

THE COMMON CLASSIFICATION OF OCCUPATIONAL GROUPS (August 2015)

The Common Classification of Occupational Groups (CCOG) was promulgated by the ICSC in 1979. This version was approved by the ICSC at its 81st session (2015); it includes modifications and new definitions and supersedes all previous versions.

The CCOG is divided into two parts:

1. Professional managerial and technical work

Includes and lists codes and definitions for occupations concerned with the theoretical or practical aspects of such fields of human endeavour as the arts, science, engineering, education, medicine, law, business and economics and administrative, managerial and technical work. These occupations require substantial academic preparations usually acquired through university level education.

2. General support work (revised in 2010)

Includes and lists codes and definitions for occupations in the general service and related categories. Work is procedural, operational and technical in nature and ranges from routine and repetitive to functions that are varied, complex and para-professional, requiring some analysis and based on extensive and/or in-depth knowledge of a specific subject area. The performance of general service work often requires post-secondary education and technical or administrative training.

CHANGES IN THIS VERSION

CCOG Code	Occupational Group	Action	Covered by
1.A.01d	Cost Accountant	Cancelled due to low organizational usage	1.A.01.a
1.A.01f	Treasurers	Retitled – <i>Treasurers and Investment specialists</i>	
1.A.02	Management and Programme Analysts	Retitled: - <i>Management analysts and programme specialists (definition revised)</i>	
1.A.02b	Methods and procedure specialists	Cancelled due to low organizational usage	1.A.02.a
1.A.02e	Programme analysts	Retitled: <i>Programme specialists</i>	
1.A.03	Building service administrators	Retitled: Facilities management and security coordination specialists	
1.A.03a	Food services administrators	Cancelled due to low organizational usage	
1.A.03b	Maintenance and housekeeping administrators	Cancelled due to low organizational usage	-

CCOG Code	Occupational Group	Action	Covered by
1.A.04	Meeting services administrators	Retitled: <i>Conference and meeting services administrators</i>	
1.A.05	Computer information systems specialists	Retitled:- <i>Information systems and communication technology specialists</i>	
1.A.05c	Office automation specialists	Cancelled due to low organizational usage	1.A.05.a
1.A.05g	Computing centre production specialists	Cancelled due to low organizational usage	1.A.05.a
1.A.06a & 1.A.06d	Benefits specialists and Personnel entitlement specialists	Combined: <i>Benefits and entitlements specialists</i>	
1.A.06b	Human resources planning specialists	Retitled: <i>Human resources policy and planning specialists</i>	
1.A.06c & 1.A.06f	Job classification specialists Compensation administration specialists	Job evaluation and compensation specialists	
1.A.06.e	Recruitment specialists	Retitled – <i>Staffing specialists</i>	
1.A.06g	Staff training and development specialists	Training and development specialists	
1.A.06h	Staff relations specialists	Labour relations and mediation specialists	
1.A.08c & 1.A.08d	Radio media specialists and Visual media specialists	Combined and retitled: <i>Audio-visual media specialists</i>	
1.A.08 f	Fundraising specialists	<i>See 1.A.10c</i>	
1.A.09	Purchasing and contracting specialists	Retitled: - <i>Supply chain management specialists</i>	
1.A.10a	Protocol officers	Cancelled	1.A.10
1.A.10b	Relations and liaison specialists	Retitled: <i>Liaison specialists</i>	
1.A.10c	Donor-relations officers and fundraising specialists	NEW	
1.A.21	Auditors	Retitled: <i>Auditors and Inspectors</i>	
1.A.21a	Investigation, compliance and ethics specialists	NEW	
1.A.22	Hospital administrators	Cancelled due to low organizational usage	1.A.12
1.A.23	Records and documents administrators	<i>See 1.C.01</i>	
1.A.23a	Hospital and health records specialists	Cancelled due to low organizational usage	1.C.01

CCOG Code	Occupational Group	Action	Covered by
1.B.01	Aviation-related engineers	NEW	
1.B.03a	Community planners	Combined with 1.B.03	1.B.03
1.B.03b	Construction architects	Cancelled due to low organizational usage	1.B.03
1.B.03c	Landscape architects	Cancelled due to low organizational usage	1.B.03
1.B.03d	Naval architects	Cancelled due to low organizational usage	1.B.03
1.B.04	Ceramics engineers	Cancelled due to low organizational usage	1.B.03
1.B.06a	Airport engineers	Redefined and retitled Aerodrome engineers (renumbered 1.B.01b)	1.B.03
1.B.06b	Forest engineers	Combined with Forest industry engineers 1.B.02a	1.B.02.a
1.B.06c	Hydraulic engineers	Cancelled	1.B.06
1.B.06d	Railway engineers	Cancelled	1.B.06
1.B.06e & 1.B.06i	Sanitary engineers & Land and water development engineers	Combined and retitled <i>Water and Sanitation engineers</i>	1.B.06.e
1.B.06f	Soil mechanics engineers	- Cancelled	1.B.06
1.B.06g	Structural engineers	- Cancelled	1.B.06
1.B.06h	Transportation engineers	- Cancelled	1.B.06
1.B.07a	Electrical engineers	Cancelled due to low organizational usage	1.B.07
1.B.08a	Factory layout engineers	- Cancelled	1.B.08
1.B.08b	Manufacturing engineers	- Cancelled	1.B.08
1.B.08c	Methods engineers	- Cancelled	1.B.08
1.B.08d	Production planners	- Cancelled	1.B.08
1.B.08e	Quality control engineers	- Cancelled	1.B.08
1.B.08f	Safety engineers	- Cancelled	1.B.08
1.B.08g	Time and motion engineers	- Cancelled	1.B.08
1.B.09	Marine engineers		
1.B.10a	Heating, ventilation and refrigeration engineers	Cancelled	1.B.10
1.B.10b	Plant engineers	- Cancelled	1.B.10
1.B.10c	Power-plant engineers	- Cancelled	- 1.B.10
1.B.10d	Product design engineers	- Cancelled	- 1.B.10
1.B.11	Metallurgists and metallurgical engineers	- Cancelled	-
1.B.12	Mining and petroleum engineers	- Cancelled	-
1.B.12 a	Mining engineers	- Cancelled	-
1.B.12 b	Mining safety engineers	- Cancelled	-

CCOG Code	Occupational Group	Action	Covered by
1.B.12 c	Petroleum engineers	- Cancelled	-
1.B.14	Surveyors	- Cancelled	-
1.B.15	Biomedical engineers	- Cancelled	-
1.B.16	Forestry industry engineers	1.B.02 a	
1.B.16a	Mechanical wood products engineers	Cancelled	1.B.02.a
1.B.16b	Chemical wood products engineers	- Cancelled	1.B.02.a
1.B.16 c	Non-wood products engineers	- Cancelled	1.B.02.a
1.B.16 d	Wood energy engineers	- Cancelled	1.B.02.a
		-	-
1.C	Archivists, curators, information specialists and librarians	Redefined and retitled: - <i>Knowledge and documentation management specialists</i>	
1.C.01 & 1.A.23	Archivists Records and documents administrators	Combined: <i>Archivists and documents management specialists</i>	
1.C.02	Curators	Cancelled	
1.C.03a	Collection development specialists	- Cancelled	- 1.C.03
1.C.03b	Cataloguing, indexing and abstracting specialists	- Cancelled	- 1.C.03
1.C.03c	Reference and information dissemination specialists	- Cancelled	- 1.C.03
1.C.04	Knowledge management specialists	NEW	
1.C.06	Industrial property information specialists	Cancelled	
1.D	Artists	Cancelled due to low organizational usage	
1.D.01	Creative artists	Cancelled due to low organizational usage	-
1.D.02	Performing artists	Cancelled due to low organizational usage	-
1.E	Economists	Now 1.L.09	
1.E.01	Transport economists	Now 1.L.09 a	
1.E.01a	Air transport economists	Cancelled	1.L.09 a
1.E.02	Agricultural economists	Now 1.L.09b	
1.E.03	Development economists	Now 1.L.09 c	
1.E.04	Econometricians	Now 1.L.09 d	
1.E.05	General economists	Now 1.L.09 e	

