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TRUCE SUPERVISION ORGANIZATION

Government House
Jerusalem

4 June 1979

To: UNTSO International Staff Committee

From: J.P. Woods
Acting Chief Administrative Officer

J.P. Woods

Subject: Classification Study - Field Service Category

- ... 1. Enclosed herewith is a copy of the Classification Study - Field Service Category which was received today from UN Headquarters together with covering memo of 31 May 1979 from the Assistant-Secretary-General, Personnel Services.
- ... 2. Also enclosed is copy of HQ A/R item 22/19 of 31 May on the same subject.



INTEROFFICE MEMORANDUM

MEMORANDUM INTERIEUR

TO: Mr. C. Timbrell, Assistant Secretary-General
A: Office of General Services

THROUGH:
S/C DE:

FROM: James O. C. Jonah, Assistant Secretary-General
DE: Personnel Services *James O. C. Jonah*

SUBJECT: Classification Study - Field Service Category
OBJET:

ASSISTANT SECRETARY GENERAL
DATE FOR 31 May 1979
GENERAL SERVICES
MAY 31 1979
(2)

1. Towards the end of last year this study was transmitted to you under confidential cover. I have now read the report and believe that it would be useful to give it somewhat wider circulation.
2. In particular, I believe that the Chief Administrative Officer (CAO) of each mission should be asked to comment on it and that representatives of the staff involved should be given access to it.
3. In view of the forthcoming meeting on staff management relations that is to be held here from 4-8 June 1979, I would be obliged if you would have copies of the report transmitted urgently to the CAOs and through them to the staff representatives. I shall put a copy at the disposal of the President of the Staff Committee.
4. Since the report classifies a large number of posts at a level higher than the level of the incumbent of the post, it is most important that it be read with the following comments being taken carefully into consideration. They are supplementary to those of the authors of the report in their paragraphs 19 and 25 in particular.
5. The fact that the grade of a post encumbered by a Field Service Officer is classified at a higher level than that of the staff member can not be taken as any indication that the incumbent is necessarily performing at the higher level or should be promoted to it. In a number of cases this may indeed be so but in many other cases the staff member may need to be reassigned to a post at a more appropriate level or to be given training to perform the functions of the post properly.
6. Furthermore, this report does not cover all the posts in the Field Service and its significance can therefore not be finally determined until all Field Service posts have been classified.
7. I would be glad if the points made in this memorandum are conveyed with the report to the CAOs and staff representatives.
8. Finally, I would like to inform you that the classification of all Field Service posts would take three months work at the P-4 level. As you know, this work is not a part of our normal workload and would require supplementary resources.

New York, 31 October 1978

POST CLASSIFICATION STUDY

- Field Service Category -

[Report by the consultants Pieter Kien and Ingo Schönfelder]

Table of contents

	Paragraphs	Page
I. Introduction	1 - 3	1 - 2
II. Classification Methodology	4 - 17	3 - 9
A. Evaluation Factors	5 - 6	4 - 5
B. Post Grouping	7	5
C. Level Descriptions	8 - 9	6
D. Organizational Chart	10 - 11	6 - 7
E. Functional Title List	12 - 13	7 - 8
F. Benchmark Post Descriptions	14 - 15	8 - 9
G. Classification Process	16 - 17	9
III. Classification Results	18 - 20	10 - 11
IV. Recommendations	21 - 28	12 - 17

Annexes

- I. Field Service Post Descriptions received by level of Incumbents as of 15 September 1978
- II. UN - Middle East - Missions (September 1978)
- III. Aspects of a Field Service Category Definition
- IV. Field Service Post Grouping
- V. Field Service Evaluation Guide - Technical and Trade Posts
- VI. Field Service Evaluation Guide - Administrative and Clerical Support Posts
- VII. Field Service Evaluation Guide - Security, Investigation and Control Posts
- VIII. Organizational Chart of the Civilian Staff of a Large UN Peace-Keeping Mission
- IX. Field Service Functional Titles
- X. Benchmark Post Descriptions - FS-5 level
- XI. Field Service Classification by Post Groupings
- XII. Field Service Classification Results

[REDACTED]

New York, 31 October 1978

Post Classification Study -

Field Service Category

[Report by the consultants Pieter Kien and Ingo Schönfelder]

I. Introduction

1. The JAC Working Group on the Field Service recommended in its report (JAC/240) of September 1976 that a classification study be conducted for the posts in the Field Service category. Upon the request of the Office of General Services, the Office of Personnel Services formed a short-term Field Service study team for this project consisting of Messrs. Kien and Schönfelder as consultants. Mr. Arnold, Classification Officer, was designated to assist the consultants in their work. The team received technical guidance from the Classification Section.

2. The project work lasted from the middle of June to the end of October 1978 and was divided into three phases. The first phase included the project planning, basic studies concerning the Field Service and the drafting of a detailed Field Service post description questionnaire. The second phase, which lasted from the middle of July to the middle of September, was dedicated to a field review of UNTSO, UNEF, UNDOF, UNIFIL, and UNFICYP. This stage of the project consisted of discussions with Chief Administrative Officers, substantive supervisors and incumbents, the completion of job descriptions and the collection of information in order to determine the classification methodology. The final phase of the project included the classification of the Field Service posts, utilizing post descriptions received according to the classification procedures developed, and the assessment of the results as thereby presented. The selection of posts for the completion of the job descriptions resulted from proposals of the Chief Administrative Officers and Section Chiefs of the various missions acting in consultation with the study team. 150 job descriptions were completed as basis for the classification study (see Annex I). These posts represent 32.2% of a total of 466 existing Field Service posts throughout the world

as of 25 September 1978. They reflect amply the most important functions performed in these missions of different sizes. (See Annex II). The distribution of the post descriptions received is as follows:

<u>Mission</u>	<u>Number of post descriptions</u>	<u>%</u>
UNTSO	53	35.8
UNEP	42	28.0
UNIFIL	28	18.7
UNFICYP	13	8.3
UNDOF	8	5.2
Geneva	6	4.0
Total	<u>150</u>	<u>100%</u>

