

STANDARD OPERATING PROCEDURES FOR THE OFF-LINE CLASSIFICATION

Note: The Classification process is composed of two parts (1) off-line process and (2) online process. The off-line process is done internal to UN-Habitat, the purpose is to get approval to classify and advertise a position, upon approval of the request, the on-line process can commence through the UNON Portal

1. STEP 1: UN-HABITAT HUMAN RESOURCES OFFICE

- 1.1. UN-Habitat HR Office guides the Hiring Office on the process of classification (off-line process and on-line process) and provides the following information/documentation;
 - 1.1.1. Off-line Classification Template (attached)
 - 1.1.2. Standard JO Building Template (TOR Template). Ref No. UNHAB-HR/TOR/005;
 - 1.1.3. [Generic Job Profiles](#) ;
 - 1.1.4. Standard Operating Procedures for the on-line Classification – UNHAB-HR SOP/ON-LINE CLASS/002;

2. STEP 2: UN-HABITAT HIRING OFFICE

- 2.1. The Hiring Office prepares the Terms of Reference;

Note: The Hiring Manager may opt to use the Generic Job Descriptions (GJD), since these are already pre-classified Job Descriptions, the use of GJD is highly recommended as it is quicker in classifying;
- 2.2. The Hiring Manager prepares the off-line Classification Form attaching the TORs and the Organogram for the unit, clearly indicating where the position will be situated;
- 2.3. The Head of Branch of Office signs off on the classification form;
- 2.4. The Hiring Office submits the form to the Organisation Management Administrator (OM Administrator) to provide funding source details (Coding block) and sign form accordingly;
- 2.5. The Hiring Office submits the classification documents to the UN-Habitat HR Office;

3. STEP 3: UN-HABITAT HUMAN RESOURCES OFFICE

- 3.1. UN-Habitat HR Office reviews the classification forms, the Terms of Reference and the Organogram provided and processes the classification documentation as appropriate;
- 3.2. UN-Habitat HR Office submits the classification documents to the Finance and Budget Office for (i) confirmation of availability of funding and (ii)

confirmation or creation of position number details by the Organisation Management Budget Administrator (OM Budget Admin)

4. STEP 4: FINANCE AND BUDGET OFFICE

- 4.1. Organisation Management Budget Administrator (OM Budget Admin) reviews and reconfirms the funding availability in the coding block indicated;
- 4.2. OM Budget Admin reviews whether request is for new post or existing post for the requested classification;
- 4.3. Where funding is available, the OM Budget Administrator creates a position for new a post requests or indicates post number for existing posts;
- 4.4. OM Budget Admin liaises with the OM Admin of the hiring office to approve the new post that has been created in Umoja (OM Budget Admin sends email to OM Admin);
- 4.5. OM Budget Admin indicates the position number and signs off on the classification form;
- 4.6. OM Administrator sends classification documents back to the UN-Habitat HR Office for further processing.

5. STEP 5: UN-HABITAT HUMAN RESOURCES OFFICE

- 5.1. UN-Habitat HR Office further reviews the classification documentation and signs on the form;
- 5.2. UN-Habitat HR Office forwards the classification documents to the appropriate approving office (Director, Management and Operations Division (GS -P4) or Executive Director, OED (P5 - D2));
- 5.3. UN-Habitat HR Office keeps the signed original documents on file and submits the scanned signed documentation to the Hiring Office for initiating the on-line process through the UNON Portal. Ref No. 002 SOPS for On-line Classification-SOP-ON-LINE CLASS-002

Note: UN-Habitat HR Office is responsible for guiding, monitoring and following up with the responsible offices and providing feedback to the hiring office.

Attachment to SOP

- [Standard Operating Procedures for the on-line Classification – 002 SOPS for On-line Classification-SOP-ON-LINE CLASS-002](#)
- [Off-Line Classification Template](#)
- [Standard JO Building Template \(TOR Template\)](#)
- [Generic Job Profile Link](#)