopiers. The incumbent of the post will be also working in a hardship condition (as required) in different locations within the field mission.

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**SECTION B - To be completed by the supervisor of the post.**

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1. Purpose: Describe the overall purpose, objectives, or goals of the post.

Ensures the smooth running of facilities and equipment, by implementing routine and preventive maintenance programs. During project implementation, closely follows up and coordinates with all parties to ensure that everyone has the same understanding of the project and complies with initial plan. Finds the best and least costly way to complete project, without sacrificing quality or appearance. Ensures safety procedures are implemented.

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2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

Work involves the provision of support for projects and maintenance programmes. Continuing activities are reviewed at regular periods. For projects, the approach to unusual projects is approved by supervisor and end products (e.g. cost estimates) are reviewed for soundness of conclusions and judgement.

3. Qualifications required to perform the assigned duties of the post

- (a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

High school diploma or equivalent is required.

- (b) Experience: Indicate the *type* and *length* of practical experience required.

A minimum of three (03) years of practical experience, with an organisations or company, in construction works, assembling of prefab containers and operating heavy machinery.

- (c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

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.

## INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.270, GENERAL SERVICE)

**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.

### Section A

1. Summarize the major duties to give a quick overview of the post's activities.

### 2. Duties and responsibilities

Each post is responsible for generally four or five major duties or functions. 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. Terms such as "assists", "prepares", "handles", or "participates" describe relationships but do not actually describe what is done to assist, how something is prepared or handled, or how one participates; therefore, they should be accompanied by an explanation of the "what" and "how" of the actual duties.

Keep in mind the outputs or end products (what is produced or what the work leads up to). Present facts, not appraisals or evaluations of the work. The following examples from different posts illustrate explanations of how the work is accomplished.

- a. Processing of communications: 30%
  - (a) Types from draft in final form, in English, French and Spanish either for dispatch or for photo-offset, letters and notes with appropriate documents sent to the Unit for processing. After this, sends to the Ministries of Foreign Affairs, the Permanent Missions, Organizations and special agencies.
  - (b) Proofreads carefully the letters and notes which come from the Printing Section. Retypes the salutations of the notes as well as the addresses of the letters and special agencies where necessary.
- b. Assists in arranging meetings - for Directors' Meeting, Board Meeting, ad hoc meetings: 15%
  - a) Assembles, copies and distributes background papers and agenda (occasionally under own signature).
  - b) Schedules conference rooms.
  - c) Arranges working lunches for the Executive Director with Regional Directors.
  - d) Distributes reports or minutes or meetings.
- c. Recruitment of Experts, consultants, volunteers: 10%
  - 1) Obtains information for completion of recruitment form transmitting draft job descriptions to recruitment service.
  - 2) Completes the request for P.5 to initiate recruitment action and transmit to Administrative Services.
  - 3) Completes Special Service Agreement, giving details of account number, travel, etc.
  - 4) Types submission letters of qualified candidates to Government via the Resident Representative's Office, upon receipt of nominations.
  - 5) Sends Letters of Welcome and Channels of Communication to experts.

### 3. Guidelines

Describe the nature of the guidelines by listing them and describe the way they must be used, for example are they followed exactly, are they readily available or must they be searched out, must selection be made from among a number of alternatives.

### 4. Consequence of work

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. Decisions and recommendations made often relate to the choice from among guidelines, but they may also involve decisions or recommendations on what can be done to complete the work before referring to another source. Describe these kinds of choices made. In addition describe the damage that would be caused by errors in making these choices such as loss of time of incumbent, other staff members, or equipment; expenditure of excess funds; or additional work of others.

### 5. Work Relationships

Include only those contacts which are typical and occurring during the work cycle and indicate how contact is made (personal contact, telephone contact, correspondence).

### 6. Responsibility for the Work of Others

Be explicit in describing the nature of the responsibility. General terms like "supervise" are not sufficiently descriptive.

### Section B

#### 1. Purpose

Provide a brief statement of the overall objective or purpose of the post, such as, provides secretarial support to a recruitment officer.

#### 3. Qualifications Required

- (a) The kind of training refers to knowledge of general office work or specialized work (such as computer, statistics, accounting). Type of training refers to the method such training would normally be acquired, such as high school, trade school, on the job, etc.
- (b) Experience  
Indicate how the experience relates to the job - such as it increases efficiency by allowing faster processing or it provides more in depth familiarity with the exceptions that occur in normal operations.
- (c) Languages  
Please describe the way in which languages are used.