CCOG Code	Occupational Group	Action	Covered by
1.E.06	Financial economists	Cancelled	1.L.09 e
1.E.07	Industrial economists	1.L.09 f	
1.E.08	International trade economists	1.L.09 g	
1.E.09	Labour economists	Cancelled	1.L.09 e
1.E.10	Price economists	Cancelled	1.L.09 e
1.E.11	Tax economists	Cancelled	1.L.09 e
1.E.13	Energy economists	1.L.09 h	
1.E.14	Health economists	1.L.09 i	
1.E.15	Marine economists	Cancelled	1.L.09/1.L.09.e
1.E.16	Mineral resource economists	- Cancelled	- 1.L.09.e
1.E.17	Forest economists	- Cancelled	- 1.L.09.b
1.E.18	Natural resources economists	Now 1.L.09j	
1.E.19	Telecommunications economists	Cancelled	1.L.09.e
1.F.01	Adult education specialists	Cancelled	1.F
1.F.02	Audio-visual specialists	- Cancelled	- 1.F
1.F.03	Pre-primary education specialists	- Cancelled	- 1.F
1.F.04	Primary education specialists	- Cancelled	- 1.F
1.F.05	Secondary education specialists	- Cancelled	- 1.F
1.F.06	Specialists in the education of the handicapped	- Cancelled	- 1.F
1.F.07	Teachers	- Cancelled	- 1.F
1.F.08	University and higher education specialists	- Cancelled	- 1.F
1.F.09	Vocational training specialists	- Cancelled	- 1.F
1.F.11	Development training specialists	- Cancelled	- 1.F
1.F.11 a	Fellowship administrators	- Cancelled	- 1.F
1.F.12	Health education specialists	- Cancelled	- 1.F
1.G.04 a	Health legislation specialists	Cancelled	1.G.04
1.G.04 b	Forensic medicine law specialists	- Cancelled	1.G.04
1.H.01 c	Fish-farming and aquaculture specialists	Cancelled	1.H.05

CCOG Code	Occupational Group	Action	Covered by
1.H.01 d	Horticulturists	- Cancelled	1.H.02.f
1.H.02c	Biochemists	- Cancelled	1.H.02
1.H.02d	Biologists	- Cancelled	- 1.H.02
1.H.02e	Biophysicists	- Cancelled	- 1.H.02
1.H.02f	Botanists	Combined and retitled	
1.H.02h	Geneticists	Cancelled	
1.H.02j	Mycologists	- Cancelled	- 1.H.02.f
1.H.02k	Parasitologists	- Cancelled	-
1.H.02m	Physiologists	- Cancelled	- 1.H.02
1.H.02n	Plant nematologists	- Cancelled	- 1.H.02.f
1.H.02o	Plant pathologists	- Cancelled	- 1.H.02.f
1.H.02p	Zoologists	- Cancelled	- 1.H.01.b
1.H.03a	Examinations specialists	- Cancelled	- 1.H.03
1.H.06a	Forest resources development specialists	- Cancelled	- 1.H.06
1.H.06b	Forest protection specialists	- Cancelled	- 1.H.06
1.H.06c	Forest harvesting and transport specialists	- Cancelled	- 1.H.06
1.H.06d	Forest industries development specialists	- Cancelled	- 1.H.06
1.H.06e	Forest institutions specialists	- Cancelled	- 1.H.06
1.H.06f	Wood scientists	- Cancelled	- 1.H.06
1.H.06g	Wood technologists	- Cancelled	- 1.H.06
1.H.06h	Forestry management specialists	- Cancelled	- 1.H.06
1.H.06i	Forestry planners	- Cancelled	- 1.H.06
1.H.06j	Forestry extension specialists	- Cancelled	- 1.H.06
1.H.06k	Tree breeding experts/geneticists	- Cancelled	- 1.H.06
1.H.06l	Forestry inventory specialists	- Cancelled	- 1.H.06
1.H.06m	Wildlife specialists	Cancelled	1.H.06
1.H.06n	Agroforestry specialists	- Cancelled	- 1.H.06
1.H.06o	Forest resources conservation specialists	- Cancelled	- 1.H.06
1.H.07 1.H.07a 1.H.07b	Soil specialists Soil conservationists Soil scientists	Combined and retitled <i>Soil scientists</i>	1.H.07
1.H.08a	Food toxicologists	Cancelled	1.H.08
1.H.08b	Occupational toxicologists	- Cancelled	1.H.08
1.H.08c	Experimental toxicologists	- Cancelled	- 1.H.08
1.H.08d	Clinical toxicologists	- Cancelled	- 1.H.08

CCOG Code	Occupational Group	Action	Covered by
1.H.08e	Eco-toxicologists	- Cancelled	- 1.H.08
1.I	Dental, nutrition, medical, nursing and veterinary specialists	Retitled <i>Medical and health – related specialists</i>	
1.I.01	Dentists	Cancelled	
1.I.02a	Dieticians	Cancelled	1.I.02
1.I.02b & 1.I.02c	Public health nutritionists Nutrition analysts	Combined	1.I.02.b
1.I.03a	Anaesthesiologists	Cancelled	1.I.03
1.I.03c	Dermatologists	- Cancelled	1.I.03
1.I.03d	General practitioners	- Cancelled	1.I.03
1.I.03e	Haematologists and blood transfusion specialists	- Cancelled	1.I.03
1.I.03f	Neurologists	- Cancelled	1.I.03
1.I.03h	Ophthalmologists	- Cancelled	1.I.03
1.I.03j	Pathologists	- Cancelled	1.I.03
1.I.03l	Geriatricians	Cancelled	1.I.03
1.I.03p	Surgeons	- Cancelled	1.I.03
1.I.03q	Traditional medicine specialists	- Cancelled	1.I.03
1.I.03r	Emergency care specialists	- Cancelled	1.I.03
1.I.04a	Nurse educators	Cancelled	1.I.04
1.I.04b	Nurse administrators	- Cancelled	1.I.04
1.I.04c	Midwifery specialists	- Cancelled	1.I.04
1.I.04d	Mental health nurses	- Cancelled	1.I.04
1.I.04e	Public health nurses	- Cancelled	1.I.04
1.I.05	Opticians and optometrists	Cancelled	
1.I.05a	Opticians	Cancelled	-
1.I.05b	Optometrists	Cancelled	-
1.I.07	Sanitarians (public health)	Cancelled	- 1.I.03.n
1.I.08a	Public health veterinarians	Cancelled	- 1.I.08
1.I.09a	Physiotherapists	Cancelled	- 1.I.09
1.I.09b	Occupational therapists	Cancelled	1.I.09
1.I.09c	Prosthetists	Cancelled	1.I.09
1.I.09d	Speech therapists	Cancelled	1.I.09
1.J.01	Astronomers	Cancelled	
1.J.02b	Inorganic Chemists	Cancelled	- 1.J.02
1.J.02c	Organic chemists	Cancelled	- 1.J.02
1.J.02d	Physical chemists	Cancelled	- 1.J.02
1.J.02e	Environmental chemists	Cancelled	- 1.J.02/1.R.01
1.J.02f	Food chemists	Cancelled	-
1.J.02g	Sanitary chemists	Cancelled	- 1.J.02

CCOG Code	Occupational Group	Action	Covered by
1.J.03a	Cartographers	Cancelled	1.J.03
1.J.04a	Geologist	Cancelled	1.J.04
1.J.04b	Geophysicists	Cancelled	1.J.04
1.J.04d	Hydro-geologists	Cancelled	1.J.04
1.J.06a	Electromagnetics physicists	Cancelled	- 1.J.06
1.J.06b	Electronics physicists	Cancelled	- 1.J.06
1.J.06c	Heat physicists	Cancelled	1.J.06
1.J.06d	Light physicists	Cancelled	1.J.06
1.J.06e	Mechanics physicists	Cancelled	1.J.06
1.J.06g	Sound physicists	Cancelled	1.J.06
1.K.02 & 1.K.03	Product planners Sales specialists	Combined	1.K.02
1.L.02	Historians	Cancelled	
1.L.03.a	Political scientists - application	Retitled – Political affairs specialists	
1.L.05a	Human reproduction sociologists	Cancelled	1.L.05
1.L.07	Social security specialists	Cancelled	-
1.L.08	Management development specialists	Retitled Entrepreneurship and small enterprise development specialists	
1.L.08a	Small enterprise development specialists	Cancelled	- 1.L.08
1.L.08b	Entrepreneurship development specialists	Cancelled	- 1.L.08
1.M.01a	Actuaries	Cancelled	1.M.01
1.M.01b	Mathematicians – Applied mathematics	Cancelled	1.M.01
1.M.01c	Mathematicians – pure mathematics	Cancelled	1.M.01
1.M.02a	Statisticians-theoretical statistics	Cancelled	- 1.M.02
1.M.02b	Statisticians – Applied statistics	Cancelled	- 1.M.02
1.M.06	Evaluation methodology analysts	Retitled – <i>Evaluation Specialists</i>	1.A.02.f
1.O	Writers, translators, interpreters	Retitled <i>Writers and language specialists</i>	
1.O.01	Authors and critics	Cancelled	1.O.07
1.O.04	Précis- writers	- Cancelled	- 1.O.7

CCOG Code	Occupational Group	Action	Covered by
1.R.01a	Environmental scientist - land	Cancelled	1.R.01
1.R.01b	Environmental scientists - air	Cancelled	1.R.01
1.R.01c	Environmental scientists - marine	Cancelled	1.R.01
1.T	Electronic communications specialists	Cancelled	

