UNITED NATIONS
NATIONS UNIES

REQUEST FOR CLASSIFICATION AND RECRUITMENT
GENERAL SERVICE AND RELATED CATEGORIES

DO NOT WRITE IN THIS SPACE
2196

DATE RECEIVED: 26/6/2006
OFFICERS: CSS/HRPS/OHRM

REASON FOR CLASSIFICATION	✓ VACANCY ANNOUNCEMENT REVISION OF DUTIES BUDGET APPROVAL OTHER (SPECIFY):	POST ENCUMBERED BY	EX INCUMBENT
		ANTICIPATED DATE OF VACANCY	DURATION OF THE POST

IMIS 61181

IDENTIFICATION OF THE POST (USE OFFICIAL NOMENCLATURE)	POST NUMBER	DUTY STATION	CURRENT FUNCTIONAL TITLE
	CER-026-02010-	Ny	**Administrative Assistant, Cerf Secretariat**

1. DEPARTMENT/SECRETARIAT/OFFICE **OCHA** TOL-0001	SECTION **Eo**
2. DIVISION/CENTRE	UNIT **CERF Secretariat**
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 / DATE	Maria Luisa Murphy, Executive Officer NAME AND TITLE / DATE
~~2. CHIEF of SECTION/BRANCH or DIRECTOR (Authorization of approval)~~ Ed Tsui, Director, OCHA-NY NAME AND TITLE / DATE	~~4. INCUMBENT (This is an accurate description of my post)~~ 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	JOB DESCRIPTION NO.
Administrative Assistant (564)	N07018
OCCUPATIONAL CODE: 2.A.12	CLASSIFICATION LEVEL: GS-5

COMMENTS: Duties and responsibilities will be reviewed again when functions change or post is vacated.

CLASSIFICATION OFFICER	CLASSIFICATION OFFICER
for NAME: Claudia Lassing	NAME: Robert Smith Date:
CHIEF OF CONDITIONS OF SERVICE SECTION NAME: Marianne Brzak-Metzler	
ASSISTANT SECRETARY-GENERAL/OHRM For the NAME: Martha Helena Lopez, Chief, HRPS, DOD|OHRM	Date: 26 June 2006

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.

The Administrative Assistant is a member of the 5-person CERF Secretariat located in New York and Geneva and supports the four other members of the Secretariat including: Chief of Secretariat (P5), Programme Officer (P4/New York), Finance Officer (P4/New York), and Information and Tracking Officer (P3/Geneva). His/her main duties are to support the Secretariat with human resources management, budget and finance, general administration, and the distribution of internal and public information, through, among others, keeping the CERF website up to date.

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.

	%
Human Resources Management	**15%**
Initiate, process, monitor, review and follow-up on actions related to the administration of the unit's human resources activities, e.g. recruitment, placement, relations, promotion, performance appraisal, job classification reviews, separation, training, etc, ensuring consistency in the application of regulations and procedures.	
Enter, maintain, and certify administrative data and records for time and attendance, performance appraisal, etc. in electronic information systems; review entitlements-related claims and reports	
Provide advice and guidance to staff with respect to administrative procedures, processes, and practices, liaising with central administrative services as necessary; maintain and review organizational staffing tables, print and review IMIS reports	
Budget and Finance	
Monitor status of expenditures and allotments through IMIS, record variations, update budget tables	
Consolidate data received and provide support to higher-level staff with respect to budget reviews of relevant intergovernmental and expert bodies	**25%**
Review status of relevant expenditures and compare with approved budget	
Review requisitions for goods and services to ensure (a) correct objects of expenditure have been charged and (b) availability of funds	
Assist in the preparation of budget performance submissions	
Prepare statistical tables and standard financial reports	
General Administration	
Prepare, process, and follow up on administrative arrangements and forms related to the official travel of staff	
Draft routine correspondence	
Maintain files of rules, regulations, administrative instructions and other related documentation	**25%**
Maintain up-to-date filing system for the CERF grants and loans	
Coordinate extensively with service units and liaise frequently with internal team members in OCHA HQ (Geneva and New York) as well as OCHA field offices and UN Funds, Programmes, and Agencies	
Support other Staff in the logistics and administrative preparations of Advisory Group meetings for the CERF Secretariat	
Liaise with Advisory Group members on the administrative and logistical support (including travel) required for their participation in biannual meetings	
Perform other related administrative duties as required	
CERF Website/Public Information	
Post updates to the CERF website; collect contributions to the CERF website from OCHA staff and the Agencies	
Liaise with the Information and Tracking officer on the functioning and relevant updates to the CERF Financial/Expenditure Tracking Website	
Maintain a database of public information, including digital photos, on use of the CERF	
Using desktop publishing software, format CERF documents and basic public relations documents	
• **Prepare power point and other presentations for external relations events and meetings of the Advisory Group using input from Secretariat members**	**35%**

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.

