



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 checked="" type="checkbox"/> OTHER (SPECIFY):		
IDENTIFICATION OF THE POST <i>(USE OFFICIAL NOMENCLATURE)</i>	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 <i>(Certification of correctness of job description)</i>  NAME AND TITLE: <b>David Zoller, OIC Logistics DFS/LSD</b> DATE: <b>12/10/15</b>	3. EXECUTIVE or ADMINISTRATIVE OFFICER  NAME AND TITLE: <b>Alessandro Chiurazzi, Chief of Recruitment RU/FPSS/FPD/DFS</b> DATE: <b>13/10/2015</b>
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i>  NAME AND TITLE: <b>David Zoller, OIC Logistics DFS/LSD</b> DATE: <b>12/10/15</b>	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 <b>Logistics Assistant</b>	JOB DESCRIPTION NO. <b>JD/CP228GS</b>
OCCUPATIONAL CODE <b>2.2.06 - Job Code 4524</b>	CLASSIFICATION LEVEL <b>GS-3</b>
COMMENTS	
CLASSIFICATION OFFICER NAME: <b>Mary-Anne Gallo, HRO, ODCU/FPOS/FPD/DFS</b>	CLASSIFICATION OFFICER NAME: <b>Greta Leoni, HRO, ODCU/FPOS/FPD/DFS</b>
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: <b>M. Mirmohammad, Chief ODCU/FPOS/FPD/DFS</b>	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: <b>Chaste Abimani, Chief FPD/FPD/DFS</b>	Date: <b>15/10/15</b>

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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 Centers and Offices as applicable. The Logistics Assistant at this level usually reports to a Logistics Officer. The incumbent carries out a variety of routine tasks, related to the provision of logistics support in the form of goods and services to mission clients. Actions include the management and movement of equipment, supplies and personnel to/from and within the mission area that contribute to the timely and effective accomplishment of logistics support within the mission.

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. %

- Responds to internal inquiries from section personnel and clients, or refers them to appropriate contacts/units. 40
- Retrieves information and background research from various sources (e.g. Intra-/Internet, office files, central documentation services, etc.).
- Assists in the preparation of requisitions/Service Entry Sheets and enters applicable systems data to initiate requisition process.
- Provides updates of requisition status on a regular basis. 40
- Assists in the preparation of material request orders for transfer of assets.
- Assists in the preparation of Letters of Assistance (LOA).
- Receives and processes claims /receipts.
- Records logistics activity and contract performance.
- Updates relevant databases (e.g., stock levels of various supply items, asset holdings, logistics project updates). 15
- Assists in the generation of status reports and other reports on various transport and logistics matter as required.
- Maintains contract files, office correspondence, and Unit's files and manuals.
- Performs other duties as required. 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 must be familiar with the following:

- Logistics SOPs
- Mission/Section/Unit guidelines
- ST/AIs
- UMOJA processes

The incumbent cannot propose or establish new guidelines, although the incumbent may contribute to the interpretation of existing guidelines and support the preparation of amplifying documentation.  
No deviation is allowed.

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 would create additional tasks for correction/completion and it would require additional resources or may cause general dissatisfaction of the clients/stakeholders in implementing established procedures.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Logistics Officer P-3/FS-6.	To update supervisor on logistics activities, receive instructions. Daily.
Section Staff and Mission Clients.	To update and exchange logistics related information. Daily.
Contracts, vendors, suppliers.	To exchange logistics related information. As and when required.

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 operating in an office environment, five days a week, and involves walking to other offices within the compound as well as traveling, including driving a 4x4 vehicle, to the offices away from mission HQ.

- (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 incumbent works in a normal office environment, s/he may share space with other colleagues. S/he uses computers, printers, and photocopiers and video/teleconferencing systems as required.

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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 overall purpose of this post is to assist the supervisor in providing reliable, and effective daily logistics support for a well-organized and efficient Logistics Unit.

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.

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

At least two (02) years of progressively responsible experience of practical logistics operations, supply chain operations or related area.

- (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