Global scheme of occupational groupings

OCCUPATIONAL GROUP

Job family

Field of work

Occupations

PROFESSIONAL AND MANAGERIAL WORK

1. A. Administrative specialists

- 1. A.01. Financial management specialists
 - a. Accountants-general
 - c. Budget management specialists
 - e. Financial analysts
 - f. Treasurers and investment specialists

- 1. A.02. Management analysts and programme specialists
 - a. Management and organizational analysts
 - e. Programme specialists
 - f. Evaluation Specialists

- 1. A.03. Facilities management and security coordination specialists
 - b. Facilities management specialists
 - d. Security and safety specialists

- 1. A.04. Conference and Meeting services administrators

- 1. A.05. Information systems and communication technology specialists
 - a. Management information systems specialists
 - b. Systems development specialists
 - d. Database administration specialists
 - e. Computer communications and network specialists
 - f. Computer system programming and performance specialists

- 1. A.06. Human resources management specialists
 - a. Benefits and entitlements specialists
 - b. Human resources policy and planning specialists
 - c. Job evaluation and compensation specialists
 - e. Staffing specialists
 - g. Training and development specialists
 - h. Labour relations and mediation specialists

- 1. A.07. Printing services specialists

- 1. A.08. Public information specialists
 - a. Press Officers
 - b. Printed media specialists

- f. Audio-visual media specialists
 - g. Multimedia specialists
- 1. A.09. Supply chain management specialists
 - a. Procurement specialists
 - b. Contracts specialists
 - c. Logistics specialists
- 1. A.10. Representation and protocol specialists
 - b. liaison specialists
 - c. Donors-relations officers and fund-raising specialists
- 1. A.11. Technical cooperation administrators
- 1. A.12. Administrative officers
- 1.A.21. Auditors and inspectors
 - a. Investigation, compliance and ethics specialists
- 1. B. Architects, engineers
- 1. B.01. Aviation-related engineers
 - a. Aeronautical engineers
 - b. Aerodrome engineers
- 1. B.02. Agricultural engineers
 - a. Forest industry engineers
- 1. B.03. Architects and community planners
- 1. B.05. Chemical engineers
- 1. B.06. Civil engineers
 - e. Water and sanitation engineers
- 1. B.07. Electrical and electronic engineers
 - a. Electrical engineers
 - b. Electronic engineers
 - c. Telecommunications engineers
- 1. B.08. Industrial engineers
- 1. B.09. Marine engineers
- 1. B.10. Mechanical engineers
- 1. B.13. Nuclear engineers

- 1. C. Knowledge, documentation and information management specialists
- 1. C.01. Archivists and documents management specialists
- 1. C.03. Library and information specialists
- 1. C.04. Knowledge management specialists
- 1. C.07. Information network specialists
- 1. F. Education specialists
- 1. G. Jurists
- 1. G.01. General legal advisers
- 1. G.02. International law specialists
- I.G.04. National law specialists
- 1. H. Life scientists
- 1. H.01. Agricultural scientists
 - a. Agronomists
 - b. Animal scientists
- 1. H.02. Biological scientists
 - a. Anatomists
 - b. Microbiologists
 - f. Botanist and other Plants specialists
 - g. Entomologists
 - l. Pharmacologists
- 1. H.03. Psychologists
- 1. H.05. Fishery specialists
- 1. H.06. Forestry specialists
- 1. H.07. Soil scientists
- 1. H.08. Toxicologists
- 1. I. Medical and health-related specialists
- 1. I.02. Dieticians and nutritionists
 - b. Public health nutritionists and nutrition analysts

- 1. I.03. Medical specialists
 - b. Epidemiologists
 - g. Family health specialists
 - i. Immunologists
 - k. Non-communicable disease specialists
 - m. Mental health specialists
 - n. Public health specialists
 - o. Radiologists
 - s. Communicable disease specialists
 - t. Occupational health specialists
- 1. I.04. Nursing specialists
- 1. I.06. Pharmacists
- 1. I.08. Veterinarians
- 1. I.09. Rehabilitation specialists
- 1. I.10. Health laboratory specialists
- 1. J. Physical scientists
- 1. J.02. Chemists
 - a. Analytical chemists
- 1. J.03. Geographers and cartographers
- 1. J.04. Geologists, geophysicists and hydro-geologists
 - c. Hydrologists
- 1. J.05. Meteorologists
- 1. J.06. Physicists
 - f. Nuclear physicists
- 1. J.07. Nuclear safeguards inspectors
- 1. J.10. Aerospace technology specialists
- 1. K. Sales and marketing specialists
- 1. K.01. Marketing analysts

- 1. K.02. Product planners and sales specialists
- 1. L. Social scientists
- 1. L.01. Anthropologists
 - a. Human settlement specialists
- 1. L.03. Political scientists
 - a. Political Affairs specialists
- 1. L.04. Social welfare specialists
- 1. L.05. Sociologists
 - b. Demographers
- 1. L.06. Public administration specialists
 - a. Public health administration specialists
- 1. L.08. Entrepreneurship and small enterprise development specialists
- 1. L.09. Economists
 - a. Transport economists
 - b. Agricultural economists
 - c. Development economists
 - d. Econometricians
 - e. General economists
 - f. Industrial economists
 - g. International trade economists
 - h. Energy economists
 - i. Health economists
 - j. Natural resources economists
- 1. M. Statisticians and mathematicians
- 1. M.01. Mathematicians and actuaries
- 1. M.02. Statisticians
- 1. M.05. Operations research analysts
- 1. N. Transportation specialists
- 1. N.01. Aviation specialists
 - a. Air traffic management specialists
 - b. Flight operations specialists
 - c. Aviation services and safety specialists
- 1. N.02. Traffic and travel services specialists

- 1. N.03. Maritime transportation specialists
- 1. O. Writers and language specialists
- 1.O.02. Editors
- 1.O.03. Interpreters
- 1.O.05. Terminologists
- 1.O.06. Translators and revisers
- 1. O.07. Writers
- 1. P. Professional, managerial and technical specialists for which no job family exists
- 1. Q. Postal services specialists
- 1. R. Environmental specialists
- 1. R.01. Environmental scientists
- 1. S. Relief specialists
- 1. S.01. Emergency relief specialists
- 1. U. Cultural development specialists

GENERAL SERVICES AND RELATED CATEGORIES

- 2.1. General Administration and office support
- 2.1.01. Executive secretarial and office support
- 2.1.02. General administration
 - a. Administrative assistance
 - b. Programme and management analysis support
 - c. Building services support
- 2.1.03. Financial management - related
 - a. Accounting support
 - b. Budgeting support
 - c. Treasury and investment management support
- 2.1.04. Auditing and programme evaluation support
- 2.1.05. Management of information and communication technology support
 - a. Information systems support
 - b. Systems development support
 - c. Telecommunications related
 - d. Documentation processing
 - e. Archives-related
 - f. Mailing and documents distribution
- 2.1.06. Human resources management -related
 - a. Benefits, personnel entitlements and payroll support
 - b. Recruitment, placement and staffing support
 - c. Human resources planning, classification and compensation support
 - d. Staff development and performance management support
- 2.2. Programme management support
- 2.2.01. Programme assistance
 - a. Technical cooperation support
 - b. Economics related
 - c. Education related
 - d. Legal related
 - e. Life-science related
 - f. Physical science related
 - g. Environmental science –related
 - h. Statistics, mathematic and research related
 - i. Sales and marketing related
 - j. Architecture and engineering related

- 2.2.02. Medical related
- 2.2.03. Information, media and public – relations related
 - a. Audio-visual, graphic and printing/publishing – related
 - b. Information dissemination and library services related
 - c. Media and public relations related
 - d. Liaison and protocol support
- 2.2.04. Language and documentation service
 - a. Writing, translation support
 - b. Editing-related and proofreading
- 2.2.05. Conference and meeting services
- 2.2.06. Procurement, supply and logistics support
 - a. Purchasing and contracting related
 - b. Inventory and supply related
 - c. Storing and warehousing
 - d. Transportation related
 - e. Shipping
 - f. Travel and visa support
- 2.3. Maintenance and security services
- 2.3.01. Construction and building maintenance work
 - a. Machine maintenance and repair work
- 2.3.02. Protective and security services
- 2.3.03. Food services
- 2. P. Support work for which no job family exists

IV. CCOG DEFINITIONS

1. PROFESSIONAL MANAGERIAL AND TECHNICAL WORK

This group includes occupations concerned with the theoretical or practical aspects of such fields of human endeavour as the arts, science, engineering, education, medicine, law, business and economics and administrative, managerial and technical work. These occupations require substantial academic preparations usually acquired through university level education or training with major study in or pertinent to the specialized field.

1. A. Administrative specialists

This job family includes occupations concerned with providing specialised administrative services or programme work that facilitates the overall achievement of the organisation's objectives. Such work includes analysing, evaluating, modifying, developing and advising on, the basic programmes, policies, and procedures, including resources management, which facilitate and support the principal mission of the organization.

