



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

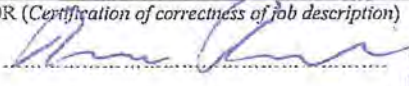

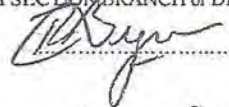
DATE RECEIVED: \_\_\_\_\_

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





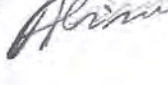
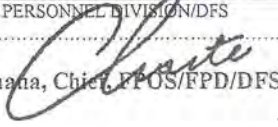
**SIGNATURES**

(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)	3. EXECUTIVE or ADMINISTRATIVE OFFICER
 NAME AND TITLE: <b>ANDERS BRUNNEL FSO</b> DATE: <b>08/08/15</b>	 NAME AND TITLE: <b>AUDREY KUMBO</b> DATE: _____
2. CHIEF of SECTION BRANCH or DIRECTOR (Authorization of approval)	4. INCUMBENT (This is an accurate description of my post)
 NAME AND TITLE: <b>ARMAN BEZYDENHOV FPS</b> DATE: <b>08/08/15</b>	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 <b>Fire Safety Assistant</b>	JOB DESCRIPTION NO. <b>JD/CP176GS</b>
OCCUPATIONAL CODE <b>2.3.02 - Job Code 8865</b>	CLASSIFICATION LEVEL <b>GS-4</b>
COMMENTS	
CLASSIFICATION OFFICER  NAME: <b>Mary Anne Gallo, HRO, DCU/FPOS/FPD/DFS</b>	CLASSIFICATION OFFICER  NAME: <b>Fatin Ishaya Kana, HRO, ODCU/FPOS/FPD/DFS</b>
CHIEF, ORGANISATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS  NAME: <b>Morteza Mirmohammad, Chief, ODCU/FPOS/FPD/DFS</b>	  Date: <b>31/8/15</b>
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS  NAME: <b>Chaste Abimana, Chief, FPOS/FPD/DFS</b>	

**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 Fire Safety Assistant at this level reports to a Senior Fire Safety Assistant or Fire Safety Officer or. S/he identifies fire and safety hazards by conducting routine patrols on the field mission compounds, inspecting and testing fire-fighting equipment and systems to ensure that alarms are in working condition.

**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 Fire Safety Assistant at this level carries out the following duties:

- Routinely patrols the field mission compounds and offices to identify fire and safety hazards and ensure that alarm systems are in working condition. 50%
- Inspects and tests fire-fighting equipment, hydrant systems, hose reels and foam inlets and portable fire extinguishers.
- Ensures that all fire-fighting equipment are in their locations and precautionary signs and notices are in place and not removed.
- Ensures that used fire extinguishers are recharged, all fire/exit doors are not locked or obstructed, making regular inspection of all emergency exit doors, routes, walkways and other passage ways safe and smooth for movement at all times. 45%
- Conducts fire fighting and building evacuation drills as scheduled.
- Responds immediately to fires, rescue operations, or other emergencies including undertaking evacuation of persons and property. advises colleagues;
- Investigates fire hazards as required for further reporting as necessary.
- Carries out any other tasks as instructed. 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.

UN Fire Safety and Fire Fighting Regulations and SOPs; Fire Safety Policy; and Risk Management Plans. Guidelines available can be applied to most problems and supervisor provides direction where guidelines do not apply specifically.

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. However the incumbent may identify and raise issues affecting efficient process delivery. The work primarily involves process execution.

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 and recommendations are reviewed by a Fire Safety Officer/Senior Fire Safety Assistant. 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 Safety and Security personnel, staff members, and visitors.	Reports on fire safety controls and patrols; provides updates on fire safety measures and any changes in emergency procedures. Daily.
OUTSIDE: Safety and Security personnel in other UN Agencies, NGOs and host country.	Responds to routine queries; liaises with police, fire fighting and emergency authorities. 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	Provides guidance & advice on technical or procedural aspects of the work to other team members.

## 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 at least 5 days a week. Incumbent must be physically fit and able to work under extreme conditions at any time. Ability to lift heavy equipment and material related to Fire Service on a daily basis. Must be trained in the use of respiratory equipment.

- (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 is carried, out outdoors and indoors, in all weather conditions. Incumbent must be able to perform duties in all weatehr conditions at any time of the day or night as required by the situation at hand. It may involve moderate degree of physical risk when emergency situations arise, requiring the intervention of the incumbent and the deployment of fire safety precautions.

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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.**

The incumbent's duties focuses on the completion of routine fire and safety processes which are undertaken in a team environment (i.e. undertaking patrols of premises together with colleagues to identify fire and safety hazards, preparing daily reports for the supervisor on any fire safety issues occurring during the work period).

#### **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 activities is ongoing. Incumbent seeks advice from and reports to supervisor regularly. The Fire Safety Assistant's work involves the provision of support under the safety and security programme. Some training is necessary in order to ensure that s/he can follow established procedures in the event of a fire related emergency. Managerial guidance is focused on facilitation of process delivery and impact.

#### **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. Technical or vocational certificate in Fire and Rescue, dangerous goods, fire medical assistance and attack team leadership.

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

A minimum of three (3) years' experience in security related work including military, police, security, or fire-fighting duties combined with experience in UN security operations or on-the-job training or experience in (i) Personal Protection, (ii) Fire-Fighting; (iii) Protective Driving and (iv) Access Control Systems.

- (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

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.