<u>Incumbent Level</u>	<u>No. of post descriptions</u>	<u>%</u>
FS-7	4	2.7
FS-6	14	9.3
FS-5	23	15.3
FS-4	57	38.0
FS-3	45	30.0
FS-2	7	4.7
Total	<u>150</u>	<u>100%</u>

II. Classification Methodology

4. To develop an appropriate classification system for the Field Service, the study team bore in mind the following aspects:

- The objective of the classification system was ~~to analyze the posts - not the incumbent and his or her personal qualifications~~ - in order to propose levels within an already existing salary scale.
- There exists no approved definition for the Field Service as a staff category. The team therefore worked out some aspects of a Field Service category definition (see Annex III).
- Since the establishment of the Field Service, a post classification had not been undertaken. The determination of the present post levels was based on internally prepared job descriptions not on systematic post studies. Neither the concept nor the preparation of benchmark post descriptions had been introduced.
- Standard organizational structures for the various sections where not coident throughout the missions visited, the system of supervision differed from section to section, and the functional titles of the incumbents were identical only in a few cases with the titles of the posts.

In view of these problems, and considering the time available, the team decided to measure the Field Service posts utilizing evaluation factors and level descriptions. The team also prepared proposals for a standard organizational chart, a list of functional titles with appropriate grades, and benchmark post descriptions for the FS-5 level, considered, in principle, to be the First Officer level.

A. Evaluation Factors

5. The central components of the proposed classification system are the evaluation factors. Six factors have been specifically selected and defined to suit the needs of the Field Service category. These factors are:

- nature of the work
- importance
- supervision
- contacts
- education and training
- experience.

These factors cannot pretend to reflect every possible element which might be significant in specific functions. However, they have been assessed by the team in discussions with responsible officers at Headquarters and have been determined to be sufficiently broad as to enable their application to all Field Service posts.

6. Each evaluation factor includes certain requirements for a given post:

Nature of work - describes the difficulties and responsibilities of the work performed.

Importance - describes the significance of the post for the mission, the impact of work, the type of supervision received, and the consequences of errors.

Supervision - describes the responsibility for the proper performance of a function through duty assignment, guidance and control of the work of others (local staff, FS and, in a few exceptions, General Service staff).

Contacts - describes the kinds and level of contacts and consultations or negotiations that are conducted both inside and outside the mission.

Education and training - describes the formal educational requirements both in general education (secondary school) and in technical or vocational education.

Experience - describes the number of years of relevant professional and Field Service experience.

These evaluation factors have been utilized in classifying all 150 Field Service posts.

B. Post Grouping

7. After adoption of the evaluation factors, the actual classification was still affected by the relatively large number of different professions and duties performed in the field (communications, transport, personnel, finance, procurement, supply, inventory, security, etc.) and by the various recruitment levels of the main occupational groups (security officer - FS-2, radio operator, vehicle mechanic, secretary - FS-3, radio technician - FS-4). To meet this special circumstance of the field and to enable precision without the establishment of too complicated a system, the team decided to allocate the Field Service posts for classification purposes to one of the following three groups:

- Technical and trade
- Administrative and clerical support
- Security, investigation and control.

Annex IV shows which posts belong to which group. Out of the 150 post descriptions

67 or 44.7% were allocated to the technical and trade group

61 or 40.7% came under the administrative and clerical support group, and

22 or 14.6% belonged to the security, investigation and control group.

C. Level Descriptions

8. In order to acquire an appreciation for the work performed at the various levels (FS-2 to FS-7) within the appropriate classification group, three evaluation guidelines were developed (see Annexes V - VII). These guidelines provide a brief description of each evaluation factor for each level. If the evaluation factors for a level were all marked at that level, then that level was most likely the level to which the post should be assigned. In a number of instances, it was impossible to mark all factors at the same level. In these circumstances, the level of the post was determined by the predominant level to which the various factors were marked.

9. The JAC Working Group had recommended that the practice of not using the level FS-1 should be ended, and that it be utilized as the normal recruitment level for messengers. The study team has not been convinced that this recommendation is based on the reality of mission conditions. Local staff may be recruited to perform normal messenger duties. However, in those cases where their duties require the carrying of an international pouch or the crossing of international borders, a Field Service staff member would be necessary, with the qualifications of a security officer or equivalent. No officer in the visited missions was able to visualize the possible tasks of an internationally recruited messenger of FS-1 level. Therefore, the study team had no basis for an effective description of an FS-1 level post.

D. Organizational Chart

10. Each specified classification system is influenced directly or indirectly by the structure and hierarchy of the appropriate enterprise or organization. The classification team perceived the necessity to work out a more or less standard organizational chart of a UN peace-keeping mission as an additional framework for the determination of the importance of a post, the responsibility of the incumbent, the level of supervision, and, to some extent, the career prospects of the Field Service staff. The proposed organizational chart (see Annex VIII) was prepared for a large mission of a type that

was visited in the Middle East. In smaller or medium sized missions, this chart could and should be modified. Depending on the tasks and special characteristics of the mission, organizational units would be combined.

11. Taking into consideration of the experience and practice of the present missions, the proposed organizational chart provides a functional structure consisting of three levels (mission level, section level, unit level). At the same time, these three levels should be considered as a level of supervision (third, second, first reporting officer).

In general, the proposed unit composition of the sections follows the already existing system. Major changes are related to the Security, Investigation and Control Section. In the proposed unit composition, this Section includes not only security, but also investigation and survey, property and inventory control and claims. The reasoning for this proposal is based on the similarity in nature of these functions and that only in UNTSO is a strong need for a separate security corps. In other missions, security duties are performed mostly by the contingents. By proposing this unit composition of the Section also for those missions provision is made for career prospect of security officers by means of assignment to the duties of investigation, property and inventory control and claims.