1. A.01. Financial management specialists

Perform functions related to the organization's accounts, budget and/or treasury operations; plan and administer financial services, including payroll operations, maintain the financial records and ensure that all internal control procedures are implemented; prepare financial statements and plan, install and administer conventional or electronic data processing accounting systems; manage the funds of the organization, including receipt, recording, disbursement and investment of funds from all sources; purchase and sell currencies; arrange banking services; administer collection of assessments from Member Governments and maintain appropriate records; formulate or review budget estimates and proposals to ensure consistency with medium- and long-term programme objectives and financial capacity of organization; prepare budget analytical reports; assist with the preparation of budget and programme directives and guideline material; and develop, install and maintain budgeting systems that provide control of expenditures.

1. A.01.a. Accountants – general

Supervise or perform professional work related to the official accounting records of the organization; plan and administer services relating to the documentation, classification and recording of financial transactions and advise on related problems; plan, install and administer conventional or electronic data-processing accounting systems; prepare and certify financial statements; review tax returns; check and verify accounts and bookkeeping records; develop and maintain accounting systems, procedures and activities, ensuring the application of proper accounting controls and conformity with financial regulations, rules, policies and procedures; review, analyse and evaluate accounting records to ensure proper recording of transactions; prepare accounting and other financial data for management information; review and authorize payments; and administer payroll.

1. A.01.c. Budget management specialists

Apply principles of financial management to analyse past and present fiscal operations and estimate future revenues and expenditures to prepare budget; analyse proposals in terms of budgetary objectives, past and present operating budgets, and trends in patterns of resource allocations; analyse records of present and past operations, trends and costs, estimated and realized revenues, administrative commitments and obligations incurred; develop, install and maintain budgeting systems that provide control of expenditures; interpret accounts and records of management; and prepare and interpret budget directives and guidelines

1. A.01.e. Financial analysts

Conduct statistical analyses of information affecting organization's investment programmes and evaluate suitability of present and future investments; interpret data concerning the price, yield, stability and future trends of investments, using stock and bond reports, financial periodicals, securities manuals and personnel interviews; summarize data, setting forth current and long-term trends in investments and risks and measurable economic influences pertinent to status of investments; analyse losses; advise on financial trends; and suggest remedial measures.

1. A.01.f. Treasurers and investment specialists

Manage the cash funds of the organization and the receipt, recording and investment of cash from all sources; make disbursements; prepare short- and long-term cash flow plans; decide the level of cash funds required in the short term in various currencies; monitor the organization's portfolio of funds on deposit; purchase and sell currencies to meet the needs determined; invest excess cash funds at the best available interest rates; make banking arrangements; provide technical support to the organization's advisory committee on investments; and complete, record and follow-up on the collections of assessments from Member Governments.

1. A.02. Management analysts and programme specialists

Review, examine and evaluate the organization's objectives, structure, procedures, policies and management systems; evaluate the efficiency and effectiveness of organizational programmes, applying techniques such as management and organizational analysis and methods and procedures studies; plan and conduct analyses of programme and budget proposals to ensure conformity with organization's programme and budgetary objectives; prepare reports to management summarizing findings and recommending changes based on those analyses.

1. A.02.a. Management and organizational analysts

Conduct studies of organizational units, methods, systems and procedures, to ascertain and improve their efficiency and effectiveness, develop information and consider available solutions or alternative methods of proceeding, identify organizational objectives; study and evaluate strategies, policies, delegation and exercise of authority, organizational design, number and classification of positions and formal and informal lines of communication and control; prepare and examine organizational charts, delegation of authority, manuals and other data; conduct interviews to collect and validate data; identify causes of organizational problems and

recommend solutions; identify problems that may require detailed methods and systems study; and develop material to assist in staff retraining and orderly implementation of recommendations.

1. A.02.e. Programme specialists

Lead the development and implementation of programmes, provide technical advice and oversight on policies, strategies and operations; may review past and current operating budgets and analyse trends in patterns of resource allocation; prepare comparative analyses of operating programmes by studying costs in relation to objectives achieved or services delivered; examine budget and programme proposals and evaluate priority in accordance with overall budgetary and programme objectives and long-term planning; prepare reports based on those analyses for management with recommendations for acceptance or revision of budget proposals; and assist with preparation of programme directives and guidelines for programme managers and provide interpretation of such material.

1.A.02.f. Evaluation Specialists

Design and develop evaluation policies, systems, concepts and methodologies for normative research and policy analysis functions and, in this context, operational activities in the economic and social sectors; apply and expand objective techniques of social science research, such as economic modelling and statistical techniques for the analysis and projection of data, including objective techniques for data gathering; develop concepts and methodologies for the planning, design, monitoring and implementation of policies, programmes and projects; plan, coordinate and conduct policy-oriented studies; advise organizations on the design and conduct of such policy studies; and integrate evaluation methods and policy studies with economic and social development policies and strategies.

1. A.03. Facilities Management and Security Coordination Specialists

Plan, develop and organize programmes for the administration of physical operations, maintenance, repair of the organization's facilities and ensure the physical security and safety of organization's staff and premises.

1. A.03.b. Facilities Management Specialists

Plan and coordinate space and infrastructure to ensure the functionality of the built environment by integrating the accommodation of people, facilities, equipment, process and technology. This work involves planning and directing the maintenance and repair of physical structures and utilities, and the allocation and design of space.

1. A.03.d. Security and safety specialists

Plan, develop and administer programmes designed to ensure physical security and safety of the organization's staff and premises; analyse and determine the particular security and safety risks and requirements of the organization; develop and implement security procedures regulating entry to premises and access to personal or confidential files or records, and safeguarding

physical assets; ensure development and implementation of procedures to provide physical safety of staff and premises including adequate fire prevention and detection procedures; maintain liaison with management and local law enforcement officials concerning any disturbance or incident that may involve the commission of a crime or the breach of a local law or regulation.

1. A.04. Conference and Meeting services administrators

Plan, organize and service conferences and meetings of committees, commissions and other bodies; determine conference needs, such as interpretation, translation, documents and security services, space allocations, supplies, equipment and personnel required, and plan, organize and administer services required to meet them; confer with relevant organizational units to ensure timely provision of documentation required for meetings; and advise on the preparation of agenda and procedures for conducting meetings.

1. A.05. Information systems and communication technology specialists

Provide planning, developmental, operational, programming, management, and other specialized technical support for the management of the organization's information and its flow by means of computer processing and communications technologies.

1. A.05.a. Management information systems specialists

Evaluate and operate information systems and technologies, including user requirements and technical upgrades. Analyse existing procedures, information flows and users' information needs; analyse and recommend policies concerning informatics and telematics, including making recommendations to assist in the long-range planning of strategies, systems, resources and standards; monitor and perform research on advanced methodologies; Carry out training on management information systems applications and management of computing resources; conduct analyses of management problems to determine the role of information systems.

1. A.05.b. Systems development specialists

Analyse and determine short and long term information requirements of users; develop design and implementation approaches; evaluate the cost-benefit of alternative approaches using mainframe, mini-microcomputers and networks; build data models; specify and program pilot and final versions of systems; test, de-bug and document systems and application programs; solve problems of integration of hardware; plan and design upgrades to software tools to improve development and performance of application; plan and coordinate development and re-design of applications; and provide training and "trouble-shooting" services.

1. A.05.d. Database administration specialists

Plan and organize the structure and development of large-scale, multiple-application, organization-wide databases; coordinate and enforce standards and data security for the common definition of data structures; responsible for data integrity and recovery and restart procedures; install and maintain data management software; identify opportunities for more efficient use of existing data and for expanded user access to existing applications utilization; and provide technical assistance and training to systems development specialists.

1. A.05.e. Computer communications and network specialists

Assess and estimate technical requirements, feasibility, cost-benefit, and data flow volumes for movement of data of various formats among a variety of locations and devices; analyse and program data conversion; evaluate, select, install, maintain, "trouble-shoot" and upgrade networks and telecommunications facilities; analyse, design, develop and monitor security, performance and compatibility of supporting computer network and communication software and hardware; coordinate and maintain integrity of local area network based services; plan and coordinate upgrade of telecommunications facilities in accordance with international standards.

1. A.05.f. Computer system programming and performance specialists

Analyse and design hardware and software system architecture; monitor system performance, utilization, and cost effectiveness; assess new releases and upgrades for operating software and equipment; program and coordinate conversions and installations of upgrades/new releases; design and write system programs for specific system architecture; and evaluate and implement technological improvements to hardware and software.

