

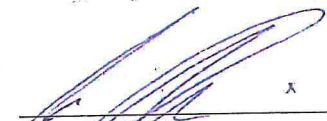
REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Associate Disarmament, Demobilisation and Reintegration (DDR) Officer		OFFICE CODE
REASON FOR CLASSIFICATION	<input type="checkbox"/> POST TO BE AUTHORIZED <input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> PROPOSED CHANGE IN GRADE <input type="checkbox"/> OTHER (SPECIFY): In case of recruitment: Is post reserved for target groups? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify:			POST ENCUMBERED BY:
				EX-INCUMBENT:

The following previously classified job descriptions are replaced in full or partly by this job description:

Comments:


Signature of Administrative Officer:  Name: Alessandro Chemazzi
 Date: (d/m/y) 27/7/15 Mission: CRU (FPD)


CLASSIFICATION NOTICE

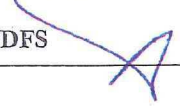
JOB DESCRIPTION NO. JD/CP068NPO


The classification of post is approved as follows:

Functional Title: Associate Disarmament, Demobilisation and Reintegration (DDR) Officer
 Occupational Code: 1.L.04 – Job Code 8277
 Classification Level: NO-B
 Comments:

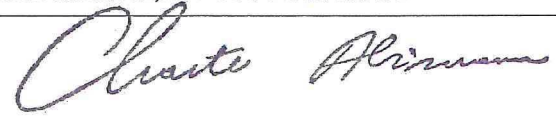
Classification Officer: Christopher Bateman, Human Resources Officer, ODCU/FPOS/FPD/DFS 

Classification Officer: Bruce Shearouse, Human Resources Officer, ODCU/FPOS/FPD/DFS 

Chief, Organizational Design and Classification Unit, FPD/DFS: Morteza Mirmohammad, Chief ODCU/FPOS/FPD/DFS 

For the Director, Field Personnel Division, /DFS: Chaste Abimana, Chief FPOS/FPD/DFS 

Date: 9/6/15



INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

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.

Particular sections of the form:

Section A:

1. Identification of the post: ensure the official nomenclature is used.
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
5. Each post is responsible for generally four or five major duties. 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. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
- (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
- (c) reviewing in detail the most complex cases and recommending disposition;
- (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
- (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."

7. Decision making and consequence of errors: 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.

Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

SECTION A: May be completed by the incumbent of the post

1. IDENTIFICATION of the post:

1.1 Department/Secretariat/Office **Field Mission/s**

Division/Centre

Branch/Service **Rule of Law**

Section

Unit

Office Code:

1.2 Functional Title: **Associate DDR Officer, NO-B**

Post Number:

Multiple

Duty Station: **Multiple**

Occupational Code: **1.L.04**

2. a) ST/SGB/Organization Reference:

b) Programme Budget Reference:

3. **ORGANIZATIONAL SETTING:** Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.

3.1 Professional posts DIRECTLY supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
N/A		

Total number of professional posts supervised *directly*, and through subordinate supervisors:

0

3.2 Total number of posts in other categories supervised:

0

3.3 Title and classification of supervisor's post:

DDR Officer, Chief of Unit, Chief of Section, or Chief of Service, DDR (P3-P5, D1)

4. **Summary of the assigned duties:**

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices as applicable. The incumbent typically reports to the chief of a unit/section or to an official responsible for DDR operations depending on the mission size and structure. The focus of this job is to support the planning, implementation, monitoring and evaluation of DDR programmes, operations, and other related activities in the country or region concerned.