E. Functional Title List

12. Similar aspects with regard to the organizational chart were decisive in drafting a functional title list (see Annex IX). The Field Service post descriptions received as of 15 September 1978 have demonstrated that, at least in the visited missions, no orderly system exists concerning functional titles (see Annex I). Starting from the proposed organizational chart, the overall objective of the study team was to submit a list of titles by which each post would be identified by a separate title along with the appropriate grade. Further principles applied: the prefix "Chief" should be given only to the Chief Administrative Officer and Section Chiefs; the FS-5 level should be usually considered as the First Officer level (with the exception of Radio and Security Officer). The proposed titles may be seen

as a compromise between "common law" and a perfect solution; as the team has respected more the use of practical compromise rather than the maintenance of theoretical perfectionism.

13. The team is aware that the proposed Field Service post titles differ from titles of posts at UN established offices. However, the Field Service is a special staff category, as pointed out in Annex III. This category has an operational nature, whose staff serve with a few exceptions only, the administrative and logistical support needs of UN peace-keeping and relief operations. Therefore, in the view of the classification team, it is much more important that the titles and positions of the Field Service staff be properly defined within the framework and interests of prevailing field conditions, rather than through artificial comparison with staff at established offices of the United Nations.

F. Benchmark post descriptions

14. As mentioned above the study team received 150 post descriptions covering various posts at the FS-2 to the FS-7 level in five UN peace-keeping missions and in Geneva. However, no benchmark post descriptions were available, which was unfortunate, as benchmarks are useful tools to be utilized as model posts or yardsticks. All posts found similar to these models would obtain the same grade as the original benchmark. Nevertheless, the team was convinced that the benchmark method could be incorporated in the classification system for the Field Service as a further tool both to determine grades and to validate the classification system utilized.

15. The core posts for the classification process have been the FS-5 posts, incorporating responsibility for an organizational unit. The lower grade posts presented few difficulties for classification. The higher grade posts were few in number and incorporated comparatively well-defined responsibilities requiring organizational and administrative skills and, in the field of communications and transport, highly specialized technical knowledge. Following a more or less standard organizational chart, it was determined to develop provisional benchmark post descriptions for all FS-5 posts within the framework of that organizational chart. These 22 benchmarks (see Annex X) include the major

features of 44 actual job descriptions received and classified at the FS-5 level. However, the team was not in a position to confirm these benchmarks with competent authorities and therefore recommends that they be reviewed by the Field Operations Service and responsible officers in the field.

G. Classification Process

16. The classification was accomplished in the following stages. As already mentioned, the process started with the elaboration of a questionnaire and the collection of post descriptions in the Field. In the next stage, the classification system in all its components were developed. Subsequently, the actual classification of the 150 post descriptions received was carried out and the grades of the posts determined (see Annex XI). About 40 post descriptions out of 150 were independently evaluated by the two consultants and two classification officers (these 40 are indicated in Annex XI by asterisks). In the end the proposed functional title list was completed by determining the appropriate grades and benchmark posts for the FS-5 level were formulated.

17. The post descriptions received have been the fundamentals of classification. However, the exclusive utilization of these descriptions would lead to distorted conclusions. First, the quality of the post descriptions depended very much on the incumbents and their supervisors; some of these incumbents had been in the post and/or grade only a few months. Second, many of the descriptions have not sufficiently indicated the importance and size of the mission/section or the difficulties and workload of the post. Third, the system of supervision differed very often from section to section and from mission to mission, due to the absence of clear-cut relevant guidelines. Fourth, the number of recommended years and type of experience was often based on the personal career of the current incumbent. Under the pressure of these circumstances, the team was led to use, in addition to the post descriptions received, such further documentations as organizational charts, the proposed title list, and the tentative benchmark post descriptions, so that a more just and realistic evaluation could be reached.

III. Classification Results

18. The classification results based on the 150 post descriptions received are shown in Annex XII. The main points of the results are as follows:

- 48% of the posts have retained their grade levels, 50.7% have been upgraded, and only 1.3% downgraded.
- Concerning the missions, the highest amount of upgradings occurred in UNDOF, with 62.5%, and in both UNEF and UNIFIL, with 57.1%.
- Concerning the classification groups, the highest amount of upgradings occurred in the Security, Investigation and Control Group, with 72.7%, and the Technical and Trade Group, with 52.2%.
- As a result of classification, the number of FS-5 posts increased by 14.1%, followed by the FS-6 level with an increase of 5.5%, and the FS-7 level with an increase of 4.5%. On the other hand, the number of posts in the FS-3 level decreased by 14%, followed by a 6% decrease in the FS-4 level, and a 4.1% decrease in the FS-2 level.

These results do not imply that the classification of all existing Field Service posts would produce identical data.

19. On the first glance the number of upgradings in the Field Service category appear to be unusually high. In the view of the study team, there are several factors contributory to this situation:

- The classification results in the Field Service are based on the current grade level of the incumbent. In the Professional category, for example, the classification results have been based on the post level indicated by the budgeted post number.
- The lack of established post levels reflects the fact that the Field Service posts had not been subject to a systematic classification study.
- Because of the recent expansion of UN Peace-keeping Missions in the Middle East and Namibia [UNEF - 1973, UNDOF - 1974, UNIFIL - 1978, UNTAG - 1978], senior posts had to be filled by junior staff members.

- The team notes that missions are established without approved organizational charts, and without functional title lists with appropriate grade levels. Therefore, natural staffing needs are difficult to determine.
- The recruitment process provides, in general, only staff at FS-2 through FS-4 level.
- The promotion process appears markedly different in the Field Service from that perceived in the Professional and General Service category. As shown in Annex XI, the length of UN service of some Field Service staff members is strikingly high in comparison with their grades.

20. In addition to the general aspects mentioned in the previous paragraphs, the proposed changes among the various grade levels are to be considered on the assumption that three of the reviewed missions (UNTSO, UNEF, UNIFIL) are missions of such size that the FS-7 grade would be appropriate to the post level for a section chief. The relatively large number of upgradings in the Security, Investigation and Control Group could be explained by a hitherto existing underestimation, of the significance of property and inventory control and claims posts. These posts should be occupied by highly qualified staff members in order to exercise the proper logistical control over contingents' property which leads to substantial claims for reimbursement by governments for depreciation.

