



**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 incumbent will provide efficient technical assistance to staff and to other users in support of activities related to welding and fabrication work in the missions.

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. %

Within delegated authority, the incumbent will carry out the following duties:

- Trained to use protective equipment and operate welding machines, grinders, and various hand tools, used for metal work, in a safe manner. 30
- Operate and maintain the machines that fabricate and repair metal structures, equipment and machinery. 20
- Supervise minor metal work projects, as required. 10
  
- Fabricate and assemble metal structures and equipment through, cutters, shapers and measuring tools. 10
- Produce metal products according to provided specifications.
  
- Repair and maintain metal equipment and structures of various sizes. 20
- Read and interpret diagrams, sketches and blueprints to determine operations, required materials and timeframes for projects.
  
- Set up, operate and maintain welding equipment. 10
- Perform 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.

- Mission SOPs on Engineering Services
- ST/AIs
- Instructions from the supervisor

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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.

The incumbent is responsible for various welding and fabrication activities. Making inferior quality of work will correspondingly affect the support that Engineering Section provides to the mission.

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

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TITLE AND LEVEL	PURPOSE AND FREQUENCY
Engineering Technician FS-4/FS-5 or Chief of Unit.	To update supervisor on welding related activities and to discuss applicable rules and regulations. Daily
Staff at various levels.	To provide and obtain engineering activities related to welding information, reports 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 the incumbent to be physically fit to spend long hours standing doing welding on constructions sites and other places. The incumbent also requires travelling/walking to the regions/field offices.

- (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 work involves exposure to harsh hot/cold weather condition while repairing and installation in various construction sites. The incumbent should take extra safety precautions while performing various type of heavy duties.

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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.

Provides reliable technical assistance to senior engineering staff and to users in support of activities related to the design, installation and execution of various welding related services. Consistently applies relevant standards and guidelines. Efficiently processes work and requisite follow-up, seeking advice as needed. Effectively, and in a timely manner, interacts with colleagues and user groups.

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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.

Works with minimal amount of supervision; independently provides accurate reports and timely support to engineering technicians or officers and/or manager with respect to the development of well-formulated work plan.

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 education certificate is required  
Technical diploma either from a Technical College/Trade School or through an accepted national apprenticeship programme.  
Recognized and valid National plumbing and welding license.  
Valid national driving license is essential.

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

A minimum of three (03) years progressively responsible experience as a Welder.

- (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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