



**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): Details are in the comments box below		
IDENTIFICATION OF THE POST <i>(USE OFFICIAL NOMENCLATURE)</i>	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE Finance and Budget Assistant
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION	
2. DIVISION/CENTRE		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> MOHAMMAD NORSHAINI JERAM, SECTION CHIEF, BPRS/FBFD/DFS NAME AND TITLE 07/08/2018 DATE	3 EXECUTIVE or ADMINISTRATIVE OFFICER NAME AND TITLE DATE
2 CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> WAYNE WHITESIDE, CHIEF A.I., BPRS/FBFD/DFS NAME AND TITLE 07/08/2018 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 Finance and Budget Assistant	JOB DESCRIPTION NO. JD/005GS
OCCUPATIONAL CODE 2.1.03 – Job Code 7430	CLASSIFICATION LEVEL GS-5
COMMENTS In accordance with the USG-DFS fax dated 7 September 2017 on Supplementary Guidance on Mission Support Structures, the responsibilities and duties, and the requirements of this Job Description were adjusted to align with the function in the new structure.	
CLASSIFICATION OFFICER NAME: Khadizatun Mukti, HRO, FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: GRETA LEONI, HRO, FPOS/FPD/DFS
CHIEF, ORGANIZATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: Morteza Mirmohammad, Chief, ODCU/FPOS/FPD/DFS	
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: Chaste Abimana, Chief, FPOS/FPD/DFS	Date: 98/8/18

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 usually located in the United Nations Field Missions. The Finance and Budget Assistant at this level usually reports to the Chief of Unit/Section or to a Finance & Budget Officer or Finance and Budget Assistant at a senior level. S/he provides accurate and timely support to the development of budget proposals and administration of approved budget and monitoring of funds.

Within delegated authority, the Finance and Budget Assistant will be responsible for the following:

Strategic Resourcing and Stewardship

70%

- Prepares supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals; Assists the supervisor/s in the elaboration of resource requirements for budget submissions.
- Assists in monitoring extra-budgetary resources, including review of agreements and cost plans, ensuring compliance with regulations and rules and established policies and procedures.
- Assists in preparation of budget performance submissions and finalization of budget performance reports, analyzing variances between approved budgets and actual expenditures.
- Assists and processes the mission's redeployment of fund requests in accordance with the established procedures.
- Supports the monitoring of budget implementation/expenditures with approved budget in ensuring they remain within authorized levels.
- Assists with the review of current budget period commitments to ensure their validity to carry forward and cancel outstanding commitments not valid.

Performance Monitoring

20%

- Assists in performing analysis, preparation and delivery of strategic support and business intelligence to operational counterparts on financial resourcing and stewardship, and organizational performance of the mission, in line with mission priorities and as directed by the supervisor.

Other

10%

- Ensures that daily activities are in compliance with the DPKO/DFS Environmental and Waste Management policies and in line with the DFS Environment Strategy objectives.
- Performs other duties as assigned.

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.

- Financial regulations and rules
- Staff regulations and rules
- IPSAS Policy Framework
- Finance Manual
- Accounting Manual
- ST/AIs

Within these guidelines the work requires interpretation and the incumbent seeks guidance when needed without deviating from instructions.

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.

Recommendations made relate to the checking of financial records for completeness, accuracy and compliance with requirements as well as support with the preparation and monitoring of budgetary resources and may impact on the decisions of the supervisor(s). Proposals concerning priorities and procedures for new assignment or improvement for process delivery are discussed with the supervisor. Errors would create rework for correction and may cause dissatisfaction in the quality of service and financial records.

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

TITLE AND LEVEL

PURPOSE AND FREQUENCY

Finance and Budget staff, Self-Accounting Units (SAUs) and administrative staff including the region and sectors as well as Service Centers. Office of DMS/CMS.

Exchange information regarding directives and requirements for preparation and monitoring of budgetary resources. Daily.

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
0-2	Finance and Budget Assistant	GS 4	Shows new employees how to perform tasks and checks their work for accuracy.

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 sometimes.

- (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, sharing the space with other colleagues and using 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.

Provides accurate and timely support to supervisors and more senior staff with respect to the development of budget proposals and administration of approved budget, monitoring extra-budgetary resources and budget implementation/expeditures related functions, also by providing some guidance and advice on technical and procedural issues. Well trained and supervised unit staff performing in an efficient, effective and timely manner.

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 incumbent works under general supervision and is expected to carry out the assignments with some independence. General instructions accompany work assignments usually indicating desired time-frame for completion. Anticipated problems are discussed at the outset. Unusual projects are discussed and approved by supervisor. Work is reviewed for accuracy and completeness.

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. Technical or vocational certificate in accounting, finance, budget, business administration, public administration or related fields is a requirement.

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

A minimum of five (5) years of experience in International Organizations or in the private sector in accounting, budgeting and financial 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.

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.

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|---|-----|
| 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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