IV. Recommendations

21. Implementation of the Classification System

On the assumption that the proposed classification system for the Field Service will be approved, the following steps should be undertaken:

- implementation of organizational charts
- implementation of approved functional titles
- classification of all Field Service posts
- implementation of the classification results.

This programme indicates that the classification results of this study cannot be automatically translated into immediate effect. A longer transitional period seems to be necessary..

22. Implementation of Organizational Charts

Organizational charts are a prerequisite for arriving at functional titles and benchmark post descriptions and finally for the implementation of the classification system. It also clarifies in precise terms the supervisory functions to be exercised. The organizational chart developed by the study team, more or less, conforms to the organizational charts found in the missions. It is suggested that the Chief Administrative Officer of each large mission attempts to comply, in due course, with this chart. In smaller missions there would be deviations from the standardized chart calling for combining units or special units.

23. Implementation of Approved Functional Titles

It is highly important that the functional titles of the Field Service staff reflect the actual duties they perform and should perform. At present, in some instances, they do not reflect properly the work performed. To avoid complications in classifying these posts, each functional title should, in principle, be adequate to the post title. Therefore, the Field Operations Service and the Chief Administrative Officer of each mission should review the proposed title and indicate whether these should be changed and for what reasons. There should be agreement between the Office of Personnel Services and the Field Operations Service as to these functional titles and accordingly to the benchmarks with an indication of acceptable variations when called for in certain missions.

24. Classification of all Field Service Posts

This classification survey covers only 150 posts. Although post descriptions represent about one-third of the Field Service throughout the world, other Field Service posts have to be classified. The following procedure is recommended for the remaining 300 posts:

- It is advisable to establish benchmark jobs for each grade level in the three occupational groups. Because of time limitations the study team was only able to prepare, as examples, benchmark job descriptions for the FS-5 level.
- The benchmark job descriptions can be selected and prepared out of the 150 job descriptions of the study.

- Job descriptions should be completed for all the remaining 300 posts. They can be prepared in cooperation with the incumbents and their supervisors.
- The 300 posts should be classified based on the job description either by comparison with established benchmark jobs or by application of the developed classification standards,

The classification work can be carried out as a special assignment by a staff member of the Field Operations Service. However, it is recommended that the Classification Section provide technical guidance and review the final classification results.

25. Implementation of the Classification Results

The classification decisions do not affect the personal contractual status of Field Service staff members because a classification of a post does not create a new contractual situation. Thus, it is suggested that

- (a) if a post is downgraded, the incumbent holding a higher personal grade should retain that grade
- (b) if a post is upgraded, the incumbent should not automatically be eligible for a higher grade.

In cases where the classification calls for downgrading of the post, the solution would be the assignment, in a reasonable time, of duties to the incumbent belonging to a post graded at his personal level and the replacement in his current post, by a staff member holding the personal grade of the post.

In the case where a staff member of the Field Service occupies a post classified at a higher level than the personal level of the incumbent, the promotion should follow the regular process and procedure established for individual promotion. In the future special attention should be given to the question of whether or not the person to be promoted fulfills the requirements of the post, for example, in terms of education, training, experience, satisfactory performance, etc., as stated in the job description and the evaluation guidelines developed. Some of the Field Service staff have served in these posts only a short time. The evaluation of their superiors that they have been performing satisfactorily all the duties of the post has not always been on hand.

In this connection, the mechanism of transfer of Field Service staff should be used to a greater extent to assemble the abilities of Field Service staff with the posts they are to fulfill.

After approval of the classification results, a revision of the staffing tables and budget appropriations could be introduced.

26. Professional Staff at Missions

Almost all Field Service staff do not possess the academic qualifications (Master's degree) required for professional staff. It should be realized that at the level of Chief Administrative Officer, Chief Procurement, Chief Personnel, Chief Finance and even Chief General Services in large missions this academic qualification is desirable in order to deal with Mission problems at their level not on an ad hoc basis but within a framework of a long term existing policy or yet to be established policy. With such an approach they also would be more successful to convince the senior military contingents' staff about their points of view. As it turned out to be difficult to find suitable candidates in the Professional category who were willing to assume these posts and whose department heads at the established offices were willing to release them, makeshift arrangements had to be made in the peace-keeping Missions, often resulting in senior Field Service staff filling these professional posts as "acting" or even on a more or less permanent basis with a special post allowance (SPA). On the other hand, most newly assigned professional staff are lacking often any, or sufficient, field experience to be sure in what manner they should deal with the overwhelming problems of field administration and logistical support they face. If persistent and resourceful, in due course they will get a grasp on these problems and learn how to deal with them in best interest of the Mission and the UN. For that reason, to them should, from the start, be assigned either experienced professional staff or Field Service staff as assistants. In this way, their "learning time" will considerably be shortened and their self confidence quicker restored.

27. Training

The post descriptions received, particularly paragraph "education requirements", the evaluation factor "experience", describing the relevant professional and Field Service practice and the discrepancy often identified between post level and incumbent level led the study team to the problem of training.

At present any structured training as well for the Field Service or for professional staff later to be assigned to a Mission is lacking. When there is a serious shortage of experienced Field Service staff, there is no time available for senior staff to train its junior staff other than in a haphazard manner. All that the junior and newly recruited Field Service staff learns is to cope with difficult, often extremely difficult, field conditions and to perform their duties as well as possible under those conditions. What is required is a structured approach toward the career training of Field Service staff and promising professional staff to be assigned in the future to a Mission.

One approach for the training of Field Service staff, especially needed for newly recruited Field Service staff on a geographical basis, would be to find out whether or not the ILO Vocational Training Centre would be prepared to give courses specifically geared to the needs of UN peace-keeping missions, such as:

- Courses in English for those lacking proficiency.
- Technical courses in vehicle mechanics including repair of trucks and other equipment used in the Missions such as generators, refrigerators, air conditioners.
- Courses in radio communications and electronics, including advanced courses regarding the most modern equipment.
- Courses in construction, repair and maintenance of buildings (plumbing, carpentry, electrical work, masonry, etc.).
- Courses in Field Administration:
 - Multinational Force Logistics (assessment of operational needs
 - Procurement (rations, spare parts, etc.)
 - Personnel (recruitment and administration of international and local staff)
 - Finance (currency management, payment of payrolls and allowance rosters, etc.)
- Courses in driving and simple repairs of trucks for Field Service Security staff.

