



**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 <i>(USE OFFICIAL NOMENCLATURE)</i>	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 <i>(Certification of correctness of job description)</i> Sonjee Thompson TRANSPORT OFFICER NAME AND TITLE 20 Aug 15 DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER BLESSANDRO CAVALLAZZI, Chief of Recruitment Unit, FPSSS/ FPD/DFS NAME AND TITLE 24/8/15 DATE
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorisation of approval)</i> Julio Vila Nieto SUPERVISOR TRANSPORT SECTION NAME AND TITLE Aug 15 DATE	4. INCUMBENT <i>(This is an accurate description of my post)</i> _____ 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 Heavy Vehicle Operator	JOB DESCRIPTION NO. JD/CP203GS
OCCUPATIONAL CODE 2.2.06.d - Job Code 3741	CLASSIFICATION LEVEL GS-3
COMMENTS	
CLASSIFICATION OFFICER NAME: Greta Leoni, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: Bruce Shearouse, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIZATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: M. Mirmohammad, Chief ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: Chaste Abimata, Chief FPOS/FPD/DFS	Date: <u>11/9/15</u>

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 if applicable. The incumbent usually reports to the Chief of Unit/Section, Transport or to a Transport Officer. She/he performs a variety of routine tasks such as:

Delivering goods via a heavy truck; loading and unloading cargo and trucks; maneuvering trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned.

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. %

Delivers goods via a heavy truck. Loads and unloads cargo. Collects delivery instructions from appropriate sources. Secures cargo for transport, using ropes, blocks, chain, binders, or covers. Maintains logs of working hours or of vehicle service or repair status, following applicable regulations. Follows appropriate safety procedures for transporting dangerous goods. Takes appropriate driver rest periods during trip. Follows all applicable traffic laws. Drives trucks to weigh stations before and after loading and along routes to document weights and to comply with all regulations. Maneuvers trucks into loading or unloading positions, following signals from loading crew and checking that vehicle and loading equipment are properly positioned. Follows accident procedures if an accident occurs.	70
Keeps truck, and associated equipment, clean and in good working order. Performs basic vehicle maintenance checks and services, such as adding oil, fuel, or radiator fluid or performing minor repairs. Checks conditions of trailers after contents have been unloaded to ensure that there has been no damage. Crank trailer landing gear up or down to safely secure vehicles. Loads and unloads trucks. Climbs ladders to inspect loads, ensuring that cargo is secure. Removes debris from loaded trailers. Performs emergency roadside repairs, such as changing tires or installing light bulbs, tire chains, or spark plugs. Collaborates with other operators as part of a driving team on some trips.	25
Performs other tasks as assigned.	5

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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 must be familiar with the following:

- Mission/ Transport Section SOPs and Movement Control SOPs
- ST/AIs
- Surface Transport Management in the field
- Local/ National Highway/ Roadway Regulations & Laws

The incumbent is not in the position to propose or establish new guidelines, although the incumbent may contribute to the interpretation of existing guidelines to cover exceptional circumstances.

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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.

In consultation with the supervisor, some decisions/ recommendations can be made to improve work procedures.

Errors in either decisions or in proposals may lead to complaints by the clients due to delay or missed deliveries and may affect the reputation of the Unit.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Unit Supervisor.	To update supervisor on activities, to receive instructions. Daily.
Staff in immediate office and in other offices/Units.	To exchange information for clarification and guidance. Daily.

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 driving five days a week, involves loading general cargo, walking to other offices within the compound or to location of vehicle/assignment, as well as sitting at the desk for completion of documents.

- (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 is performed indoor and outdoor in all weather condition.
 Movement on some poorly constructed public roads can be dangerous and noisy.
 Lifting containers using the forklift requires awareness of the surrounding hazards.

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 this post is to carry out driving assignments by using heavy vehicles, in a timely, safe and efficient manner with respect to all time schedules of transportation plans and requirements, using discretion and good judgment.

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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.

The incumbent works under supervision. The supervisor provides daily instructions and technical support. Activities are reviewed 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.
Valid driving license (category C).
Basic knowledge of Microsoft word and excel.

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

At least two (02) years of progressively responsible experience as forklift operator and heavy vehicle driver.

(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.