Incumbant should follow UN regulations for human resource management, budget and finance, and administration. He/she should interpret guidelines as appropriate but not deviate from them. The incumbant will need to provide public information with little guidance. In general, documents posted on the CERF website or shared externally should be cleared by the Programme Officer or Chief of Secretariat.

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.

Decisions made by the incumbent include the processing of requests and ensuring proper implementation of administrative procedures. Decisions about the provision of public information (through the website or otherwise) are of critical importance to the credibility of the fund.

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

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Humanitarian Affairs Officers (P2-P5)	**Frequently gather and distribute information**
UN Funds, Programmes, and Agencies and NGOs	**Frequently answer questions and distribute information**
UN Administration and Office of the Controller	**Frequently follow up on administrative and funding actions**
Donors and Member-States	**Frequently gather and distribute information**

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
1	**Chief of Secretariat**	**P5**	**Support with administrative and strategic functioning of the CERF**
1	**Programme Officer**	**P4**	**Support decision-making and accountability process, esp. distribution of public information**
1	**Finance Officer**	**P4**	**Support financial structures (databases, etc) and flow of documents to the Controller, Accounts**
1	**Information and Tracking Officer (GVA)**	**P3**	**Liaise with him/her in GVA to keep CERF website up to date**

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.

No special requirements

(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.

Desk Job

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

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

The Administrative Assistant is a member of the 5-person CERF Secretariat located in New York and Geneva and supports the four other members of the Secretariat including: Chief of Secretariat (P5), Programme Officer (P4/New York), Finance Officer (P4/New York), and Information and Tracking Officer (P3/Geneva). He/she will contribute to the effectiveness and efficiency of the CERF Secretariat by providing administrative support and specialized assistance to more senior staff in the assigned areas of responsibility. His/her objectives are to support the administration of the fund and the provision of public information, primarily through the CERF website

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 incumbant will support the Chief of Unit, Programme Officer, and Finance Officer. Work will be assigned with specific instructions. The incumbant will be expected to work independently insofar as standard operating procedures are developed for the task at hand.

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 or Equivalent Diploma. Certificate in desktop and/or web publishing or graphics design highly desired. Knowledge of the UN systems and procedures, including those of UN Funds, Programmes, and Agencies as they relate to programme/project management and staff rules and regulations, personnel and administrative policies and procedures as well as financial rules and regulations.

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

Progressively responsible experience in administrative support, preferably in the UN system and knowledge of the UN system of finance, accounting, human resources, administrative services, or other related fields. Experience in web-publishing, desktop publishing and/or graphics design.

(c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

Fluency in English or French. Knowledge of a second official UN language an advantage.

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.

NO 7018

GENERAL SERVICE JOB CLASSIFICATION STANDARDS – ANALYSIS RECORD

P.271 (2-83)