There should be adequate safeguards in terms of length of future UN service in order to protect the UN investments in these courses.

Regarding the courses for professionals at P-2 through P-5 level, it is suggested to develop a course of at least four weeks duration on administrative and logistical support and control of a multinational force. For the preparation of such a course, the Field Operations Service, Procurement, Accounts Division, Personnel, Budget Division, and Internal Audit Service, all at UN Headquarters, should provide the main input. Outside input could come from the public administration department of a university, from a civil service staff college, etc.

This course successfully completed should (i) give the participant credit for promotion in a manner to be determined as policy by the Office of Personnel in consultation with the JAC and (ii) be considered a commitment to serve two years at a large Mission. The successful completion of the two year assignment should give further credit for promotion. Whether or not the two year completion was successful, should be determined by a Board with their participation in as much as several factors beyond the staff member's control could well give the appearance of an unsuccessful performance.

28. Recruitment

Although the mandate of the team included neither the study of the recruitment process nor the qualifications of the incumbents in the Field Service, the classification review and its results helped in recognition of the following problems:

Recruitment of Field Service staff now is limited to five groups - security officer, radio operator, radio technician, vehicle mechanic and secretary. To these groups should be added buildings management (including the technical qualifications for carpentry, plumbing, electrical work, masonry, etc.) and administration (general services, procurement, finance, personnel). Recruitment on a wide geographical basis would most likely require additional training at an early stage in English and in the group work called for. The promise of structured further training when desirable for the career may well make service in the Field Service more attractive and ease somewhat the recruitment problems now encountered.

In addition to that, the recruitment at least in technical fields should include the passing of entrance tests to be developed by the UN for these fields. Finally, the entrance level of recruitment should not constantly be the lowest level of the group but should take into account the qualifications of the candidates including experience.

UN - Middle East - Missions

September 1978

Name of Mission	Year of Establishment	Number of Contingents	Number of Troops	Number of Observers	Number of Civilian Staff **				Number of out-stations
					Professionals	Field Service	General Service and FSL	Locals	
1. UNTSO	1948	0	0	298 *	5	184	5	194	6
2. UNFICYP	1964	7	2503		9	31	11	-	0
3. UNEF II	1973	7	4215		38	107	48	422	4
4. UNDOF	1974	4	1160		5	14	10	67	0
5. UNIFIL	1978	9	6000		28	90	110	186	1

* Of the 298 observers in UNTSO, 70 are serving with UNEF and 90 with UNDOF

** Authorized strength

Aspects of a Field Service Category Definition

- 1) The Field Service of the United Nations was established according to Resolution 297 (IV) of the General Assembly on 22 November 1949.
- 2) The Field Service is a staff category in itself and has evolved as a permanent corps within the structure of the international civil servants of the UN after almost three decades of service. The Field Service presently comprises between 400 and 500 versatile staff members with field experience.
- 3) The Field Service is assigned to provide communications, transport, security and general administrative support to UN activities as peace-keeping operations, plebiscite missions and disaster relief operations.
- 4) Identifying characteristics of the Field Service category include:
 - Subject to UN assignment anywhere in the world on very short notice, serving where the use of locally recruited staff is not suitable
 - Serving with few exceptions only, in the field, under difficult, unhealthy and dangerous working conditions
 - Serving in close cooperation with military, police and security forces
 - Wearing UN Field Service uniforms.
- 5) The Field Service Category, as present constituted, differs from the Professional and General Service categories in the following aspects:
 - (a) Educational background:

Professional	- advanced university degree
General Service	- secretarial or clerical courses and/or first university degree
Field Service	- secondary school and certain technical or vocational training
 - (b) Working conditions:

Professional	- primarily in established offices
General Service	- primarily in established offices
Field Service	- with few exceptions, in <u>non</u> established offices
 - (c) Financial condition:

Professional	- normally paid from the regular budget
General Service	- normally paid from the regular budget
Field Service	- presently approximately 60% are paid from the regular budget and 40% from special budgets. This accounts for the relatively low number of permanent appointments and affects promotion possibilities.

Post Classification - Field Service Category- Post Grouping -

When a post has been determined to meet the criteria of the Field Service category and does not belong in the Professional or General Service category, the post must be allocated for classification purposes to one of the following three groups:

I) Technical and trade group:

This group includes the following posts:

- Communications (Radio Operator, Radio Technician)
- Transport (Vehicle Mechanic, Transport Officer)
- Building and Management
- Photographer, Draftsman
- Catering

II) Administrative and clerical support group:

This group includes the following posts:

- General Administration (Administrative Officer, Assistant, Secretary Clerk)
- Personnel
- Finance
- Procurement and Supply
- Registry, Archives and Mail
- Travel and Visa
- PX - Service Institute

III) Security, investigation and control group:

This group includes the following posts:

- Security (Guard, Driver)
- Investigation and Survey
- Property and Inventory Control
- Claims

