

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Political Affairs Officer		OFFICE CODE
REASON FOR CLASSIFICATION	<input type="checkbox"/> POST TO BE AUTHORIZED <input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> PROPOSED CHANGE IN GRADE <input type="checkbox"/> OTHER (SPECIFY): In case of recruitment: Is post reserved for target groups? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify:		POST ENCUMBERED BY:	
			EX-INCUMBENT:	

The following previously classified job descriptions are replaced in full or partly by this job description:

Comments:

Signature of Administrative Officer: _____

Name: _____

Date: (d/m/y) _____

Mission: Chief FPD/Recruitment

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/CP054NPO

The classification of post is approved as follows:

Functional Title: Political Affairs Officer

Occupational Code: 1.L.03 - Job Code 8542

Classification Level: NOD

Comments:

Classification Officer: Greta Leoni, Human Resources Officer, ODCU/FPOS/FPD/DFS

Classification Officer: Khadizatun Mukti, Human Resources Officer, ODCU/FPOS/FPD/DFS

Chief, Organizational Design and Classification Unit, FPD/DFS:

Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS

For the Director, Field Personnel Division,/DFS:

Chaste Abimana, Chief FPOS/FPD/DFS

Date: 27/7/15

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

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.

Particular sections of the form:

Section A:

1. Identification of the post: ensure the official nomenclature is used.
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
5. Each post is responsible for generally four or five major duties. 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. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
 - (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
 - (c) reviewing in detail the most complex cases and recommending disposition;
 - (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
 - (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."
7. Decision making and consequence of errors: 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.

Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: _____
OFFICERS: _____
LEVEL: _____

SECTION A: May be completed by the incumbent of the post

1. IDENTIFICATION of the post:

1.1 Department/Secretariat/Office Field Missions

Division/Centre

Branch/Service Political Affairs

Section

Unit

Office Code:

1.2 Functional Title: Political Affairs Officer

Post Number:

Multiple

Duty Station: Multiple

Occupational Code: 1.L.03

2. a) ST/SGB/Organization Reference:

b) Programme Budget Reference:

3. **ORGANIZATIONAL SETTING:** Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.

3.1 Professional posts DIRECTLY supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
Assistant/Associate/Political Affairs Officer	NOA/P-2/NOB/P-3/NOC	3-6

Total number of professional posts supervised *directly*, and through subordinate supervisors:

3.2 Total number of posts in other categories supervised:

3-6

3.3 Title and classification of supervisor's post: Senior Political Affairs Officer P5

4. **Summary of the assigned duties:**

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centers and Offices as applicable. The incumbent supports the supervisor in work related to the Secretary-General's mission as well as to the political aspects of military operations at that mission. S/he maintains regular contacts at the working level with various offices of the Governments involved, the United Nations, various UN agencies, NGOs, and diplomatic missions.

5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%.	%
<ul style="list-style-type: none"> Leads and organizes operational activities related to the work of the office or mission, i.e., disarmament, demobilization and reintegration, conflict prevention and resolution, electoral assistance/administration, institution-building, work with/in support of civil society support, etc.; pursues an integrated approach that includes a rights-based dimension, conflict prevention sensitivity, and a gender perspective into the policy, planning and operational activities of the unit. 	40
<ul style="list-style-type: none"> Prepares and reviews briefing notes and talking points for the Senior Political Affairs Officer, Head of the Mission and other senior staff. Provides guidance and advice on assigned issues to her/his supervisor and mission's management, concerning assigned areas of work, status of negotiations, etc. Prepares responses to comments, statements, and queries of parties and manages operations involving several components of a limited nature, such as civilian, military or humanitarian operations. Develops and maintains relations with government officials at the working levels and advises them on issues and policies of mutual concern. 	40
<ul style="list-style-type: none"> Leads a team which deals with a variety of political issues in a region and or country or major conflict. Attends meetings to identify the scope of the project, consider methodologies, and leads or actively participates in developing guidelines, terms of reference and operational plans and time frames for new team. Assists in planning, coordinating and supporting programmes, projects and activities requiring mission and/or interagency involvement and participation. Represents the team at round tables, seminars and conferences. 	10
<ul style="list-style-type: none"> Provides substantive support to his/her supervisor in the formulation of the programme of work, budget and medium-term plan of the unit by actively participating in or leading meetings, drafting documents and compiling and/or researching issues related to the mission. 	10
<ul style="list-style-type: none"> Performs other related duties as required. 	

6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

Functional Title and Classification

Mission counterparts;
Focal points of Mission Components;
The Headquarters Integrated Task Force (ITF)/Inter-Agency Task Force (IATF);
The UN Country Team.

Purpose and Frequency

Leads or actively participates in meetings and consultations dealing with context analysis and contributes to timely actions. Weekly.

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

Title and Level

Counterparts in other UN Agencies;
Local authorities Representatives of governments.

Purpose and Frequency

To provide information and briefings. Weekly.

To represent the mission and provide information and clarification. Weekly.

To collaborate with other players in the political arena and exchange of ideas. Occasionally.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

Decides on the appropriate input to make in order to support the decisions being made on project feasibility and suitability, and on the continuing suitability of programmes and related activities in relation to changing economic, social and political factors. Decisions directly affect limited aspects of interagency relationships, the success of aspects on initiatives and projects, and the effectiveness of Mission efforts and its ability to support constituents.

7.2 Describe the type of recommendations made.

Proposes approaches to problems or issues that will support coherence in strategies among UN agencies, and mission components.

7.3 Describe the consequence of errors

Errors in the support provided by the incumbent could affect or delay the overall contribution by the team and could delay development of cooperative agreements and projects and lessen or delay the success of certain initiatives or projects and temporarily reduce the effectiveness of Mission's efforts.

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8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

There is no specific handbook or core set of guidelines but rather the work is governed by Secretariat-wide guidelines and instructions, as well as Mission-specific internal guidelines and instructions developed by the Mission Leadership.

SECTION B : *To be completed by the SUPERVISOR of the post.*

1. Define the goals and objectives of the post.

The incumbent backstops or otherwise supports the supervisor in work related to the Secretary-General's mission as well as to the political aspects of military operations at that mission. He/she actively maintains regular contacts at the working level with various offices of the Governments involved, United Nations agencies, and diplomatic missions.

2. Describe the type and extent of supervision given to the post.

The supervisor assigns projects, indicating desired objectives and the appropriate time-frame for completion. Anticipated problems and methods of analyses are discussed at the outset. Work in progress may be reviewed if the supervisor, or incumbent, sees issues or problems that should be discussed. End product is reviewed for soundness of conclusions and appropriateness of methodology.

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

- 3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

Advanced university degree (Master's degree or equivalent) in Political Science, Management or Development, or a related field. A first level university degree with a combination of two additional years of qualifying experience may be accepted in lieu of the advanced university degree. Professional training in the areas of planning, monitoring and evaluation, facilitation and/or coordination is an asset.

- 3.2 Length and type of practical experience required at the national, and if so required, at the international level:

A minimum of seven years of progressively responsible experience in political science, international relations, law, disarmament, security, development management, conflict resolution or related area.

- 3.3 Language(s) proficiency required:

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.

SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____

NAME: _____

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description): _____

DATE: _____

NAME AND TITLE: _____

NPERIN PANAYAGAM DFS/OGM

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval): _____

DATE: _____

NAME AND TITLE: _____

ALESSANDRO CASELLI, DPA/OSG

Additional Comments: