



**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 (USE OFFICIAL NOMENCLATURE)	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Missions		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 (Certification of correctness of job description)	3. EXECUTIVE or ADMINISTRATIVE OFFICER
 NAME AND TITLE: Sonya Thompson-Mutuku TITLE: Trans off DATE: 29 Jun 15	 NAME AND TITLE: MESSANDA CHULLA ZI DATE: 16/02/2015
2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval)	4. INCUMBENT (This is an accurate description of my post)
 NAME AND TITLE: Ebrima Ceekay TITLE: Chif/STS DATE: 29 Jun 15	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 Light Vehicle Driver	JOB DESCRIPTION NO. JD/CP085GS
OCCUPATIONAL CODE 2.2.06.d - Job Code 2989	CLASSIFICATION LEVEL GS-3
COMMENTS	
CLASSIFICATION OFFICER NAME: Bruce Shearouse, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: Greta Leoni, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL 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: 6/9/15

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. Duties include driving, making local deliveries and general maintenance of the light vehicle the incumbent drives.

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. %

Senior Driver functions

- Light Vehicle Driver at GS-3 level works as a senior driver and Team Leader to junior drivers at the G-2 level. S/he assigns tasks/ shifts to junior drivers. 50%
- Light Vehicle Driver at G-3 level, drives light vehicles to moderately heavy vehicles including passenger transportation vans, cargo vans and transportation trucks.
- Light Vehicle Driver at the G-3 level assist the workshop with preparation of staff transportation vans, cargo vans and trucks for field trips. S/he carries out activities such as changing wheels, cleaning air filters, and general checking to confirm the mechanical soundness of the vehicle.
- Light Vehicle Drivers at the G-3 level, being Senior Drivers are usually assigned to work with VIP personnel.

Back-up driver functions

- S/he ensures provision of reliable and secure driving services by driving office vehicles for the transportation of authorized personnel, delivery and collection of mail, documents and other items. 30%
- Drives vehicles safely to transport authorised personnel and general cargo/goods and or specialized hazardous vehicles.
- Takes care of the day to day maintenance of the assigned vehicles, checks oil, water, battery, brakes, tires etc; performs minor repairs and arranges for more technical repairs. Ensures that the vehicle is clean.
- Follows required rules and regulations in cases where the vehicle is involved in an accident.
- Applies good judgment in the context of assignments given.
- Meets official personnel at the airport and facilitates immigration and customs formalities as required. Deals effectively and tactfully with officials and visitors.
- Ensures cost-savings through proper use of vehicle and accurate maintenance of daily vehicle logs.
- Ensures proper day-to-day maintenance of the assigned vehicle by carrying out repairs, making arrangements for major repairs, changes oil in a timely manner, checking tires, brakes and tires.
- Ensures the vehicle is kept clean and carries out minor repairs on the vehicle, making arrangements for more technical repairs.

Vehicle Administration functions

- Provides inputs during preparation of the vehicle maintenance plans and reports. 15%
- Ensures availability of all the required documents and supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit and necessary spare parts.
- Logs official trips, daily mileage, gas consumption, oil changes, greasing, etc.
- Follows required rules and regulations in case the vehicle driven is involved in an accident.

- Performs other duties as assigned. 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.

- Mission/ Transport Section SOPs
- ST/AIs
- Surface Transport Management in the field
- Local/ National Highway/ Roadway Regulations & Laws

The incumbent may contribute to the interpretation of existing guidelines to cover exceptional circumstances.

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 uses discretion and good judgment in the context of assignments given.

Failure to make right decision can lead to complaints by clients due to delay or missed deliveries and may affect the reputation of the Unit.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Staff in immediate office and in other offices/Units. High level UN officials.	For transportation services. Daily To provide a service, exchange information for clarification and guidance. Daily.
Staff in immediate office; Staff from other missions, Staff from the UNHQ including senior staff visiting the mission	
Embassies, ministries, consulates, other international organizations, NGOs and local supply stores etc.	For pick up or drop off officials guests, deliver or pick up official documents/goods Weekly

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
0-4	Light Vehicle Driver	GS-2	Assign duties

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 driving five days a week and involves loading general cargo goods, walking to other offices within the compound or to the location of vehicle/assignment.

- (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 mostly works outside the office in all weather conditions, driving staff to various locations, loading general cargo/goods, and delivering documents.
 Movement on some poorly constructed public roads can be dangerous and noisy.
 Lifting goods requires awareness of the surrounding hazards.

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

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

To carry out driving assignments in a timely and efficient manner with respect to all time schedules of transportation plans and requirements, using discretion and good judgment.

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.

Tasks are assigned by the supervisor and reviewed for conformance to stated objectives.

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. Valid driver's license.

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

A minimum of two (2) years of progressively responsible experience in provision of driving services. Should be an experienced driver with a safe driving record with hands on experience in driving a variety of makes and models of vehicles – heavy and light passenger vehicles.

- (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.

- 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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