Field Service Classification

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Proposed Grade
I	FS-7	Chief Transport Officer	UNEP	Harnell	22 years	3 years		FS-7
I	FS-7	Chief Communications Officer	UNTSO	Holby	19 "	6 months		FS-7
I	FS-7	Chief Communications Officer	UNIFIL	Holby	19 "	6 months		FS-7
I	FS-7	Chief, Telecommunications Relay Centre	Geneva	Ward	18 years	4 years	Chief Communications Officer	FS-7
I	FS-6	Chief Transport Officer	UNTSO	O'Callaghan	21 "	1 "		FS-7*
I	FS-6	Chief Communications Officer	UNEP	Rom	23 "	7 "		FS-7*
I	FS-6	Chief Radio Technician	UNTSO	Hoff	20 "	6 months	Radio Technician Superv.	FS-6
I	FS-6	Chief Communications Officer	UNDOF	Veillis	28 "	3 years		FS-6
I	FS-6	Radio Supervisor	Geneva	Hernandez-Amigo	21 "	3 "	Radio Network Supervisor	FS-6
I	FS-5	Chief Transport Officer	UNIFIL	LeBaron	18 "	3 "		FS-7
I	FS-5	Chief Transport Officer	UNDOF	Van Hooy-douk	20 "	1 "		FS-6
I	FS-5	Deputy Chief Transport Officer	UNIFIL	Benoit	15 "	6 "	Motor Transport Officer	FS-5
I	FS-5	Officer in Charge of Transport Workshop	UNTSO	Slakavik	8 "	1 year		FS-6
I	FS-5	In Charge of Workshop	UNEP	Kishimoto	21 "	4 "	Officer in Charge of Transport Workshop	FS-6*
I	FS-5	Chief Radio Technician	UNEP	van der Oord	17 "	6 months	Radio Technician Supervisor	FS-5
I	FS-5	Radio Network Supervisor	UNEP	Santos-Villareal	21 "	4 years		FS-6*
I	FS-5	Officer in Charge of High Frequency Section	UNEP	Chiong	4 "	6 months	Officer in Charge of High Frequency Unit	FS-5
I	FS-5	Deputy Supervisor, UNOC Telecommunications Relay	Geneva	Sergio Dionisio	18 "	2 years	Officer in Charge of ATSS (Automatic Message Switching System)	FS-5
I	FS-5	Supervisor, Special Equipment Section	UNTSO	Wolf	24 "	5 "	Officer in Charge of Special Equipment Unit	FS-5

* Post descriptions which were independently evaluated by four Classification Officers.

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Proposed Grade
I	FS-4	Motor Transport Officer	UNEP	Annoual	12 years	7 years	Officer in Charge of Transport	FS-5*
I	FS-4	Vehicle Mechanic	UNFICYP	Doolley	15 "	4 "	Officer in Charge of Transport	FS-4
I	FS-4	In Charge of Dispatch	UNEP	hachahon	8 "	6 months	Officer in Charge of Transport Dispatch	FS-4*
I	FS-4	Vehicle Mechanic	UNEP	Watt	4 "	6 "	Transport Assistant	FS-4
I	FS-4	Acting Chief Communication Officer	UNFICYP	Pineda	8 "	1 year		FS-6
I	FS-4	Supervisor, Central Radio Stores	UNTSO	Balleza	21 "	7 "	Officer in Charge of Communications Stores	FS-5
I	FS-4	Officer in Charge of Distribution Unit	UNTSO	Mexis	22 "	9 "	Officer in Charge of Message Distribution Unit	FS-4
I	FS-4	Officer in Charge of Civil Engineering Works	UNEP	Longo	3 "	6 "		FS-5
I	FS-4	Radio Supervisor	UNEP	Duffy	9 "	2 "	Radio Supervisor	FS-5*
I	FS-4	Officer in Charge of UHF Communication	UNEP	Alarcon	1 "	1 "		FS-5
I	FS-4	Officer in Charge of Data/Communications	UNEP	Kotally	2 "	2 "		FS-4
I	FS-4	Officer in Charge of Mobile Radio	UNEP	Nahrete	4 "	4 "		FS-5
I	FS-4	Chief Radio Technician	UNFICIL	Banks	4 "	4 "	Radio Technician Superv.	FS-6*
I	FS-4	Radio Technician	UNFICIL	Rodker	4 "	4 "		FS-4
I	FS-4	Radio Technician	UNFICIL	Herera	4 "	4 "		FS-4
I	FS-4	Radio Technician	UNTSO	Chiappato	1 "	1 "		FS-4
I	FS-4	Radio Technician	UNTSO	James	1 "	1 "	Radio Technician Officer	FS-5
I	FS-4	Radio Technician	UNEP	Sue	1 "	1 "	Radio Technician Officer	FS-5
I	FS-4	Radio Technician	UNEP	Sunquist	1 "	1 "		FS-4
I	FS-4	Distribution Officer	UNEP	Caissaris	22 "	13 "	Officer in Charge of Message Distribution Unit	FS-4

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Propose Grade
I	FS-4	Radio Technician	UNFICYP	Del Caprio	4 years	4 years	Radio Technician Officer	FS-4*
I	FS-4	Radio Technician	UNDOF	Gottschalk	7 "	7 "	Radio Technician Officer	FS-5
I	FS-4	Radio/Code Operator	Geneva				Radio Officer	FS-4
I	FS-4	Central Processor Unit Control Operator	Geneva				Radio Officer	FS-4
I	FS-5	Service Desk/Shift Supervisor	Geneva				Radio Supervisor	FS-5
I	FS-4	Head of Buildings Management Unit	UNEP	Nielsen	22 years	9 years	Buildings Management Supervisor	FS-6*
I	FS-4	In Charge of Buildings Management	UNITIL	McCaffrey	17 "	1 "	Buildings Management Officer	FS-5
I	FS-4	Photographer	UNTSO	Ali	18 "	3 "	Officer in Charge of Photo Laboratory	FS-5*
I	FS-4	Draftsman	UNTSO	Nattelli	16 "	3 "	Investigation and Survey Assistant	FS-4*
I	FS-3	Officer in Charge of Transport Stores	UNTSO	McDougall	3 "	3 "	Assistant	FS-5
I	FS-3	Officer in Charge of Dispatch	UNTSO	Kwikka	4 "	4 "	Officer in Charge of Transport Dispatch	FS-4
I	FS-3	Motor Transport Officer	UNTSO	Gillies	4 "	4 "		FS-5
I	FS-3	Vehicle Mechanic	UNTSO	Topoin	1 "	1 "		FS-4
I	FS-3	Working in Charge of Workshop	UNITIL	Ayanwak Alleyne	1 "	1 "	Officer in Charge of Transport Workshop	FS-6
I	FS-3	In Charge of Dispatch	UNITIL	Inlter-Davies	6 months	6 months	Officer in Charge of Transport Dispatch	FS-4
I	FS-3	Field Service Vehicle Mechanic	UNITIL	Jorsling	2 "	2 "	Transport Assistant	FS-4
I	FS-3	Vehicle Mechanic	UNITIL	Pedersen	3 "	3 "		FS-3
I	FS-3	Field Service Vehicle Mechanic	UNITIL	Bispham	2 years	2 years	Transport Assistant	FS-4
I	FS-3	Radio Officer	UNEP	Eurionuez	2 "	2 "	Radio Operator	FS-3
I	FS-3	Radio Officer	UNEP	Mancia	4 "	4 "	Radio Operator	FS-3
I	FS-3	Radio Officer	UNEP	Luque-Guerrero	4 "	4 "	Radio Operator	FS-3

