



**REQUEST FOR CLASSIFICATION AND RECRUITMENT  
GENERAL SERVICE AND RELATED CATEGORIES (for DFS use ONLY)**

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. MISSION Field Missions	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)  NAME AND TITLE: <u>ADILGAN ROGLOVA</u> DATE: <u>12/02/15</u>	3. EXECUTIVE or ADMINISTRATIVE OFFICER  NAME AND TITLE: <u>ADILGAN ROGLOVA</u> DATE: <u>12/02/15</u>
2. CHIEF of SECTION, BRANCH or DIRECTOR (Authorization of approval)  NAME AND TITLE: <u>ADILGAN ROGLOVA</u> DATE: <u>12/02/15</u>	4. INCUMBENT (This is an accurate description of my post)  NAME AND TITLE: <u>ADILGAN ROGLOVA</u> DATE: <u>12/02/15</u>

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 Programme Management Assistant	JOB DESCRIPTION NO. JD/CP013GS
OCCUPATIONAL CODE 2.2.01- Job Code 5253	CLASSIFICATION LEVEL GS-5
COMMENTS	

CLASSIFICATION OFFICER  NAME: <u>CHRISTOPHER BATEMAN, HRO, ODCU/EPOS/FPD/DFS</u> CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS	CLASSIFICATION OFFICER  NAME: <u>JANE KEMBABAZI, HRO/ODCU/EPOS/FPD/DFS</u>
NAME: <u>MORTEZA MIRMOHAMMAD, CHIEF ODCU/FPD/DFS</u> FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS	
NAME: <u>CHASTE ARILANA, CHIEF EPOS/FPD/DFS</u>	Date: <u>4/6/15</u>

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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 Centres and Offices as applicable. The Programme Management Assistant typically reports to the Chief of Unit/ Programme Management Officer. The focus of this job is to assist in the implementation, monitoring and evaluation of programmes, operations and other activities in an assigned functional area

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. %

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| • Assists in the coordination of programme/project planning and preparation work for, typically, a medium-size and complex component of the departmental programme/project initiatives; monitors status of programme/project proposals and receipt of relevant documentation for review and approval.  | 15 |
| • Compiles, summarizes, and presents information/data on specific programmes/project and related topics or issues.   | 10 |
| • Reviews project documents, especially cost plans/budgets, for completeness and compliance with relevant rules and procedures prior to submission for final approval and signature; identifies inconsistencies; distributes project documents to relevant parties upon approval.  | 10 |
| • Prepares budget revisions; verifies availability of funds; ensures necessary approval and entry in the computerized budget system.   | 10 |
| • Serves as a focal point for administrative coordination of programme/project implementation activities, involving extensive liaison with diverse organizational units to initiate requests, obtain necessary clearances; processes and follows-up on administrative actions, e.g. recruitment and appointment of personnel, travel arrangements, training/study tours, authorization of payments, disbursement of funds, procurement of equipment and services, etc. | 10 |
| • Compiles, summarizes and enters data on project delivery; drafts related status reports, identifies shortfalls in delivery, budget overruns, etc., and brings to the attention of management.  | 10 |
| • Drafts correspondence on budget-related issues and prepares and updates periodic reports, briefing notes, graphic and statistical summaries, accounting spreadsheets, etc.   | 10 |
| • Provides general office assistance; responds to complex information requests and inquiries; reviews, logs and routes incoming correspondence; sets up and maintains files/records; organizes meetings, workshops; handles routine administrative tasks, such as maintaining attendance records, assessing telephone billing, etc.  | 10 |
| • Provides guidance/training to new/junior staff.  | 10 |
| • Performs other duties 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.

- Mission SOPs
- ST/AIs

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

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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.

1. Decisions related to prioritization especially at peak times. Failure to make the right decisions would cause delays and may lead to complaints by the clients when related to submitting reports and providing clarifications.
2. Recommendations related to programme management services. Failure to make the right recommendations may result in savings under certain budget lines, and over draft in others, i.e. poor budget performance.
3. Errors in either decisions or in proposals would create additional tasks for correction, or cause general dissatisfaction.

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

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<b>TITLE AND LEVEL</b>	<b>PURPOSE AND FREQUENCY</b>
Chief of Unit/Programme Management Officer P-4.	To update on programme management activities and project issues, and to discuss applicable rules and regulations. Daily.
Staff members of the Unit.	To exchange information concerning programme and projects, and to obtain support relevant to the work. Daily.
Staff members in other organizational Units.	To provide and obtain work related information, and approvals. Frequently.

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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 sitting most of the day, five days a week, and involves walking to other offices within the compound sometimes.

- (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, she/he may share the space with other colleagues and she/he uses computers, printers, and photocopiers.

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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 the Programme Management Assistant is to provide reliable administrative coordination of programme/project planning and preparation activities and general office support services. She/he seeks advice from supervisor as needed. The incumbent accurately prepares reports and consistently applies appropriate policies, guidelines and procedures. Effectively and in a timely manner, the incumbent liaises and interacts with colleagues and concerned parties internally and externally.

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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 with a minimal amount of supervision; independently she/he provides accurate reports and timely support to Programme management officers and/or manager with respect to the development of medium-term plan and budget proposals for the Unit.

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 five (5) years of progressively responsible experience in programme or project administration, technical cooperation or related area is required.

- (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, and 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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