



**REQUEST FOR CLASSIFICATION AND RECRUITMENT
GENERAL SERVICE AND RELATED CATEGORIES**

DATE RECEIVED: _____

OFFICERS: _____

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 (USE OFFICIAL NOMENCLATURE)	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s	SECTION		
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) BROJE N THANGJAM NAME AND TITLE DATE 14/8/2015	3. EXECUTIVE or ADMINISTRATIVE OFFICER CHALUPAZA NAME AND TITLE DATE 8/18/15
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval) NORMAN ROZUMENDUNT NAME AND TITLE DATE 14/8/15	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 Field Security Guard	JOB DESCRIPTION NO. JD/CP181GS
OCCUPATIONAL CODE 2.3.02 – Job Code 8657	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 OF COMPENSATION AND CLASSIFICATION POLICY UNIT NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
ASSISTANT SECRETARY-GENERAL (HRM) NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	
Date: 31/8/15	

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).

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 Security Guard usually reports to a Security Officer. S/he is responsible to maintain all times physical security presence at the field mission's operated access control posts installations entrances and exit points and to serve as the first line of physical defense and protection of the field mission's compounds, UN Staff and property.

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. _____ %

Within delegated authority, the Field Security Guard may be responsible for the following duties:

- a. Vehicles entry and search Duties: All UN and private vehicles entering the field mission's compound are subject to search strictly at all times by the Field Security Guard by inspecting undercarriage mirrors, and must include visual checks at the areas above and under wheels. Also it's mandatory for the Field Security Guard that all UN vehicles leaving the premises are checked inside the cabins and trunks, to ensure that all UN property are accompanied with established "Security Gate Pass Form". The Field Security Guard is to physically deny entry to all unauthorized persons to the field mission's compound/installations, prevent all unauthorized persons with arms/explosives and lethal weapons from entering the field mission's compounds/installations and assist newly arrived mission personnel and visitors/contractors to locate the right offices and the staff members they are desiring to meet/visit. 25%
- b. Patrol Duties: The Field Security Guard must achieve preventive foot patrols as scheduled during all shifts with the aim to identify hazards or intruders to field mission's premises. The incumbent will have to ensure that routine patrols are conducted to check security of buildings and adherence to rules and regulations. In particular sensitive area of VIP and offices containing confidential or hazardous material and all offices's doors and windows to be checked one by one each patrol. The Field Security Guard on patrol is requested to pay attention to all hazards that could cause harm/destruction/theft to UN staff and property, besides s/he must register during each patrol any discovered hazards or any other observations and/or to take immediate action on imminent life or fire hazards. The Field Security Guard on duty can feasibly take action to try to stop fire and assist on emergency medical/trauma when occurred. 25%
- c- Access Control Duties: At all entry points to field mission's premises, the Field Security Guard is to ensure that all individuals with attempt to enter-are properly identified on the Field Security Guard's request to show an appropriate picture ID card. She/he must remain vigilant and observant while on post at all times. The Field Security Guard is to establish and implement an access control mechanism (visitor/vehicle screening) for UN premises, to ensure that visitors and their belongings are screened through metal detectors and X-Ray machine for hazardous material, weapons or explosive devices that are attempting to enter the field mission's installations for proper identification and announce them to staff before escorts of visitors to/from designated staff member's offices is conducted. Security escorts for visitors may be directed in special circumstances to the Field Security Guard. Special attention shall be given to crowds and groups who are attempting to visit field mission's offices, in such case the Field Security Guard shall inquire at the entry points for the reason of visit first. 25%

d. Reception and Security offices Duties: The Field Security Guard will ensure during the tour of duty that all assigned equipment to security section are functional and in good order, neat and clean, that maintenance for equipment is carried out periodically and when require, reporting any damages of any equipment assigned. The incumbent will ensure that unauthorized persons have no access to security offices, that all records are filed properly and that confidential documents are kept safe and are not exposed for view to none-security personnel. She/he will maintain working area always clean and organized and ensure that the next shift has all required tools for duty tour, to follow hand-over/take-over procedures for equipment and office inventory during shift changes. She/he will serve on demand as Security Assistant focal point on monitoring and reporting on Surveillance Systems functions, installed at the field mission's premises, and to act whenever requested as Duty Security Assistant for monitoring facility. The Field Security Guard is also responsible for informing the duty officers of all sections about all emergencies, incidents/accidents and preparing report to his/her direct supervisor and to the Security Officer who is acting Security Designated Officer. In addition the Field Security Guard will answer calls received via radios/emergency phone sets. Daily radio check is also one of the Field Security Guard duties to ensure the functioning of his radios as well as the ones of his colleagues. In addition, she/he will assess any issues which can affect the delivery of services and report any issues to the attention of the supervisor for further discussion and resolution.

20%

e. Performs any other tasks are requested by the Security Officer.

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.

- Staff Rules and Regulations
- Field Security Manual
- Security Council Resolutions
- Security Protocols
- Agreements and Policies
- ST/AIs
- SOPs

The incumbent operates within a well structured and defined environment where adherence to security and safety procedures is essential. There is only limited independence to exercise judgment and discretion within the context of such procedures.

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.

Reports, decisions, and recommendations are reviewed by the Security Officer. However, errors discovered would affect the performance and reputation of the security section and may result in loss of resources and delays in timely and suitable responses in emergency situations.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
INSIDE: Other Security personnel, staff members, and visitors.	Reports on security controls and patrols; provides updates on security, safety and any changes in emergency procedures. Daily.
OUTSIDE: Security personnel in other UN Agencies, NGOs, host country; delegations and media.	Responds to routine queries; liaises with police and emergency authorities; provides driving services. Weekly and as needed.

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
N/A	N/A	N/A	N/A

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's work involves sitting, standing, walking around the premises throughout the day or night depending on the shift, at least 5 times a week. She/he may be required to drive officials or deliver mail and equipment. When not on duty, the Field Security Guard has to be on call in case of emergencies.

- (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.

Main work is carried out doors, in all weather conditions. It may involve driving and a moderate degree of physical risk when emergency situations may arise requiring the intervention of the incumbent and the deployment of safety precautions. Indoor work includes operation of security screening equipment, computers, printers, photocopiers, and scanners.

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

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

To ensure physical security presence at Guard Force Unit (GFU) and access control posts at the field mission's installations entrances and exit points and to serve as the first line of physical defence and protection of the field mission's compounds, UN Staff and property. To assess issues that can affect service delivery and report them to the supervisor contributing to the smooth implementation of security activities.

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.

Review and supervision of all activities is ongoing. Incumbent seeks advice from and reports to supervisor regularly. The Field Security Guard work involves the provision of support under the security programme and some training is necessary in order to ensure that s/he can also follow established procedures in the event of a security or safety emergency

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 and a valid driver's license free of driving violations.

Good knowledge of the city, local roads and conditions where the office is located. Knowledge of security rules, regulations, and procedures of UN including fire safety and first aid procedures, as well as standard security and safety procedures in order to undertake both patrols of buildings and grounds and routine monitoring and grating of entry to the premises and physical fitness.

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

Minimum three (03) years of security experience.

- (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.

N/A

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 Aassists=, Aprepares=, Ahandles=, or Aparticipates= 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 Awhat= and Ahow= 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

This information should refer to the actual requirements of the post rather than the qualifications of an incumbent.

- (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.