1. A.06. Human resources management specialists

Perform functions relating to organizational development, staff recruitment, placement, human resources planning, promotion, staff training and management development, job classification, compensation and benefits, staff relations, performance management and other areas of human resources management; ascertain staffing requirements, carry out job analysis and evaluation; formulate and interpret HR policy; arrange transfers of staff, advertise vacancies, interview and test applicants, select most suitable candidates and settle terms of employment or submit proposals to employing organization; plan for the provision and allocation of human resources to meet the Organization's objectives; organize and administer staff consultation and grievance procedures; negotiate settlement of appeals and complaints; conduct salary surveys and construct salary scales; plan and administer career development schemes; provide advice and counselling to staff members; plan and organize staff services, such as pension schemes and other welfare provisions; identify and define requirements of human resources information systems, and managing employee assistance programmes.

1. A.06.a. Benefits and entitlements specialists

Plan and direct development, implementation and administration of benefits or social security schemes, such as pensions, health insurance and workers' compensation, designed to insure employees against loss of income due to injury, illness, unemployment or retirement and in case of death, provide compensation to family beneficiaries; analyse benefit policies, coverage of schemes, data concerning practices among similar organizations and modify aspects of existing benefit schemes, or negotiate modifications with private contractors; develop and disseminate information in written and verbal form to inform and advise employees of eligibility for benefit programmes. Interpret the staff regulations and rules and approve the application of staff entitlements and conditions of service. Assess and evaluate existing conditions of service and entitlements and make recommendations to management concerning their implementation.

1. A.06.b. Human resources policy and planning specialists

Develop human resources policies; plan and administer organizational development programmes compatible with available human resources; develop communication programmes to promote HRM role, objectives, practices and procedures; identify career paths and opportunities for particular occupational categories employed; develop, implement and administer performance appraisal programmes; determine in consultation with management and staff members development needs of individual staff members and advise management and staff members on career prospects, problems and strategies; assist management in the development of career plans for staff members, including lateral transfers, planned work experience, training and staff exchange programmes; analyse career progression patterns and identify factors inhibiting career mobility and ability of an organization to attract and retain staff; identify and develop schemes ensuring appropriate rewards for high performance and sanctions for poor performance; prepare reports to management on career development needs of organization and recommend modification of existing, or development of new policies or programmes; coordinate the development of organizational (core) competencies; and identify, analyse and monitor, on a continuing basis, the recruitment needs of the organization and recommend adoption of recruitment targets for particular categories of staff.

1. A.06.c. Job evaluation and compensation specialists

Plan, implement, administer and monitor classification programmes and related systems for classifying positions according to the nature of work performed and the value of that work to the Organization, including providing advice to management and staff on all job classification matters; develop job evaluation and organizational structure criteria; provide assistance to management in the design of organizational structures that support the fulfilment of the Organization's mandate within existing constraints.

Develop, implement, administer and evaluate systems of salaries and allowances applicable to particular staff categories and positions within the Organization; conduct surveys of prevailing salaries and allowances paid and conditions provided by employers in the local market and develop and recommend competitive rates of salaries and allowances; advise on the Organization's established salary policies and principles of salary administration; and contribute to the development of improved compensation policies and practices.

1. A.06.e. Staffing specialists

Plan and implement recruitment strategies and programmes to assist management in meeting programme goals of the Organization and ensuring the timely and efficient filling of current and upcoming vacancies; assess the effectiveness of the recruitment programmes; keep abreast of new selection techniques and processes and develop, in cooperation with other HR specialists, occupational competencies and other recruitment criteria; plan and conduct internal and external redeployment programmes; maintain contact with prime recruitment sources and develop contacts with new sources; define the need for and utilization of computerized applicants' rosters; conduct advertising and prospecting programmes for job applicants using a variety of computerized databases and telecommunications means; develop information and publicity material on vacancies in the Organization; assess applicants' suitability for selection,

employment or internship programmes; plan, conduct and evaluate interviews and tests used in the selection process; record information on candidates, including educational qualifications, previous employment history and results of interviews; notify candidates of the results of the selection process; supply information to applicants concerning the nature of job vacancies, duties, responsibilities and working conditions, including the remuneration package and career opportunities; prepare job offers and negotiate the details of contracts.

1. A.06.g. Training and development specialists

Evaluate and assess the specific training needs of the Organization in consultation with management and staff; plan, develop and implement training programmes to meet identified needs, both individual and institutional, including formal training courses, group workshops, orientation and on-the-job training; identify in-house resources via skills inventories for staff training programmes; evaluate suitability of external courses; manage sabbatical/external assistance schemes; evaluate and compare cost of possible alternative actions to training, such as enhanced job design, redeployment, recruitment, etc.; evaluate cost-effectiveness of training by linking training costs to perceived benefits; prepare staff development programmes in light of Organization HR plan; develop and conduct courses related to general and human resources management needs; prepare course outlines and other material for training courses, select and brief course instructors and manage the running of courses; prepare and supervise preparation of training aids, such as audio-visual materials, reference documents and training handbooks; evaluate and recommend the purchasing of training equipment and supplies; evaluate, using pre-determined indicators, the results of individual training components and total training programme on an on-going basis; provide advice to management on training needs and problems; keep abreast of new developments and trends in the field.

1. A.06.h. Labour relations and mediation specialists

Perform activities designed to promote and maintain harmonious relations between staff and management, which will contribute positively to the work climate and enhance staff motivation, morale and productivity in the Organization; advise or represent management in matters involving the recognition of and formal consultation or negotiation with, staff associations or in carrying out agreements with such associations on all issues related to staff welfare and the conditions of work, including staff services, conduct, rights, grievances and appeals; organize and administer staff consultative, grievance and appeal procedures; inform and counsel staff in respect of responsibilities, rights and difficulties associated with work and entitlements and negotiate settlements of appeals and complaints; promotes informal resolution of disputes and conflicts in the work place.

1. A.07. Printing services specialists

Plan, administer, review and evaluate the printing services of the organization and its ability to produce documents, books, periodicals, newspapers, circulars, music scores, maps, greeting cards and other material; determine and recommend modifications of existing or purchase of new machines and equipment required for current or projected operations; when appropriate, determine and negotiate contracts with private firms for printing services; develop standards and guidelines for the operation of printing presses and related equipment, and other

production activities and monitor their application; administer and control the operations of the printing services to produce the required material within established quality, quantity, cost and time requirements.

1. A.08. Public information specialists

Plan and conduct programmes designed to provide information about the organization and to promote better understanding of its aims and activities through a variety of media, including broadcasts and publications via the Internet and through groups such as non-governmental organizations represent the organization in dealings with the press, radio, television and other media and advise the organization on the potential reaction of the public to material intended for dissemination.

1. A.08.a. Press officers

Provide information about the organization and promote better understanding of its aims and activities by preparing press reports, news releases and background material for public media about the organization based on programmes and projects, events, meetings, conferences or other matters concerning the work of the organization; cover conferences and meetings held by the organization or its officials, or at which the organization is represented, and provide briefings or materials about statements made and decisions taken; collect and analyse information from other sources and prepare press releases of newsworthy items; check press releases with a view to ensuring objective and unbiased reporting, the use of terms understandable to the public and the conformity of the contents to the organization's policies; consult members of operating units and others to keep abreast of developments of public interest; and provide briefings and explanatory statements to representatives of the press.

1. A.08.b. Printed media specialists

Provide information about the organization and promote better understanding of its aims and activities by developing printed information and disseminating it through headquarters, regional and field staff to Governments, educational institutions, the media and groups such as non-governmental organizations; maintain liaison with headquarters, regional and field staff and representatives of government information services and monitor national press reports to identify opportunities for publicizing aspects of the organization's work; plan and develop programmes to produce printed information to meet identified needs; assess the potential value of the organization's documents, publications and other written material for public dissemination and edit material, e.g., modifying technical terms and focus to be more understandable and interesting to the intended audience; prepare feature articles for public dissemination on aspects of the organization's work; prepare or oversee preparation of information brochures and kits outlining the organization's work and activities; advise the organization on potential reactions of the public to material intended for dissemination; prepare draft speeches or notes for public addresses by staff of the organization.

I.A.08.f. Audio-visual media specialists

Provide information about the organization and promote better understanding of its aims and activities by developing and disseminating programme material for broadcasting by audio-visual media, such as radio, television, photography, film and video; identify opportunities for publicizing aspects of the organization's work; oversee the technical production of programmes, and advise the organization on the potential reaction of the public to material intended for dissemination; plan and arrange production and broadcast facilities to provide on-the-spot coverage of current events relating to organization.

1. A.08.g. Multimedia specialists

Provide information and promote better understanding of the organization and its activities by developing multimedia news and communication contents and products such as news interviews, video statements, audio files, photo stories, animated presentations and podcasts; design and create information technology –based multimedia products such as websites, DVDs CD-ROM and video materials combining text with sounds, pictures, graphics, animations and video clips for information and instructional purposes. Use computer packages to incorporate the work of other specialists, such as writers, artists, animators, film makers, programmers and sound engineers, into final products.

