



**REQUEST FOR CLASSIFICATION AND RECRUITMENT
GENERAL SERVICE AND RELATED CATEGORIES**

DATE RECEIVED: _____

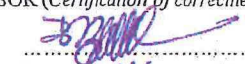


OFFICERS: _____

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
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE		ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE



SIGNATURES

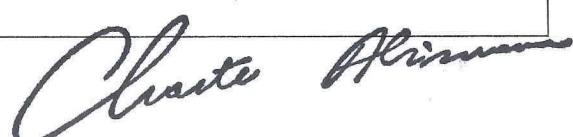
(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)

1. SUPERVISOR <i>(Certification of correctness of job description)</i>  Bruno Ziller, ac logs DFG LED NAME AND TITLE 12/10/15 DATE	3. EXECUTIVE or ADMINISTRATIVE OFFICER  Alessandro Chiurazzi, Chief of Recruitment RU/FPSS/FPD/DFS NAME AND TITLE 13/10/2015 DATE
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i>  Bruno Ziller, ac logs DFG LED NAME AND TITLE 12/10/15 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 Logistics Assistant	JOB DESCRIPTION NO. JD/CP226GS
OCCUPATIONAL CODE 2.2.06.d – Job Code 4509	CLASSIFICATION LEVEL GS-4
COMMENTS	
CLASSIFICATION OFFICER  NAME: Greta Leoni, HRO, ODCU/FPOS/FPD/DFS CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS NAME: M. Mirmohammad, Chief ODCU/FPOS/FPD/DFS FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS NAME: Chaste Abimana, Chief FPOS/FPD/DFS	CLASSIFICATION OFFICER  NAME: Mary-Anne Gallo, Hro, ODCU/FPOS/FPD/DFS
Date: 15/10/15	



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. The Logistics Assistant at this level usually reports to the Chief of Unit or to a Logistics Officer.

The incumbent performs a variety of functions with respect to management, planning, and movement of equipment, supplies and personnel to/from and within the mission. S/he processes work and related follow-up processes in an efficient and timely manner.

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. %

- Prepares material request orders for transfer of assets. 45
- Prepares Service Entry Sheets and other actions within UMOJA and obtains the funding certification.
- Liaises with relevant divisions/departments (e.g., procurement, accounting) with respect to verification and processing of invoices.
- Maintains contact with relevant mission staff with respect to provision, co-ordination, monitoring and status of transport services.
- Prepares requisitions and enters applicable systems data to initiate requisition process. 35
- Follows-up and provides updates of ongoing logistics operations and planning as well as requisition status on a regular basis.
- Assists staff within the Unit with respect to relevant procedures and practices.
- Records and monitors contract activity.
- Organizes, and maintains contract files and Unit's manuals.
- Maintains and monitors relevant databases (e.g., stock levels of various supply items).
- Generates relevant status reports.
- Monitors insurance coverage of UN fleet. 20
- Performs other duties as required.

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.

The incumbent must be familiar with the following:

- Logistics SOPs
- ST/AIs

The incumbent is not in the position to propose or establish new guidelines, although the incumbent contributes to the interpretation of existing guidelines.
No deviation is allowed.

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.

In consultation with the supervisor, the incumbent makes decisions/ recommendations to improve work procedures.

Errors in either decisions or in proposals would create additional tasks to be corrected/completed, and it would require additional resources or may cause general dissatisfaction of the clients in implementing established procedures.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Chief of Unit, P-4 or Logistics Officer P-3.	To update supervisor on logistics activities, receive instructions, identify issues that require his/her attention. Daily.
Unit Staff/ Staff from other sections/Units (R&I, Transport, Supply, Aviation, Budget, etc.)	To provide and exchange logistics related information. To clarify routine matters. Daily.
Contracts, vendors, suppliers and section customers.	To provide and obtain logistics services related information. As/When 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
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 sitting most of the day, five days a week, or longer, and involves walking to other offices within the compound as well as traveling, including driving a 4x4 vehicle, to offices away from mission HQ.

- (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 works in a normal office environment sharing space with other colleagues. S/he uses 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.

The overall purpose of this post is to provide reliable, cost effective and operationally efficient logistics support for a well-organized and efficient Logistics Unit.

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.

Work involves supervision received for continuing activities and project activities. Continuing activities are reviewed at regular periods. Daily tasks are assigned by the supervisor. For project activities, the approach to unusual activities is assigned by the supervisor. End products/outputs are reviewed and, if needed, corrected by the supervisor.

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 is required.

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

At least three (03) years of progressively responsible experience of practical logistics operations 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.

N/A