

DO NOT WRITE IN THIS SPACE

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

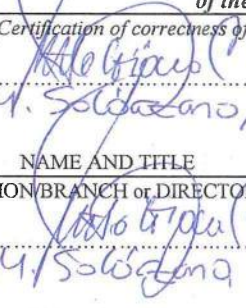
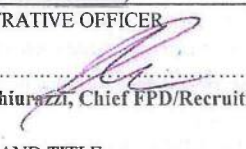
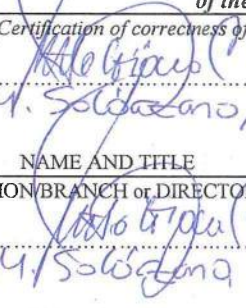
DATE RECEIVED: _____
OFFICERS: _____

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


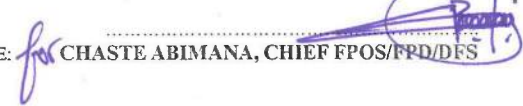
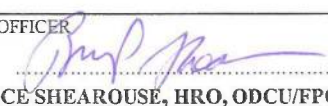
SIGNATURES

(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)  Jose M. Solórzano, OIC MCS/CSO NAME AND TITLE 6 Aug 15 DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER  Alessandro Chiurazzi, Chief FPD/Recruitment NAME AND TITLE 06/08/2015 DATE
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval)  Jose M. Solórzano, OIC MCS/CSO NAME AND TITLE 6 Aug 15 DATE	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 Movement Control Assistant	JOB DESCRIPTION NO. JD/CP147GS
OCCUPATIONAL CODE 2.2.06.d - Job Code 4743	CLASSIFICATION LEVEL GS-4
COMMENTS	
CLASSIFICATION OFFICER NAME:  GRETA LEONI, HRO, ODCU/FPOS/FPD/DFS CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME:  CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	CLASSIFICATION OFFICER  NAME: BRUCE SHEAROUSE, HRO, ODCU/FPOS/FPD/DFS
Date: AUG 12 2015	

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 Movement Control Assistant at this level will carry out the following main functions:

- Receives and registers cargo movement requests for air/ground transportation.
- Boards and deplanes passengers.
- Lifts and carries cargo as required.
- Fulfills the duties of a passenger baggage handler.
- Prepares, compiles and maintains, detachment passenger and cargo statistics, as well as prepares and processes monthly attendance records, MOPs/Waivers, and other documentation as required.

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. %

Receives and registers cargo movement requests for air/ground transportation. Receives supplies from different sections, arranges for transportation and follows-up from delivery to destination. Completes cargo manifests and other documentation. Arranges customs clearance and related documentation. Lifts and carries cargo as required, and ensures cargo (including dangerous cargo) is loaded in accordance with International Regulations. Informs appropriate consignees on delivery of items. Boards and deplanes passengers, while remaining aware of safety procedures standards with respect to aircraft refueling, use of cell phones and approaching aircraft. Checks-in passengers to include manifest confirmation/amendments, baggage identification and weighing, distribution of boarding passes. Assists with airfield and air terminal security by ensuring that all passenger baggage or property are scanned and accounted for at the time of check-in, the air passengers remain in designated areas while at the air terminal and all incidents or potential safety or security matters are reported in a timely manner. Fulfills the duties of a passenger baggage handler by retrieving or placing passenger baggage on aircraft, assists in the transfer of baggage to the terminal area, and follows-up on misplaced or damage of baggage. Prepares and processes monthly attendance records, MOPs/Waivers, leave request, F.10 claims, CMRs, e-job supply request and other documentation as required. Prepares, compiles and maintains the monthly detachment passenger and cargo statistics related to air/ground movements. Tracks and traces missing cargo and baggage. Drives vehicles at the airfield in keeping with appropriate licenses.	90
Prepares, processes and follows-up on administrative arrangements with respect to staff official travel. Maintains Unit files as required (both in hard and soft copies), administrative instruction and other related documentation. Provides general office support services such as drafting routine correspondence and the distribution to various officials. Performs other duties as and when required by the supervisor.	10

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.

- Movement Control SOP;
- Aviation SOP;
- United Nations Air Operations Manual;
- United Nations Movement Control Manual;
- International Air and Maritime Regulations for shipping of goods;
- International Air Transportation Association (IATA) and International Civil Aviation Association (ICAO) regulations on transportation of dangerous goods by Air;
- International Maritime Organization (IMO) rules and Regulations on Transportation of Dangerous Goods by Sea.

The incumbent has no independent authority to establish new guidelines, although the incumbent may contribute to the interpretation of existing guidelines.
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.

Decisions are made in consultation with the supervisor and they are related to prioritization especially at peak times. Failure to make the right decision, may cause delay and lead to complaints by clients.
The incumbent may make recommendations related to improvements regarding work procedures.
Failure to make the right recommendation may result in savings under certain budget lines, and over draft in others.
Errors in either decisions or in proposals would create additional tasks to be corrected, may cause delay and general dissatisfaction in implementing established procedures and if inappropriate may result in safety implications such as aircraft overloading, wrong loading of goods, etc.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Chief of Unit/Section Movement Control	To receive detailed instructions, to update on movement control activities and to discuss applicable rules and regulations. On a daily basis.
Movement Control Officers	To obtain movement control related information, reports and approvals. Frequently.
Aircrews, Air Carriers's site managers	To exchange information about safety issues. On a daily basis.
Air Operations personnel	To exchange information related to passengers/cargo. On a daily basis.
Border Police, Civil Aviation Authorities/Airport/ Port Authorities	To exchange information and to obtain approval. When and as 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:

Working at the office. On a daily basis.

Driving or walking to other offices within the compound, ramp area at airport or to sea port. On a daily basis.

Lifting cargo items. On a daily basis.

The incumbent is exposed to moderate hazards when working at the airport and warehouse.

(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.

A significant part of the work is performed outside the office in proximity to aircrafts under all weather conditions, therefore the environment is very noisy upon departure/arrival of UN flights.

Driving vehicle/forklift on the tarmac 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 provide reliable, cost effective and operationally efficient movement control services for the transportation of both passengers and cargo to/from and within a field mission, while remaining aware of safety procedures standards and rules.

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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 supervisor assigns routine tasks and daily duties and reviews them upon completion.
The supervisor may also assign specific assignments and reviews them while in progress.

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 national driving license is required.

Computer literacy in word processing, spreadsheets and database.

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

A minimum of three (3) years of progressively responsible experience in movement control related services or general experience in the field of transport, travel related or logistic fields or administration.

Experience with UN/NGO or other International bodies is an added asset.

- (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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