I.A.09. Supply Chain Management specialists

Streamline the organization's business activities to ensure operational optimization through the design, planning, and implementation of an integrated supply chain; study trade information on quality and price of available products and services; negotiate with suppliers on prices, credit terms and discounts, and arrange delivery schedules; negotiate and administer contracts for purchase or sale of equipment, materials, products or services; prepare and review requests for bids, process specifications and other exhibits required in the procurement process; advise affected departments of contractual rights and obligations.

1. A.09.a. Procurement specialists

Purchase machinery, equipment, tools, materials, parts, services, supplies and utilities; ascertain the organization's requirements and study trade periodicals, suppliers' literature and other information on prices, varieties and quantities available; interview vendors to ascertain their ability to meet the organization's specifications for design, performance, price and delivery; negotiate with suppliers on prices, credit terms and discounts and arrange delivery schedules; authorize payment of invoices; and price items for resale.

1. A.09.b. Contract specialists

Establish and administer contracts for purchase or sale of equipment, materials, products or services; check estimates of material, equipment and production costs, performance requirements and delivery schedules for accuracy; prepare requests for bids, process specifications and other exhibits that may be required in procurement process; review bids for conformity to contract requirements and determine acceptable bids; negotiate contract with

supplier or customer; request or approve amendments to or extensions of contracts; and advise departments of contractual rights and obligations.

1. A.09.c. Logistics specialists

Define, design, coordinate and manage the infrastructure requirements of operations or specified programmes. Work involves ensuring a smooth flow of materials, equipment or supplies from the point of purchase through warehousing and shipment to the point of consumption.

1. A.10. Representation and protocol specialists

Organize, coordinate and advise on representation and protocol services to secure support for and implement policy of the organization and ensure compliance of activities with international norms of diplomatic protocol; establish relations and maintain liaison with constituents of organization and advise on issues affecting organization's relations; serve as representative or observer in a non-technical capacity at meetings and other functions of the organization or outside bodies and make statements or negotiate on behalf of the organization; advise the organization and constituents on protocol matters; and coordinate and organize official ceremonies and social functions.

L.A.10.b. Liaison specialists

Organize and coordinate representation activities to secure support for, and implement policy and achieve objectives of, the organization; provide information to and seek views of outside bodies on the organization's policies, problems or issues; advise on appropriateness, style, procedure and protocol in respect of the organization's formal communications and other documents; serve as representatives or observers in a non-technical capacity at meetings and other functions of the organization or outside bodies and make statements or negotiate on behalf of the organization; prepare reports and write commentaries on meetings attended; assist in servicing the organization's meetings by preparing agenda, convocations and invitations; advise on issues affecting the organization's external relations; represent the organization as required in receiving official visitors; and represent the organization within a country or geographical region.

1. A.10.c. Donor- relations and fund-raising specialists

Develop partnerships, establish relations and maintain liaison with actual and potential donors. Mobilize funds for the organization's programmes and projects; Advocate for the mandate of the organization by providing information on the implementation of the work programmes; keep management and staff informed on donors' criteria and priorities.

1. A.11. Technical cooperation administrators

Administer technical cooperation activities, usually within a specified geographical region or sectoral area; maintain liaison with and provide advice to Governments, governmental and non-governmental organizations and institutions, specialized agencies and multilateral and

bilateral donors on the optimum utilization of technical assistance activities; issue and interpret operating policies, rules and procedures and maintain up-to-date records thereon; coordinate with the technical servicing (e.g. personnel, finance, travel, transportation, purchasing) and field (e.g. field office and project staff) units to ensure the timely provision of information and action relative to the planning, implementation and evaluation of technical cooperation activities; consolidate and edit data provided for programme planning documents, project proposals, project documents and project implementation reports, experts' job descriptions, curricula vitae, work plans, progress reports, fellowship programmes and reports on evaluation and follow-up activities, while seeking harmonization of conflicting information or views; maintain information on all related aspects (e.g. political, personnel, finance, equipment, travel) of technical cooperation activities within the region or area and advise management and technical units whenever appropriate; negotiate with funding sources or assist in such negotiations by providing information and advice.

1. A.12. Administrative officers

Plan and supervise the administrative, financial and personnel support services required by a programme, office or organization; prepare budget and financial reports; authorize expenditures, personnel actions, acquisitions and other administrative actions.

1. A.21. Inspectors and Auditors

Ensure compliance with policies, procedures and standards in pursuance of prevention of waste, abuse, misconduct and fraud. Plan and conduct audits and reviews of operations to evaluate their efficiency and effectiveness in achieving the organization's objectives; ascertain the completeness, authenticity and proper maintenance of the organization's financial records, in accordance with its regulations, rules, policies and procedures; review, by examination, inquiry and observation, the organization's control systems, including those for safeguarding assets and preventing and detecting fraud and theft, in order to determine whether additional procedures might be required; obtain sufficient reliable evidence to constitute a reasonable basis for audit conclusions on the effectiveness of controls and the degree of compliance with them, using discussion, observation, inspection and analytical review techniques; record the planning, supervision and conduct of the audit and control-systems review, the evidence relied upon and the reasons for any significant audit decisions taken; report conclusions regarding operational efficiency and effectiveness, and recommend improvements in control systems or other action considered desirable.

1. A.21.a. Investigation, compliance and ethics specialists

Advise the organization and the staff on adherence to international standards, norms and regulations and advocate for the highest level of integrity and ethics in the execution of organizations' programmes and activities. This includes developing policies, analyzing and assessing risks, complaints and allegations, investigating issues and involving the relevant parties in order to minimize the negative impact on the organization and to prevent future malfeasance.

1. B. Architects, engineers

This job family includes occupations concerned with the application of physical laws and principles of engineering and architecture in the utilization of machines, materials, instruments, structures, processes and services.

1. B.01. Aviation – related engineers

Apply engineering theories and principles to airspace development, airport and runway design, aircraft navigation technologies and aerodrome planning. Conduct research and study problems in aviation to increase aviation safety; provide guidance in airport and aerodrome design, operation and maintenance. Develop, interpret and administer safety regulations relating to airworthiness of aircrafts and their accessories. Aviation engineers are also concerned with the improvement and design of navigational aids and communication systems.

1. B.01a. Aeronautical engineers

Apply the theories and techniques of aeronautical engineering as follows: study and advise on design, construction and testing of aircraft equipment and instruments; develop or advise on criteria for the certification of aircraft, including evaluation of flight performance; develop or advise on procedures for maintenance and repair of aircraft and components; advise on training and qualification of aircraft technicians.

1. B.01.b. Aerodrome engineers

Apply the theories and techniques of aerodrome engineering as follows: study and advise on airport and aerodrome planning, design, certification, and other aerodrome services including maintenance and emergency planning; advise on the design and operation of heliports, visual aids for helicopter operations, and design and monitoring of aerodrome electrical systems; estimate of traffic, site evaluation and selection, preparation of master plans, pavement designs, detailed engineering documents and cost estimates; study and advise on airport construction, evaluation of materials and general work supervision to ensure conformity with plans and specifications; and study and advise on airport operations, including the establishment of preventive maintenance programmes for drainage systems, pavements, visual aids and buildings, inspection of facilities and implementation of corrective measures as necessary.

1. B.02. Agricultural engineers

Apply the theories and techniques of agricultural engineering as follows: study and advise on power and machinery, electrification, structures, soil and water conservation and the processing of agricultural products; develop criteria for the design and manufacture of equipment used for tillage and fertilization, plant and animal disease and insect control, harvesting and moving commodities and evaluating and processing farm products; advise on design and use of sensing, measuring and recording devices and instruments for studying such problems as the effects of temperature, humidity and light on plants or animals, or relative effectiveness of different methods of applying insecticides; advise on the design and construction of structures for crop storage, animal shelter and human dwelling, including light, heat, air-conditioning,

water supply and waste disposal; and advise on the design and construction of rural distribution systems for electric power and irrigation.

1. B.02 a. Forest industry engineers

Apply the theories and techniques of forest engineering as follows: study and advise on construction, installation and the use of structures, equipment and harvest transportation system, and perform other engineering duties concerned with the removal of logs from timber area; survey timber land and draw topographical maps; determine the locations of loading points and storage areas and the methods of equipment for handling logs; advise on the layout and construction of roads or rail network used to transport logs from cutting areas to loading sites and storage areas; and plan and direct the construction of campsites, loading docks, bridges and culverts, equipment shelters and water and sanitary facilities to maintain the efficient and safe removal of logs from constantly shifting cutting areas.

1. B.03. Architects and community planners

Apply the theories and techniques of architecture and community planning as follows: advise on design and construction of buildings, ships and related structures; plan layout and co-ordinate development of rural and urban areas; and plan, design and co-ordinate aesthetic landscaping for parks and road development and other projects.

1. B.05. Chemical engineers

Apply the theories and techniques of chemical engineering as follows: study and advise on design of plant equipment and development of processes for manufacturing chemicals and chemical products; advise on design, layout, construction and control of equipment for carrying out chemical processes; and determine most effective arrangement of operations such as mixing, crushing, heat transfer, distillation, oxidation, hydrogenation and polymerization.

