



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 Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION	
2. DIVISION/CENTRE Mission Support		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> E.J. HANSEN, OIC GSO 12/8/2015 NAME AND TITLE DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER CHWAPA 18/13/15 NAME AND TITLE DATE
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> NAME AND TITLE DATE	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 Supply Assistant	JOB DESCRIPTION NO. JD/CP165GS
OCCUPATIONAL CODE 2.2.06.b – Job Code 4203	CLASSIFICATION LEVEL GS-4
COMMENTS	
CLASSIFICATION OFFICER NAME: GRETA LEONI, HRO, ODCU/FPOS/FPD/DFS CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS	CLASSIFICATION OFFICER NAME: BRUCE SHEAROUSE, HRO, ODCU/FPOS/FPD/DFS
NAME: M. MIRMOHAMMAD, Chief ODCU/FPOS/FPD/DFS FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS	 Date: 20/18/15
NAME: CHASTE ABIMANA, Chief FPOS/FPD/DFS	

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 Centers and Offices as applicable. The Supply Assistant at this level typically reports to a Supply Officer or to the Chief of Section/Unit Supply. The incumbent performs a variety of functions with respect to management and movement of supplies to and from mission; she/he processes work and related follow-up in an efficient and timely manner.

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. %

1). Receives authorized on-line requisitions for stores' supplies from Chiefs of Section and Heads of Units; assists in verifying the requisitions in accordance with sections'/units' monthly requirements. 55%

2). Assists in monitoring stock of supplies in the stores; assists in conducting regular stock taking of expendable items in the supply stores.

3). Assists in raising requisitions for services and items required by the supply Stores; liaises with offices and sections about the requests received. Follows-up and provides updates of requisition status on a regular basis.

4). Assists Receipt and Inspection Unit (R&I) in receiving and inspecting goods delivered by vendors and managed by Supply Unit. Prepares internal R&I reports for goods in the Supply Stores.

5). Assists in conducting periodic inventory of UN Non-Expendable property and attractive Property managed by Supply stores and updates records in the system by processing issue vouchers to individual end users of UN property for purpose of transparency and accountability. 40%

6). Assists in preparing write-off requests for property which is lost, obsolete or damaged. Assists in raising request for write-off in the system.

7). Identifies issues and implements solutions as instructed by the supervisor.

8). Generates relevant status reports.

9). Maintains and monitors relevant databases (e.g. stock levels of various supply items). Provides advice on technical matters to the supervisor.

10). Organizes, and maintains contract files and Section's manuals. 5%

11). Performs other duties as required.

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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.

The incumbent must be familiar with the following:

Supply SOPs, Property Manual.
ST/AIs

The incumbent is not in the position to propose or establish new guidelines, although the incumbent contributes to the interpretation of existing guidelines.
No deviation is allowed.

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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.

In consultation with the supervisor, the incumbent makes decisions/ recommendations to improve work procedures.

Errors in either decisions or in proposals would create additional tasks to be corrected/completed, and it would require additional resources or may cause general dissatisfaction of the clients 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
Chief of Unit/Section Supply P-4/P-5 or Supply Officer.	To update supervisor on supply activities, to receive instructions, to identify issues that require his/her attention. Daily.
Staff in other Units within the Section.	To provide and exchange supply related information. To clarify routine matters. Daily.
Chiefs of Units/Sections.	To obtain supply related information and approvals. As required.
Contracts, vendors.	To provide and obtain supply services related information. Frequently.

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 as well as traveling to the field 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, she/he may share the space with other colleagues and she/he uses computers, printers, and photocopiers.

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 the provision of supply related support to the mission.

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 and, if needed, corrected 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.

At least three (03) years of progressively responsible experience in logistics, inventory and supply management 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.

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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