

UNITED NATIONS



NATIONS UNIES

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 DDR Assistant
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION DDR	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE Substantive		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> <p style="text-align: center;"><u>TABAKEMING</u></p> <p>NAME AND TITLE _____ DATE _____</p>	3. EXECUTIVE or ADMINISTRATIVE OFFICER <p style="text-align: center;">TINKAMANYIRA MUGISHA HR OFFICER</p> <p>NAME AND TITLE _____ DATE _____</p>
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> <p style="text-align: center;">T/AZ GREXING CHIEF DDRR</p> <p>NAME AND TITLE _____ DATE 26.08.16</p>	4. INCUMBENT <i>(This is an accurate description of my post)</i> _____ <p>NAME AND TITLE _____ DATE _____</p>

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 Disarmament, Demobilization and Reintegration Assistant	JOB DESCRIPTION NO. JD/USCO002GS
OCCUPATIONAL CODE 1.L.04 – Job Code 8043	CLASSIFICATION LEVEL GS-5
COMMENTS	
CLASSIFICATION OFFICER NAME: <u>Jane Kembabazi</u> Jane Kembabazi, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: <u>Fatin I. Kana</u> Fatin I. Kana, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: <u>M. MIRMOHAMMAD</u> M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION NAME: <u>CHASTE ABIMANA</u> CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: <u>26/08/2016</u>

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 Peace Keeping Operations and Special Political Missions. The incumbent usually reports to the DDR Officer or Chief of Unit/Section, depending on size and structure of the mission. She/he assists in providing support to ongoing and future DDR programmes in peace operations, and coordinates back-stopping support to DDR components including policy guidance, personnel selection, budget preparation, and participates in relevant country specific workgroups and meetings.

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 is responsible for the following duties:

- Provides support in the leaflet drops, radio broadcasts, use of other media and face-to-face and ensuing activities such as screening, vetting and/or debriefing interviews, reinsertion support in camps through a combination of team meetings, individual supervision, field visits and review of staff written work. 50
- Provides assistance in delivering training workshops, seminars, and induction courses on, on disarmament in compliance with weapons SOPs.
- Participates in the quality controls administration forms and checking funding support complies with DDR and DFS rules in relation to reinsertion and community violence reduction.
- Provides inputs for the analytical briefs on armed group(s) in daily, weekly and/or monthly reports and meetings and writes standard and non-standard reports in French and/or English using MONUSCO information technology.
- Assists in determining the requirements of awareness-raising, sensitization and/or information sharing materials in liaison with DDR Information Operations Unit in headquarters and other internal partners.
- Coordinates DDRRR activities with internal partners (UNPOL, Force, Stabilization Support Unit, Child Protection Service, Civil Affairs Section, Gender Advisory Section, Prevention of Sexual Violence, HIV/AIDS etc.). 30
- May Represent DDRRR in regular meetings with external partners (NGOs, military, civil society, police, leaders including religious, tribal, ethnic, state, non-state, official, traditional etc.).
- Undertakes administrative tasks to facilitate the disarmament, demobilization, reintegration, repatriation and/or resettlement such as raising MOPs, maintaining databases etc. 15
- Contributes in the information gathering on reintegration from reintegration implementing organizations, government authorities, ex-combatant participants and/or community beneficiaries.
- Translates or interprets (English, French, local languages).
- Performs other related duties as required. 5

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.

DPKO and MONUSCO substantive guidance and standard operating procedures related to DDRRR, Community Violence Reduction (including reinsertion). Any deviation from established practices and guidelines must be discussed with, reviewed and approved by the supervisor.

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.

A DDR Assistant decides on the modality to approach combatants. Successful approach will lead to weapons and combatants entering the system, which is a success for a mission-wide priority area. Poor analysis and judgment may lead to errors that could lead to damage to property, injury or loss of life.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
GS staff of the DDR Section	Distribution of assignments/wordload and providing guidance. Daily
International staff in the DDR Section (P-3, P-4, P-5, D1)	To exchange information regarding policies and standards, project issues, and assist in obtaining agreement on practices to meet unique local circumstances. Daily, weekly, monthly
Mission managers/staff; military staff (civilian, military, human rights) in headquarters and field duty stations	To exchange information about coordinated activities. She/he assists in obtaining information regarding project requirements. Daily.
Representatives of local government, civil society, and parties to the conflict including combatants.	To obtain agreement on DDRRR activity. As required.

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
5-10	DDR Assistant	G4	To distribute and supervise tasks and assignments. To provide guidance.

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 office based work involves normal physical requirements. Field work may be under hardship conditions requiring good physical fitness. This may include physical access in remote areas where roads are not vehicle worthy and walking for a few hours is required. This may include areas where medical facilities and pharmaceutical services are not close. The incumbent may be required to drive in search of data and information. In remote areas where security is fluid, to leave the area rapidly for his/her own self-protection.

- (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.

Working environment in offices or military operating bases may be in tents or container offices with basic facilities. Working environment in field visits may include living in locally sourced accommodation. Main hazards are road traffic accidents, medical illness due to poor water and sanitation or infectious disease and security threat to the staff member.

SECTION B - To be completed by the supervisor of the post.

1. Purpose: Describe the overall purpose, objectives, or goals of the post.

The incumbent of the post participates in decision making to meet the performance targets by minimizing the escalation of weapons and combatants, including child-combatants.