<p>5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%.</p>	%
<ul style="list-style-type: none"> • Contributes in the development, implementation and evaluation of DDR activities in assigned region in accordance with system-wide principles and guidance, and the mandate of the Mission in particular. 	10%
<ul style="list-style-type: none"> • Carries out basic research and analysis on selected aspects of the DDR programme, including operations and other related subjects and activities, e.g. reviews relevant documents and reports; collects, analyzes and presents statistical data and other information gathered from diverse sources; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions. 	15%
<ul style="list-style-type: none"> • Contributes to the monitoring of DDR activities, undertakes periodic reviews of DDR operations to assess effectiveness and efficiency, achievement of results and procedural compliance. 	10%
<ul style="list-style-type: none"> • Maintains awareness of current DDR issues, including relevant political, policy and gender considerations; monitors and assesses the political situation in assigned area of responsibility as required. 	10%
<ul style="list-style-type: none"> • Participates in discussions with the Mission’s civilian, military and other components, as well as with international and national partners on DDR activities. 	10%
<ul style="list-style-type: none"> • Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, manuals on standards and procedures, inputs to publications, etc. 	10%
<ul style="list-style-type: none"> • Provides administrative and substantive support to consultative and other meetings, conferences, including the preparation of background documents and presentations, handling logistics, etc. 	10%
<ul style="list-style-type: none"> • Undertakes outreach activities; participates in the development and delivery of training workshops, seminars, and induction courses on assigned topics/activities. 	10%
<ul style="list-style-type: none"> • Organizes field visits for high-level UN officials; participates in field visits to review implementation of various DDR programmes/activities, including provision of substantive and administrative support. 	10%
<ul style="list-style-type: none"> • Performs other related duties as required. 	5%

6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

Functional Title and Classification

Senior staff in the section (P3-P5)

Mission managers and staff and military staff (civilian, military, human rights) in the HQ and regional duty stations

Purpose and Frequency

To exchange information regarding policies and standards, project issues, and obtain agreement on practices to meet unique local circumstances. As and when required.

To exchange information about coordinated activities. She/he obtains information regarding project requirements. She/he explains technical issues. As and when required.

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc.

Title and Level

Representatives of local government, civil society, and parties to the conflict

Purpose and Frequency

To obtain information regarding DDR projects and to obtain agreement with cooperative activities. As and when required.

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

The incumbent takes decision related to the appropriate methods of analyzing requirements for specific assignments. She/he makes proposals concerning feasibility of options and alternatives and, if accepted, could influence the overall way in which projects are organized, supported, and delivered for the mission.

7.2 Describe the type of recommendations made.

The incumbent makes proposals in the form of recommendations regarding the operating policies and practices for all areas; if accepted, they could affect the way DDR officer operates and in the implementation of accepted standards by Member States.

7.3 Describe the consequence of errors

Decisions and recommendations are reviewed by the supervisor or other senior professionals for technical soundness. Errors discovered would require the performance of remedial work, resulting in loss of time and resources to the Mission. Errors that are implemented would involve significant financial cost to the Mission and would directly affect the ability of the Mission to deliver services to its constituents.

8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

Guidelines available can be applied to most problems; however, in the capacity of supervisor, incumbent decides unusual cases where guidelines do not apply specifically.

SECTION B: *To be completed by the SUPERVISOR of the post.*

1. Define the goals and objectives of the post.

The incumbent provides well researched and sound analysis, and/or effective monitoring and assessment, of issues and developments affecting the planning, implementation and evaluation of DDR programmes, operations and other activities. She/he provides thorough, well-reasoned written contributions and effective briefings and other communications. She/he effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

2. Describe the type and extent of supervision given to the post.

The supervisor assigns projects, indicating desired objectives and the appropriate time-frame for completion. Anticipated problems and methods of analyses 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. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

A first-level university degree in political science, international relations, international economics, law, public administration, or related field.

3.2 Length and type of practical experience required at the national, and if so required, at the international level:

A minimum of two years of progressively responsible experience in international affairs such as peacekeeping, peacebuilding or development programmes, preferably, with specific focus on conflict/post-conflict and economic recovery issues or related areas. Previous experience working with vulnerable groups in the areas of peacekeeping, peacebuilding, development, small arms or DDR is an advantage.

3.3 Language(s) proficiency required:

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.

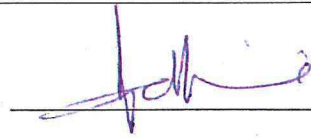
SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____

NAME: _____

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description): _____



DATE: _____

25/2/2015

NAME AND TITLE: _____

AJAY SETHI, OGM ROLL II

SIGNATURE OF SECOND LEVEL SUPERVISOR (Authorization of approval): _____



DATE: _____

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NAME AND TITLE: _____

SIMON YAZCA, CHIEF DOR