1. B.06. Civil engineers

Apply the theories and techniques of civil engineering as follows: study and advise on the design of structures, such as bridges, dams, docks, roads, airports, railways, systems for disposal of non-nuclear waste and flood control and industrial and other buildings, and plan, organize and supervise their construction, maintenance and repair; assess broad requirements of construction project and determine most suitable location for structures; assess conformity with building codes; calculate stresses and strain implicit in or affecting proposed structures, taking account of such factors as estimated load, water pressure, wind resistance, soil characteristics, temperature fluctuations and nature of building materials to be used; consult with other specialists, such as mechanical, electrical and chemical engineers and construction and landscape architects, regarding technical aesthetic requirements; advise on the design of structures and the preparation of cost estimates, working plans and specifications, indicating types of materials and earth-moving, hoisting and other equipment required; and plan, organize and supervise maintenance and repair work on existing structures.

1. B.06.e. Water and sanitation engineers

Study and advise on the technical and economic planning, design, construction, operation, maintenance, surveillance and evaluation of specialized facilities, e.g. those necessary for the control of the quality of water resources and of the environment, in particular facilities for water supply, waste water treatment, vector control, healthy housing, food safety, radiation protection, chemicals and industrial water, and the evaluation of the performance of such works; evaluating the adequacy and effectiveness of control programmes for the protection of human health and well-being. Plan, design, construct, operate, maintain and manage land and water development activities in respect of: irrigation, drainage, flood protection, surface and ground-water resources; the assessment of irrigation and drainage requirements in relation to crop production, soil characteristics and climate; land preparation for irrigation; the control of salinity and waterlogging, and reclamation of problem soils; the use of low-quality water; the protection of agricultural land from flooding and salt-water intrusion; and the design and operation of engineering structures for water storage, diversion conveyance and field distribution.

1. B.07. Electrical and electronics engineers

Apply the theories and techniques of electrical and electronics engineering as follows: study and advise on the design, construction, installation, operation, maintenance and repair of systems that generate, transmit, distribute, control and utilize electric energy; and study and advise on electrical engineering problems and the development of electrical and electronic products and equipment, such as communications equipment for telephone, radio, television and satellite systems, automatic control systems and domestic and industrial equipment.

1. B.07.a. Electrical engineers

Apply the theories and techniques of electrical engineering as follows: study and advise on the design, manufacture and testing of electrical components, equipment and systems, the applications of equipment to new uses and the manufacture, construction, installation and maintenance of electrical equipment, facilities and systems; study and advise on the design of electrical components of equipment and equipment used in the generation of electric power or products and systems utilizing electrical energy for commercial, domestic and industrial purposes; and may specialize in a particular area of electrical engineering.

1. B.07.b. Electronics engineers

Apply the theories and techniques of electronics engineering as follows: study and advise on the design, development, construction, installation, operation, maintenance and repair of electronic devices and equipment, including such matters as operating requirements for radio, television and radar equipment, telecommunications installations, automatic control and guidance systems, and other electronic equipment; and perform other tasks similar to those of electrical engineers.

1. B.07.c. Telecommunications engineers

Apply the theories and techniques of telecommunications engineering as follows: study and advise on the design, development, construction, installation, operation, maintenance and repair of telecommunications systems and equipment, and on developing and administering national and international frequency control programmes from the technical and regulatory point of view; specialize in telephone and telegraph systems based on line or radio communications; including aeronautical communications, navigation and surveillance systems.

1. B.08. Industrial engineers

Apply the theories and techniques of industrial engineering as follows: study and advise on the design, installation, operation and control of integrated systems of personnel, materials, machinery and equipment to manufacture units of high competitive quality in large quantities while maintaining low production overhead and safe and efficient operations.

1. B.09. Marine engineers

Apply the theories and techniques of marine engineering as follows: study and advise on the design, installation and repair of all types of vehicles and equipment for the marine environment, power plants, propulsion systems, heating and ventilating systems and other mechanical and electrical equipment in ships and marine facilities; study drawings and specifications and perform complex calculations to conceive equipment and systems designed to meet the requirements of the marine craft or facility; prepare cost estimates, referring to technical drawings and specifications; study and advise on the repair of ship equipment, such as power plants, propulsion systems and other electrical and mechanical equipment and on its evaluation during acceptance testing and shakedown cruises; and study and advise on criteria to evaluate serviceability and safety, such as criteria for intact stability, manoeuvrability, fire safety and noise levels.

1. B.10. Mechanical engineers

Apply the theories and techniques of mechanical engineering as follows: study and advise on the design, development, production installation, operation and maintenance of fabricated metal products, tools, machines and associated or auxiliary systems and on the generation, transmission and utilization of heat and mechanical power.

1. B.13. Nuclear engineers

Apply the theories and techniques of nuclear engineering as follows: study and advise on the release, control and utilization of nuclear energy and the operating and maintenance activities of operational nuclear facilities, including such problems as thermonuclear analysis and the utilization of radiation, the analysis and design of reactor and nuclear-energy systems, the analysis of radiation effects and shielding design problems, the processing of radioactive materials, radioactive waste disposal and radiological safety control.

1. C. Knowledge, documentation and information management specialists

This job family includes occupations concerned with identifying, capturing, structuring, valuing, leveraging and sharing the organization's intellectual assets to enhance its performance and competitiveness. These assets may include databases, documents, policies and procedures and previously uncaptured expertise and experience. The application of library and archival practices in the establishment and maintenance of libraries, specialized information networks, archives, museums, galleries and related records and exhibits is also included.

1. C.01. Archives and documents management specialists

Plan, develop and administer policies and systems designed to facilitate effective and efficient handling, retention and preservation of the organization's records and other data materials, including historically valuable documents. Examine, evaluate and improve systems. Analyse documents to determine the value to posterity or to the organization. Supervise work engaged in the cataloguing and preservation of valuable materials and disposal of worthless ones.

1. C.03. Library and information specialists

Design, adapt, establish, develop, operate and manage general and specialized library and information services, systems and networks in support of the programmes of the organization; develop systems and policies related to collection development and management of library materials; analyse and organize (abstract, index and catalogue) information resources for effective retrieval through on-line or manual catalogues, and bibliographic or other databases; create and maintain thesauri, authority files, as well as other printed and electronic information products, current and support files; design and conduct training programmes and provide technical assistance in the use of information resources and systems; provide reference services and information products; promote information services through presentations, newsletters and other public awareness products and training programmes; promote international exchange of information and support the information needs of developing countries by designing systems which enable them to have access to the collections or part of the databases.

1. C.04. Knowledge management specialists

Provide expertise in knowledge assimilation and dissemination of information within the organization; develop communities of practice and training materials; advise on the introduction of new tools and technologies that can enhance the work and access to information.

1. C.07. Information network specialists

Design, develop, establish and operate a network for the collection, organization and dissemination of a highly specialized category of information from diverse sources to promote the accomplishment of development objectives (e.g., a network for environment, industrial, social or technological information and exchange or technology transfer), providing information to a selective audience; identify contributors and selectively solicit contributions; facilitate substantive data transfer and exchange through creation of computer information networks.

1. F. Education specialists

This job family includes occupations concerned with the development and improvement of curricula and teaching, administrative methods, materials and procedures and the coordination of courses of instruction at all educational levels.

1. G. Jurists

This job family includes occupations concerned with the application of principles relating to law including the provision of general legal advice and representation of organizations as legal entities, research into and development of specialised areas of national and international law, and the drafting and interpretation of international conventions, treaties and other instruments and resolutions.

1. G.01. General legal advisers

Provide general legal advice and services to the organization; advise on constitutional and other legal questions, including the admission of Member States, the credentials of representatives, relations with host country and the rights, privileges and immunities of staff; provide interpretation of and draft amendments to the organization's constitution and rules of procedure of organs, conferences and other bodies, as well as staff regulations and rules; represent the organization in judicial proceedings, negotiations or other procedures for the conclusion of agreements or the settlement of disputes; examine and draft legal documents, including contracts, deeds, insurance and other agreements; undertake investigations and prepare reports on special legal problems.

1. G.02. International law specialists

Provide advice contributing to the progressive development and dissemination of international law; draft international instruments and participate in meetings concerned with their elaboration or implementation; provide advice on and interpretation of international instruments, including compliance or non-compliance; study codes of law and prepare comparative analyses; collect, compile and analyse data in special fields of investigation and prepare studies, reports and recommendations; carry out tasks related to the organization's functions as a depository of international instruments. May specialize in particular areas, such as international trade law, maritime law, human rights, labour law, intellectual property law, disarmament and peace-keeping functions, telecommunications law, law of the sea, air and outer space.