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Proposed Grade
I	FS-3	Rigger	UNEP	Sukhanhuta	3 years	3 years	Communications Assistant	FS-4
I	FS-3	Radio Operator	UNIFIL	Venida	4 months	4 months		FS-3
I	FS-3	Radio Operator	UNFICYP	Ross	3 years	3 years		FS-3
I	FS-2	Buildings Management Officer	UNEP	Paaso	2 "	2 "	Buildings Management Assistant	FS-4
I	FS-2	Mass Supervisor	UNIFIL	Firillas	2 "	2 "	Mass Steward	FS-4*
I	FS-3	Assistant to the Chief Communications Officer	UNEP	Baranda	2 "	2 "	Communications Assistant	FS-4
I	FS-2	OP Development Officer	UNITSO	Pullii	3 "	3 "	Buildings Management Clerk	FS-3

Field Service Classification

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Proposed Grade
II	FS-6	Deputy Chief Administrative Officer	UNIFIL	Whyte	23 years	3 years	Sr. Administrative Officer	FS-6*
II	FS-6	Personnel Officer	UNTSO	Hedgecock	24 "	3 "	Chief Personnel Officer	FS-7*
II	FS-6	Chief Finance Officer	UNTSO	Johansen	18 "	4 "		FS-7
II	FS-6	Chief Finance Officer	UNFICYP	McAndrew	21 "	6 months		FS-6
II	FS-6	Chief Procurement Officer	UNTSO	Tsourus	18 "	6 "		FS-7
II	FS-6	Chief Procurement Officer	UNDOF	O'Connell	20 "	6 "		FS-6
II	FSL-6	Assistant Chief Procurement Officer	UNEF	Poulden	2 "	2 years	Sr. Procurement & Supply Officer	FS-6*
II	FS-6	Chief General Services	UNTSO	Connolly	22 "	3 "	Chief General Services Officer	FS-7
II	FS-6	Chief General Services	UNFICYP	Anzarut	28 "	8 "	Chief General Services Officer	FS-6
II	FS-5	Personnel and Travel Officer	UNFICYP	McFadden	21 "	4 "		FS-5
II	FS-5	Personnel Officer	UNEF	O'Connor	20 "	1 "		FS-5
II	FS-5	Deputy Chief Finance Officer	UNTSO	Tordini	21 "	7 "	Finance Officer	FS-5
II	FS-5	Finance Officer	UNTSO	Kenon	28 "	13 "		FS-5*
II	FS-5	Procurement Officer	UNEF	K. Andersen	17 "	1 "		FS-5*
II	FS-5	Supply Officer	UNTSO	Willeman	28 "	9 "		FS-5*
II	FS-5	Supervisor Registry and Mail Unit	UNEF	D'Esposito	21 "	5 "	Registry Officer	FS-5
II	FS-5	Chief Registry and Archives	UNDOF	Carunbir	21 "	2 "	Registry Officer	FS-5
II	FS-5	Field Service Assistant	UNTSO	Bayerl	20 "	4 "	Administrative Officer	FS-5*
II	FS-4	Administrative Assistant	UNIFIL	Sukonthabund	18 "	6 "		FS-4
II	FS-4	Administrative Assistant	UNIFIL	Lavin	17 "	5 "	Buildings Management Officer	FS-5
II	FS-4	Personnel Assistant	UNIFIL	Rockanapruk	13 "	1 "	Administrative Officer	FS-5

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Proposed Grade
II	FS-4	Administrative Assistant	UNTSO	van Oijen	22 years	4 years	Personnel Assistant	FS-4
II	FS-4	Administrative Assistant	UNTSO	Nolan	17 "	4 "	Sr. Administrative Officer	FS-6*
II	FS-4	Administrative Assistant	UNTSO	Hobisch	20 "	7 "	Personnel Assistant	FS-4
II	FS-4	Field Service Assistant	UNTSO	Fennelly	21 "	3 "	Administrative Officer	FS-5
II	FS-4	Secretary	UNTSO	Samanant	15 "	7 "		FS-3*
II	FS-4	Personnel Assistant	UNTSO	Arrawal	13 "	3 "	Personnel Officer	FS-5
II	FS-4	Secretary	UNTSO	Soneya	12 "	4 "		FS-3
II	FS-4	Deputy Chief Finance Officer	UNFICYP	Kooney	20 "	6 "	Finance Officer	FS-5
II	FS-4	Supervisor Cash Unit	UNEP	Feccos	13 "	4 "	Finance Officer	FS-5
II	FS-4	Bookkeeper	UNFICYP	Uthenpong	18 "	4 "	Finance Assistant	FS-4
II	FS-4	Bookkeeper	UNTSO	Dodici	15 "	3 "	Finance Assistant	FS-4
II	FS-4	Finance Assistant	UNTSO	Zervoleas	13 "	1 "		FS-4
II	FS-4	Procurement, Shipping and Supply Officer	UNFICYP	Amos	10 "	1 "	Procurement Officer	FS-5*
II	FS-4	Procurement Assistant	UNIFIL	Walsh	13 "	2 "	Procurement Officer	FS-5
II	FS-4	Deputy General Service Officer	UNTSO	Devine	20 "	6 "	General Services Officer	FS-5
II	FS-4	Chief of Registry and Archives	UNTSO	Ida	20 "	4 "	Registry Officer	FS-5
II	FS-4	Registry Officer	UNFICYP	McKenna	21 "	5 "	Registry Officer	FS-5
II	FS-4	Registry Assistant	UNTSO	Amsial	18 "	2 "	Registry Assistant	FS-4
II	FS-4	Travel Officer	UNTSO	Halmdierst	20 "	6 "	Travel and Visa Officer	FS-4*
II	FS-4	Visa, Clearance, IOV Officer	UNTSO	Tsoukias	28 "	6 "	Travel and Visa Officer	FS-5*