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

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. Training in DDR and monitoring, logistical, administrative issues is an asset. Skills/knowledge: Sensitivity to the political, social and cultural environment. Some experience in conflict management and support to state institutions. Previous experience working with vulnerable groups in the areas of peacekeeping, peacebuilding, development, small arms or DDR is an advantage.

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

Five (5) years of related work experience in negotiation, mediation, awareness raising or other interlocutor roles with armed group members. Working in communities affected by armed conflict is not sufficient. Experience must be in liaising with armed group members.

(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. Knowledge of local languages spoken by the communities in a given duty station.

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.



General Service

Job Evaluation System

International Civil Service Commission

Post Rating Summary Scoring Base : NMS

Title :	Disarmament, Demobilization and Reintegration Assistant JC8043
Post Number :	Multiple
CCOG :	2.p
Type :	new
Grade :	G5 at the 50th Percentile
Points :	451
Old Grade :	

Comments :

Created by : User 8/24/2016 9:57:37 PM

Fatin Ismaya Kana

A handwritten signature in blue ink, consisting of a stylized 'F' followed by a horizontal line and a vertical stroke.



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
Disarmament, Demobilization and Reintegration Assistant JC8043	Multiple	2.p	new	G5 at the 50th Percentile	451	

Nature of Work (Factors : 3/iii/c)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Process Specialized	Organizational Knowledge/ IT creative	Complete Process Delivery

Focus: Work involves delivering specialized support activities/processes requiring evaluation, comparison and choice of action from many different alternatives.

Deliverable: Specialized Support

Scope: Either scope and depth moderate, or scope limited and depth substantial, or scope substantial and depth limited.

Issues require considerable interpretation of the subject matter.
Or
Exposure to potentially serious physical/health risks.

Knowledge/Skills/Expertise: Knowledge of the essential elements of a technical or administrative field of work and of work flow in the organizational unit.

AND/OR
Work requires basic operation of complex or specialized equipment.

Knowledge attained through considerable experience, training or self-study is required. Proficiency/experience in applying established elements of the discipline, including the required tools.

Organizational Environment (Factors : 7/e)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Targetted Service Support	IT Empowered	IT Proficient

Organizational Context: Organizational context allows for some degree of independence and provides opportunities for the incumbent to identify and raises issues affecting efficient process delivery.

Managerial Guidance Received: Supervision received provides developmental & technical support & focuses on quality of process execution.

Teamwork and Relationships (Factors : 11/i/ii)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Basic Service Delivery	Basic Service Capacity	Reliable Service

Engagement: Providing assistance involving the exchange of routine information and limited discussion.

Contacts: Colleagues in the same organizational unit and associates and immediately served clients in other organizational units and/or outside of the organization.

Languages: Usage of 2 languages

Results (Factors : 16/m)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Process Consistency	Process Utility	Consistent Process Mgmt

Impact of Actions: Affect the delivery of several aspects of support services. Work directly influences the output of other organizational entities, impacting on the deliverables of other services.

Team Roles: Plays a lead role in the provision of specialized activities which may be performed independently or may involve leading and/or consolidating work performed by others.



General Service

Job Evaluation System

International Civil Service Commission

Post Rating Summary Scoring Base : NMS

Title :	Disarmament, Demobilization and Reintegration Assistant JC8043
Post Number :	Multiple
CCOG :	2.p
Type :	new
Grade :	G5 at the 50th Percentile
Points :	451
Old Grade :	

Comments :

Created by : User 8/24/2016 9:57:37 PM

A handwritten signature in blue ink, appearing to read "Gumbaba".



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
Disarmament, Demobilization and Reintegration Assistant JC8043	Multiple	2.p	new	G5 at the 50th Percentile	451	

Nature of Work (*Factors : 3/iii/c*)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Process Specialized	Organizational Knowledge/ IT creative	Complete Process Delivery

Focus: Work involves delivering specialized support activities/processes requiring evaluation, comparison and choice of action from many different alternatives.

Deliverable: Specialized Support

Scope: Either scope and depth moderate, or scope limited and depth substantial, or scope substantial and depth limited.

Issues require considerable interpretation of the subject matter.

Or

Exposure to potentially serious physical/health risks.

Knowledge/ Skills/ Expertise: Knowledge of the essential elements of a technical or administrative field of work and of work flow in the organizational unit.

AND/OR

Work requires basic operation of complex or specialized equipment.

Knowledge attained through considerable experience, training or self-study is required. Proficiency/experience in applying established elements of the discipline, including the required tools.

Organizational Environment (*Factors : 7/e*)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Targetted Service Support	IT Empowered	IT Proficient

Organizational Context: Organizational context allows for some degree of independence and provides opportunities for the incumbent to identify and raises issues affecting efficient process delivery.

Managerial Guidance Received: Supervision received provides developmental & technical support & focuses on quality of process execution.

Teamwork and Relationships (*Factors : 11/i/ii*)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Basic Service Delivery	Basic Service Capacity	Reliable Service

Engagement: Providing assistance involving the exchange of routine information and limited discussion.

Contacts: Colleagues in the same organizational unit and associates and immediately served clients in other organizational units and/or outside of the organization.

Languages: Usage of 2 languages

Results (*Factors : 16/m*)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Process Consistency	Process Utility	Consistent Process Mgmt

Impact of Actions: Affect the delivery of several aspects of support services. Work directly influences the output of other organizational entities, impacting on the deliverables of other services.

Team Roles: Plays a lead role in the provision of specialized activities which may be performed independently or may involve leading and/or consolidating work performed by others.