

DO NOT WRITE IN THIS SPACE

**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 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) Hussein M. M. Al-Sayid Facilities Management Assistant NAME AND TITLE: Hussein M. M. Al-Sayid, Facilities Management Assistant DATE: 08-02-15	3. EXECUTIVE or ADMINISTRATIVE OFFICER Enad Loui, D/CHRO 14/07/2015 NAME AND TITLE: Enad Loui, D/CHRO DATE: 14/07/2015
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval) Morteza Mirmohammad Chief ODCU NAME AND TITLE: Morteza Mirmohammad, Chief ODCU DATE: 08-02-15	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 Heating, Ventilation and A/C Assistant	JOB DESCRIPTION NO. JD/CP110GS
OCCUPATIONAL CODE 2.3.01.a - Job Code 3697	CLASSIFICATION LEVEL GS-4
COMMENTS	
CLASSIFICATION OFFICER NAME: BRUCE SHEAROUSE, HRO,ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: KHADIZATUN MUKTI, HRO,ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: MORTEZA MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	Date: 6/8/2015
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	

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 incumbent usually reports to a Heating Ventilation and Air Conditioning (HVAC) Technician or to Chief of Section/Unit. The HVAC Assistant at this level will assist in installing and maintaining HVAC equipment, including refrigeration equipment.

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.

%

Working within the framework of the Engineering Section/Unit, the HVAC Assistant will:

- | | |
|--|----|
| • Assists the HVAC Technician with the installation of HVAC equipment that includes refrigeration and freezers. | 20 |
| • S/he will carry out fault finding and repair work to HVAC equipment, refrigeration (including freezers), industrial kitchen equipment, kitchen appliances, and industrial as well as domestic gas equipment. | 15 |
| • The incumbent carries out routine maintenance checks and procedures on HVAC equipment. | 10 |
| • S/he schedules periodic maintenance for all AC units. | 10 |
| • Prepares brief technical reports, routine documentation and test records. | 10 |
| • Provides technical advice on efficient store keeping of refrigeration and air conditioning spares. | 10 |
| • Prepares technical specifications and list of spare parts required in advance of defects occurring. | 10 |
| • Implements all safety and environmental codes and practices relating to repair and testing of refrigeration equipment and usage of refrigeration gases. | 10 |
| • Perform other duties assigned by the 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.

- Mission SOPs on Engineering.
- ST/AIs.
- Instructions from the supervisor.

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 is responsible for various installation and maintenance activities. Any inferior quality of installation and maintenance will correspondingly detract from the support of engineering activities for the mission.

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

TITLE AND LEVEL	FREQUENCY	PURPOSE AND
HVAC Technician FS-5/FS-4 or Chief of Unit/Section		To update supervisor on HVAC related activities and to discuss applicable rules and regulations. Daily.
Staff members (various levels).		To provide and obtain HVAC related information, reports and approvals. Frequently.

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 work requires the incumbent to be physically fit to spend long hours standing while carrying out repair work. The work also requires travelling/walking to the regions/field offices.

- (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.**

The work involves exposure to harsh weather, hot/cold conditions while carrying out installation and maintenance of HVAC equipment at different sites. The incumbent must take extra safety precautions while carrying out heavy duties.

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

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

The overall purpose of the job is to assist the HVAC and refrigeration installations and maintenance activities in various locations as per schedule, using standard codes of practice and safety standards.

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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 is assigned by the supervisor and assignments are checked while in progress and upon completion.

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 progressively responsible experience in commercial and industrial HVAC and refrigeration installations. Familiarity with the latest editions of the IEE wiring regulations is desirable.

- (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 "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.
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General Service

Job Evaluation System

International Civil Service Commission

Post Rating Summary

Scoring Base : NMS

Title :	HEATING, VENTILATION AND A/C ASSISTANT (Job Code 3697)
Post Number :	multiple posts
CCOG :	2.3.01.a
Type :	new
Grade :	G4 at the 83rd Percentile
Points :	356
Old Grade :	

Comments :

A handwritten signature in purple ink, appearing to be 'B. D. M.', written over the 'Comments' field.



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
HEATING, VENTILATION AND A/C ASSISTANT (Job Code 3697)	multiple posts	2.3.01.a	new	G4 at the 83rd Percentile	356	

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

Expertise: 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/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

Title :	Heating, Ventilation and A/C Assistant, Job Code-3697
Post Number :	Multiple
CCOG :	2.3.01.a
Type :	new
Grade :	G4 at the 19th Percentile
Points :	321
Old Grade :	

Comments :

Created by : User 7/24/2015 4:01:12 PM

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Khadijatun Murti



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
Heating, Ventilation and A/C Assistant, Job Code-3697	Multiple	2.3.01.a	new	G4 at the 19th Percentile	321	

Nature of Work (Factors : 2/ii/b)

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

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 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.

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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.