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Proposed Grade
II	FS-3	Secretary	UNIFIL	Okoronko	4 years	4 years		FS-3
II	FS-3	Secretary	UNEF	Ehirin	5 years	5 years		FS-3
II	FS-3	Secretary	UNEF	Datsomor	1 year	1 year		FS-3
II	FS-3	Secretary	UNTSO	Hevi	4 years	4 years		FS-3
II	FS-3	Secretary	UNIFIL	Ungsuthorn-rungsri	1 year	1 year		FS-3
II	FS-3	Finance Assistant	UNDOF	Soang	3 years	3 years		FS-1*
II	FS-3	Allowances and Benefits Clerk	UNTSO	Clancy	3 years	1 year	Finance Assistant	FS-4
II	FSL-3	Finance Clerk	UNIFIL	Cuadra	3 months	3 months		FS-3
II	FS-3	Field Service Secretary	UNIFIL	Rassac	4 years	4 years	Secretary	FS-3
II	FS-3	Supervisor Stock Record and Provision Group	UNEF	Salonen	3 years	1 year	Supply Assistant	FS-1*
II	FS-3	Receiving and Inspection Officer	UNEF	Fenton	4 years	1 year	Supply Assistant	FS-4
II	FS-3	Assistant Contract Officer	UNIFIL	Galindo	2 years	2 years	Procurement Assistant	FS-4
II	FS-3	Procurement Clerk	UNEF	McGoldrick	3 years	1 year		FS-3
II	FS-3 4	Deputy Chief of Registry and Archives	UNTSO	Mock	17 years	6 months	Registry Assistant	FS-4*
II	FS-3	Registry Clerk/Mail Operations	UNEF	Mayaki	6 years	3 years	Mail Clerk	FS-3
II	FS-3	Mail Unit Clerk	UNTSO	Adams	4 years	1 year	Mail Clerk	FS-3
II	FS-3	OIC of Mail Unit	UNTSO	Joven-Garcia	17 years	6 months	Mail Clerk	FS-3
II	FS-3	Travel Officer	UNEF	McCullie	4 years	1 year	Travel Assistant	FS-4
II	FS-3	Clerk/Typist	UNTSO	Mead	4 years	1 year	Secretary	FS-3
II	FS-2	Supply Officer	UNTSO	Heikkilo	3 months	3 months	Supply Clerk	FS-3

Classif. Group	Incumbent Level	Present Title	Mission	Name of Incumbent	Length of UN Service	Time in Grade	Proposed Title	Propos Grade
III	FS-6	Chief, Survey and Investigation Investigation	UNTSO	Raaso	26 yrs.	2 yrs.	Chief Investigation and Survey Officer	FS-6*
III	FS-5	Chief Security Officer	UNTSO	Mooren	23 yrs.	3 yrs.	Chief Security Officer	FS-6*
III	FS-4	Deputy Chief Security Officer	UNTSO	Klement	17 yrs.	3 yrs.	Security Assistant	FS-4
III	FS-4	Security Team Leader	UNTSO	Hager	20 yrs.	3 yrs.		FS-4*
III	FS-4	Chief Property Control and Inventory Officer	UNEP	Wynen	17 yrs.	2 yrs.	Property and Inventory Control Officer	FS-5*
III	FS-4	Chief Property Control/ Inventory Officer	UNIFIL	Willems	20 yrs.	3 yrs.	Property and Inventory Control Officer	FS-5*
III	FS-4	Inventory Control Officer	UNFICYP	O'Connor	18 yrs.	4 yrs.	Property and Inventory Control Officer	FS-5
III	FS-4	Claims Officer	UNFICYP	Colet	19 yrs.	3 yrs.		FS-5
III	FS-4	Claims Officer	UNIFIL	Bakkegaard	6 yrs.	5 mos.		FS-5*
III	FS-3	Investigator	UNTSO	Eringsmark	7 yrs.	6 mos.	Investigation and Survey Assistant	FS-4
III	FS-3	Claims Officer	UNTSO	Mead	4 yrs.	1 yr.		FS-5
III	FS-3	Claims Officer	UNDOF	Millgate	5 yrs.	1 yr.		FS-5*
III	FS-3	Claims Officer	UNEP	Hamalainen	3 yrs.	6 mos.	Claims Assistant	FS-4
III	FS-3	Claims Officer	UNEP	Wikstrom	4 yrs.	1 yr.	Claims Assistant	FS-4
III	FS-3	Assistant Claims and Investigation Officer	UNIFIL	Uusitalo	7 yrs.	5 yrs.	Claims Assistant	FS-4
III	FS-3	Driver of Chief Coordinator	UNTSO	Carlsson	3 yrs.	6 mos.	Security Officer	FS-3*
III	FS-3	Switchboard Operator	UNTSO	Jekhine	6 yrs.	2 yrs.	Security Officer	FS-3
III	FS-3	Property Control and Inventory Officer	UNDOF	McIlroy	4 yrs.	1 yr.	Property and Inventory Control Officer	FS-4*
III	FS-3	Inventory Officer	UNEP	Karptenberger	3 yrs.	6 mos.	Property and Inventory Control Assistant	FS-4
III	FS-2	Property Control and Inventory Assistant	UNIFIL	Ahonen	3 yrs.	6 mos.	Property and Inventory Control Assistant	FS-4
III	FS-2	Security Officer	UNTSO	Amporful	2 yrs.	2 yrs.		FS-2*
III	FS-2	Investigation Officer	UNEP	Collins	7 yrs.	2 yrs.	Investigation and Survey Assistant	FS-4