General Service

# Job Evaluation System

International Civil Service Commission

## Post Rating Summary

Scoring Base : NMS

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Title :	Facilities Management Assistant (JC 3296)
Post Number :	Multiple
CCOG :	2.3.01
Type :	new
Grade :	G4 at the 50th Percentile
Points :	338
Old Grade :	

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Comments :

Created by : User 9/17/2015 11:30:49 AM

Rabab Makki

A handwritten signature in blue ink, consisting of the name 'Rabab Makki' and a stylized flourish below it.



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
Facilities Management Assistant (JC 3296)	Multiple	2.3.01	new	G4 at the 50th Percentile	338	

## Nature of Work (Factors : 2/ii/c)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
General Process oriented		

**Focus:** Work involves completing standard support activities/processes requiring transformation & choice of action from several accepted alternatives.

**Deliverable:** Process Execution

**Scope:** Moderate scope or depth of treatment requiring some interpretation of the subject matter.  
Or  
Work involves moderate risks or discomfort typically requiring special safety precautions

**Knowledge/Skills/Expertise:** Knowledge of the essential elements of a technical or administrative field of work and of work flow in the organizational unit.  
AND/OR

Work requires basic operation of complex or specialized equipment.

Knowledge attained through considerable experience, training or self-study is required. Proficiency/experience in applying established elements of the discipline, including the required tools.

## Organizational Environment (Factors : 7/e)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Targetted Service Support		

**Organizational Context:** Organizational context allows for some degree of independence and provides opportunities for the incumbent to identify and raises issues affecting efficient process delivery.

**Managerial Guidance Received:** Supervision received provides developmental & technical support & focuses on quality of process execution.

## Teamwork and Relationships (Factors : 11/i/i)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Basic Information Exchange		

**Engagement:** Providing assistance involving the exchange of routine information and limited discussion.

**Contacts:** Colleagues in the same organizational unit and associates and immediately served clients in other organizational units and/or outside of the organization.

**Languages:** Usage of 1 language

## Results (Factors : 15/l)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Focused Process Impact		

**Impact of Actions:** Affect delivery of discrete support services with work interrelated with that of others in the same organizational unit or occupation and affects the timely accurate completion of the processes or services provided by others inside and outside the immediate organizational unit.

**Team Roles:** Plays a key role by regularly providing guidance and advice on technical or procedural aspects of the work and may act as lead hand for a workgroup or team.



General Service

# Job Evaluation System

International Civil Service Commission

## Post Rating Summary

Scoring Base : NMS

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Title :	FACILITIES MANAGEMENT ASSISTANT (Job Code 3296)
Post Number :	multiple posts
CCOG :	2.1.02.c
Type :	new
Grade :	G4 at the 65th Percentile
Points :	346
Old Grade :	

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Comments :

A handwritten signature in blue ink, appearing to be 'B. C. P.', with a long horizontal line extending to the right.



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
FACILITIES MANAGEMENT ASSISTANT (Job Code 3296)	multiple posts	2.1.02.c	new	G4 at the 65th Percentile	346	

**Nature of Work (Factors : 2/iii/b)**

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
General Process oriented		

**Focus:** Work involves completing standard support activities/processes requiring transformation & choice of action from several accepted alternatives.

**Deliverable:** Process Execution

**Scope:** Either scope and depth moderate, or scope limited and depth substantial, or scope substantial and depth limited.

Issues require considerable interpretation of the subject matter.

Or

Exposure to potentially serious physical/health risks.

**Knowledge/Skills/Expertise:** Knowledge of commonly used rules, procedures and/or operations to perform a variety of repetitive tasks;

AND/OR

Work requires frequent application of standard equipment or proficiency in office tools.

Work requires some related experience or training.

**Organizational Environment (Factors : 7/e)**

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Targetted Service Support		

**Organizational Context:** Organizational context allows for some degree of independence and provides opportunities for the incumbent to identify and raises issues affecting efficient process delivery.

**Managerial Guidance Received:** Supervision received provides developmental & technical support & focuses on quality of process execution.

**Teamwork and Relationships (Factors : 11/i/i)**

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Basic Information Exchange		

**Engagement:** Providing assistance involving the exchange of routine information and limited discussion.

**Contacts:** Colleagues in the same organizational unit and associates and immediately served clients in other organizational units and/or outside of the organization.

**Languages:** Usage of 1 language

**Results (Factors : 15/k)**

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Contained Process Impact		

**Impact of Actions:** Affect delivery of discrete support services with work interrelated with that of others in the same organizational unit or occupation and affects the timely accurate completion of the processes or services provided by others inside and outside the immediate organizational unit.

**Team Roles:** Participates as a team member in a collaborative environment within a diverse workforce. May explain or demonstrate work functions or processes to other employees who join the work group for a short period of time.