FACTORS	LEVEL 11	LEVEL 12	LEVEL 13	LEVEL 14	LEVEL 15	LEVEL 16	LEVEL 17
1. COMPLEXITY	Assignments involve simple repetitive tasks.	Assignments involve performing a variety of repetitive tasks.	Assignments involve a variety of tasks requiring selection and processing of information or data.	Assignments involve a variety of tasks, requiring selection, interpretation & assembly of information & data for the execution of recurring patterns of work.	Assignments involve a combination of non-specialized and some specialized tasks requiring application of accepted methods and practices.	Assignments involve responsibility for specialized tasks requiring the application of a variety of methods and processes. ☑	Assignments involve responsibility for a group of related tasks in support of an area of work. The execution of these tasks requires the application of advanced methods & processes.
2. GUIDELINES	Specific guidelines requiring no interpretation.	Simple guidelines (e.g. correspondence manual) requiring some selection among alternative standard procedures.	Limited interpretation of guidelines (manuals, precedents, etc.) on routine matters.	Normally interprets a variety of guidelines and practices to select work methods. ☑	Interprets guidelines, general practice and specific precedents to select work methods to perform non-specialized and some specialized tasks.	Typically requires interpretation of a variety of guidelines (rules, procedures, methods, precedents) which generally apply to specialized tasks.	Typically requires interpretation of numerous and varied guidelines (rules, procedures, methods, precedents) which only generally apply to the group of related tasks.
3. WORK RELATIONSHIPS	Regular and casual contacts.	Contacts to provide and obtain routine information.	Frequent contacts to provide and obtain routine information.	Frequent contacts to exchange a variety of information for clarifying or resolving recurring situations.	Frequent contacts to exchange non-specialized and some specialized information for performing a variety of assignments. ☑	Frequent contacts with a variety of units to exchange information for carrying out the responsibility for specialized work.	Frequent contacts at numerous levels to exchange a variety of specialized information for carrying out responsibility in support of area of work.
4. RESPONSIBILITY FOR WORK OF OTHERS	No responsibility for the work of others. ☑	Typically no responsibility for the work of others.	Usually no responsibility for the work of others. May give briefing to new staffmembers at the same or lower level.	Distributes recurring work.	Distributes recurring work assignments and reviews for accuracy work of staff at lower levels.	Distributes recurring work assignments and reviews for accuracy work of staff at lower levels.	Distributes recurring work assignments and reviews for accuracy work of staff at lower levels.
5. REVIEW OF WORK	Regular work is periodically checked while in progress.	Regular work is periodically checked while in progress.	Regular work is checked on completion & occasionally while in progress. Problems difficult to deal with are referred for guidance.	Regular work is checked on completion and occasionally while in progress. Problems difficult to deal with are referred for guidance.	Ongoing work is only reviewed upon completion. Instructions and guidance are received for special or complicated cases, which may be reviewed while in progress. ☑	Some work reviewed upon completion.	Minimal supervision is given at this level. Work may be reviewed for attainment of objectives.
6. KNOWLEDGE/SKILLS	Ability to perform repetitive tasks which require limited specific knowledge and skills. Little or no previous experience.	Knowledge of basic rules, procedures, practices. Ability to operate standard office equipment such as typewriter. Knowledge and skills are acquired through limited previous experience, training or self-study.	Knowledge of relatively detailed procedures, rules practices and operations needed to perform a variety of repetitive tasks. Ability to operate relatively complicated office equipment such as computerized keyboard. Knowledge and skills are acquired through previous work experience, training or self-study.	Knowledge of a body of relatively complex rules, procedures or operations to perform the full range of standard assignments & to handle recurring situations. Requires a thorough knowledge of related work in own office & familiarity with related work in other offices. Skill to operate & adjust equipment for numerous operations. Knowledge & skills are normally acquired through experience in same or related field of work or equivalent in training or self-study.	Knowledge of a complex body of rules, procedures or operations to perform a combination of non-specialized and some specialized tasks. Requires knowledge of related work of other offices and ability to interpret results and extract information. Equipment operation requires knowledge equivalent to the above. Knowledge and skills are normally acquired through progressively responsible previous work experience in same or related field or equivalent in training or self-study. ☑	Thorough knowledge of the rules, regulations, methods and processes for executing specialized tasks and/or related work performed by other offices. Ability to interpret related rules, procedures and instructions for carrying out the assignments. Knowledge and skills are normally acquired through extensive experience in progressively responsible work in same or related field or equivalent in training or self-study. Formal training may be required for specialized work.	Thorough knowledge of a variety of techniques required for performing a group of specialized tasks in support of the area of work. Knowledge and skills are normally acquired through progressively responsible previous work experience commensurate with the requirements of the post or equivalent in training or self-study. Formal training required for specialized posts.

LANGUAGE REQUIREMENTS	EDIT	WORK
ENGLISH		✓
FRENCH		
SPANISH		
ARABIC		
CHINESE		
RUSSIAN		
OTHER		

POST NUMBER	OCCUPATIONAL CODE	FUNCTIONAL TITLE	OFFICER	DATE	RECOMMENDED LEVEL
CER-026-02010 TOL-0001	2.A 12	Administrative Assistant (5764)	Code	10 Nov 06	GS-5

Lower [signature] 16/5/06

IMIS # 61181