



**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 <b>Mission Support</b>		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>Lord P. Sero Awev, ODC P/CCP/LSD</b> DATE: <b>02 Feb 2015</b>	3. EXECUTIVE or ADMINISTRATIVE OFFICER  NAME AND TITLE: <b>R. Koch, Chief RS</b> DATE: <b>02/15</b>
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i>  NAME AND TITLE: <b>M. Mirmohammad, Chief ODCU/FPOS/FPD/DFS</b> DATE: <b>03 Feb 2015</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>Property Management Assistant</b>	JOB DESCRIPTION NO. <b>JD/CP059GS</b>
OCCUPATIONAL CODE <b>2.2.06 - Job Code 10183</b>	CLASSIFICATION LEVEL <b>GS-4</b>
COMMENTS	
CLASSIFICATION OFFICER  NAME: <b>CHRISTOPHER BATEMAN, HRO, ODCU/FPOS/FPD/DFS</b>	CLASSIFICATION OFFICER  NAME: <b>FATIN ISHAYA KANA, HRO, ODCU/FPOS/FPD/DFS</b>
CHIEF, ORGANIZATIONAL 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 ABIMANA, CHIEF FPOS/FPD/DFS</b>	Date: <b>11/06/15</b>

**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 as applicable. The Property Management Assistant at this level reports to the Property Management Officer or the Associate Property Management Officer. The Property Management Assistant is responsible for conducting physical verification to all UN property in the mission and for participation in various phases of the physical verification of assets 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. %

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|---|----|
| <ul style="list-style-type: none"> <li>• <b>Assists in receiving all deliveries of mission supplies;</b></li> <li>• <b>Assists in conducting physical inspections and quality control of mission United Nations Property to ensure that all items are accounted for and in serviceable condition;</b></li> </ul>  | 20 |
| <ul style="list-style-type: none"> <li>• <b>Assists in identifying anomalies and/or discrepancies and the details thereof, or any other reason for rejection and record in Damage Discrepancy Reports (DDR), posted on the system and presented to R&amp;I supervisor and Procurement for immediate action;</b></li> </ul>  | 15 |
| <ul style="list-style-type: none"> <li>• <b>Processes Goods' Receipt reports in Umoja and R&amp;I Reports in electronic inventory management system;</b></li> <li>• <b>Maintains on a daily basis accurate and auditable property records in electronic inventory management system for property control and accountability in conformance with administrative instructions, guidelines, manuals and SOPs;</b></li> <li>• <b>Updates all physical verification records and data entry in electronic inventory management system;</b></li> </ul> | 25 |
| <ul style="list-style-type: none"> <li>• <b>Assists stakeholders in application of property management policies and procedures to meet organizational standards and goals set up in the DFS Directives, LSD Guidelines and mission's SOPs;</b></li> </ul>   | 15 |
| <ul style="list-style-type: none"> <li>• <b>Assists in monitoring the execution of contracts for the disposal of property and supplies, including all types of waste material;</b></li> <li>• <b>Assists the supervisor in coordinating with SAUs in preparation of equipment write-offs and processing of write-off cases through relevant property survey boards;</b></li> </ul>  | 10 |
| <ul style="list-style-type: none"> <li>• <b>Prepares statistical analysis and trend analysis on United Nations property;</b></li> </ul>   | 10 |
| <ul style="list-style-type: none"> <li>• <b>Performs other duties, as required.</b></li> </ul>  | 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.

- **UN Property Management Manual**
- **UN Financial Rules and Regulations**
- **UN IPSAS Policy Framework**
- **LSD Year-end Closing Instructions**
- **DPKO/DFS Warehousing Guidelines**
- **Mission SOPs related Property Management**
- **Relevant ST/AIs**

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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 are related to prioritization of daily activities, especially at peak times. Failure to make the right decisions may lead to not meeting the deadlines, not meeting clients' needs and negatively affect achieving the property management objectives.**

**2. Recommendations are related to organization and implementation of property management daily operations. Failure to make the right recommendation may result in inefficiencies and delays.**

**3. Errors in either decisions or in proposals would create additional tasks to be corrected/completed, require additional resources or cause general dissatisfaction of the clients with the delivery of property management support services.**

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>
<b>Chief of Unit, Property Management (P-4), Associate/Property Management Officer (P-4/P-3/P-2), Property Management Assistant (G-6) Unit/Section Staff</b>	<b>On daily basis, to update supervisor on property management activities and to discuss applicable rules and regulations.</b>  <b>As and when required to consult for work related issue.</b>

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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

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 the incumbent to carry out field inspection monitoring and conduct reporting, and involves walking and driving to other offices within the compound as well as travelling to the field offices away from mission HQ if required.**

- (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.

**Work in a normal office environment for this position is located in the warehouse, airport or seaport or sharing office with other colleagues. The Property Management Assistant conducts physical inspection in warehouse/storage rooms/Rub Halls, mission HQ, field offices, as well as other locations in the mission.**

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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.

**Assist supervisor in efficient management, accountability and property control in accordance with UN Regulations and Rules, Manuals and relevant guiding documents. Effective tracking, monitoring, and reporting of all inventory transactions and property management related activities. Consistent application of appropriate policies, guidelines, procedures and processes.**

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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.

**Work involves supervision received for continuing activities and project activities. Continuing activities are reviewed at regular periods. Daily tasks are assigned by the supervisor. For project activities, the approach to unusual activities is assigned by the supervisor. End products/outputs are reviewed for corrections made by the supervisor.**

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 three (3) years of progressively responsible experience in the field of property management, inventory control, logistics, procurement, or other related fields**

- (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.
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