1. G.04. National law specialists

Provide advice contributing to the progressive development and dissemination of national systems of law; review draft legislation, or participate in or lead projects to draft legislation; analyse, evaluate and explain various alternative laws or legal systems or legal approaches.

1. H. Life scientists

This job family includes occupations concerned with conducting research to increase basic knowledge of all living organisms and practical application of biological and behavioural theories.

1. H.01. Agricultural scientists

Apply the theories and techniques of agricultural science as follows: study problems in agriculture, horticulture and husbandry in order to develop and advise on improved methods of the propagation, cultivation, processing, handling and storage of products, land-conservation practices, pest control, land-use planning and related activities.

1. H.01.a. Agronomists

Apply the theories and techniques of agronomy as follows: study problems relating to field crops and grasses, and develop and advise on new and improved production methods; investigate and advise on methods to improve seed germination, plant growth, the adaptability of crops to different soils or climates, resistance to diseases and pests, yields, the quality of harvests and other characteristics of field crops; investigate and advise on crop planting, cultivating, harvesting and harvest storage methods and the effects of rotation, drainage, irrigation and climatic conditions; introduce methods for the control of weeds, plant diseases and pests; and advise on the selection of crops and methods of production.

1. H.01.b. Animal scientists

Apply the theories and techniques of zoology and animal science as follows: study animal genetics, advanced animal husbandry methods and related matters in order to develop improved strains and improved methods of raising animals and producing higher yields of animal products, study and advise on the control of breeding in order to produce offspring with such characteristics as improved strength, disease resistance, rates of maturity, fertility and size; determine feed, housing, sanitation and other requirements for producing meat or other animal products of desired quality and for the maintenance of the health and strength of animals; and develop and advise on improved methods of controlling animal diseases, slaughtering for meat and the preparation and storage of animal products. Study and advise on the origin, interrelationship, classification, life history, habits, life processes, ecology and distribution of all forms of animal life in order to increase scientific knowledge and develop practical applications in such fields as agriculture and medicine.

1. H.02. Biological scientists

Apply the theories and techniques of the biological sciences as follows: study the reproduction, growth and development, structure, life processes, behaviour and classification of living organisms and apply findings in order to provide advice on the prevention of diseases in the maintenance and promotion of health in plant and animal life; and investigate the economic utilization and environmental impacts on animals, plants and humans. Observe the characteristics and behaviour of life forms in their natural environment. Prepare reports of findings and

conclusions for use in such fields as medicine, agriculture and pharmaceuticals manufacture or as an aid to further research.

1. H.02.a. Anatomists

Apply the theories and techniques of anatomy as follows: study the form and structure of human and animal bodies in order to develop and advise on the practical applications of scientific knowledge to human medicine and related fields; examine organs or organ systems in the laboratory; employ and advise on the use of such techniques as dissection, microscopy and photography; identify and compare the nature and characteristics of organs, tissues and cells; and prepare reports of findings and conclusions; may carry out experiments for purposes of investigating such anatomical characteristics and reactions as ability to regenerate destroyed or damaged parts of the body and the possibility of transplanting organs or skin segments from one body to another.

1. H.02.b. Microbiologists

Apply the theories and techniques of microbiology as follows: study the nature and characteristics of micro-organisms (bacteria, viruses, moulds and pathogenic protozoa) to provide advice on industrial, medical and other practical applications; plan experiments, tests and analyses in order to isolate, identify and make cultures of micro-organisms, determine conditions that favour and inhibit their growth and reproduction, ascertain their action on living tissues of plants, animals and other micro-organisms and dead organic matter and determine chemical composition of acids, alcohols, enzymes and other substances produced thereby; develop and advise on new or improved methods for the processing, preservation and flavouring of dairy products and other foods, the control and utilization of micro-organisms in soil, the prevention and treatment of disease and other practical applications in industry, agriculture, medicine and other fields.

1. H.02.f. Botanists and other plant specialists

Study the development physiology, heredity, environment, distribution, structure and economic value of plants in order to provide advice in such fields as agronomy, forestry, horticulture, plant nematology and pathology and medicine; study the nature and behaviour of chromosomes, cells and tissues, using the relevant scientific equipment; identify and classify plants; examine the effect of environmental factors, such as rainfall, temperature, climate and soil, on plant growth, harvesting and disease-control; and investigate the mechanics and chemistry of plant growth, development reproduction and maturity and advise accordingly.

1. H.02.g. Entomologists

Apply the theories and techniques of entomology as follows: study insects and their relation to plant and animal life; identify and classify all species of insects and allied forms; assist in the control and elimination of harmful vectors by developing and advising on new and improved insecticides and biological methods, including the use of birds, natural parasites and other enemies that prey on destructive insects; develop the means to encourage the growth and spread of beneficial insects, including bees and those that are used as food by birds and fish;

study insect distribution and habitat; and recommend methods to prevent the importation and spread of injurious types.

1. H.02.1. Pharmacologists

Apply the theories and techniques of pharmacology as follows: study and advise on the effects of drugs and other substances on the tissues and physiological processes of animals and human beings and develop new or improved medicinal drugs; perform experiments, tests and analyses in order to determine the effects of drugs and other substances on the metabolism, cell growth, reproduction, digestion and other life processes; collaborate with medical doctors and pharmacists in testing drugs on human beings and in the standardization of production methods, drug potency, drug dosages and methods of applications.

1. H.03. Psychologists

Apply the theories and techniques of psychology as follows: collect, interpret and apply scientific data relating to human behaviour and mental processes; plan and carry out experiments and observations on human beings and animals, investigating problems of individual development, human relationships and processes of learning and teaching; study behaviour and develop psychological principles and techniques; develop methods for use in psychological research and prepare testing material and norms; diagnose mental disorders and the needs of individuals; provide individual and group guidance and counselling services and carry out corrective programmes; investigate methods of programming psychological information for electronic data processing; develop and administer psychological tests and interpret results; and apply psychological principles and techniques to personnel management, marketing, industrial design and other areas.

1. H.05. Fishery specialists

Apply the theories and techniques of fishing as follows: study and advise on improved fishing methods and techniques, including the handling, preservation and marketing of fish and fish products; advise and assist in the improvement of fish conservation through sound management practices; promote family and community fishing and marketing for home consumption and local markets; advise on the use of fish as food, fertilizer and other products; and collect, compile and interpret data concerning fish growth, migration, feeding habits and enemies and devise methods to control such factors. Apply the scientific principles of fish husbandry or aquaculture in order to evaluate and advise on the development of appropriate habitats and the selection of viable strains, the scheduling of seeding and harvest, arrangements for feeding and protection and other requirements for the production of fish or aquaculture products of desired quality and for the maintenance of health and resistance of fish or plants; and develop and advise on methods for harvesting, processing, holding and transportation of fish-farming or aquaculture products.

1. H.06. Forestry specialists

Apply the theories and techniques of forest resources management, including forest technology, dendrology, mensuration, remote sensing and surveys, to locate, monitor, map and

evaluate forest areas and the composition, content and usefulness of forest resources and to determine the role of forests in environment and land use; apply the theories and techniques of silviculture, forest genetics, tree improvement and biometrics to plan the growth, development and sustained productivity of forest crops, both natural and cultivated, and forest conservation for environmental and gene-resource objectives; restore or create forests through reforestation or afforestation, using natural regeneration methods, species selection, genetically improved seed and nursery or other methods of propagation; prepare sites under a wide variety of soil and climatic conditions; promote integrated forest land use by the application of agro-forestry and the involvement of local communities with forestry extension techniques; organize access to and ensure the sound harvesting and transport of forest products with minimum ecological and environmental damage; determine the optimum distribution of forest products for construction, industry, pharmaceuticals, fodder, food and energy, using statistical and economic techniques to analyse production and consumption; and plan the protection and conservation of forest and wildlife resources, using techniques of forest pathology, forest entomology and meteorology, and technologies of chemical or biological disease and insect control, fire prevention and suppression, as well as techniques of public relations and forestry extension.

1. H.07. Soil scientists

Apply scientific principles and techniques to study and develop means for describing, protecting, using and improving soil. Study the characteristics, use capabilities and productivity of soils and apply the findings to the development of improved agricultural, horticultural and forestry practices; study the origins, composition and distribution of soils and classify them according to standard types; investigate the response of soil types to tillage, fertilization, crop-rotation and other farming practices, and study the effects of alternative practices on long-term productivity; analyse soil content to determine the amount of nitrogen, phosphorus, iron and other nutrients present; carry out research to determine the best soil types for different plants; and develop and advise on the methods of altering soil characteristics by changing the amount of nutrients, bacteria or other elements. Plan and develop coordinated practices for soil-erosion control, moisture conservation and sound land use.

1. H.08. Toxicologists

Apply the theories and techniques of toxicology as follows: identify and evaluate the adverse effects produced by toxic substances in humans, animals and/or the environment; analyse and test toxicity of compounds in food; evaluate the risks associated with short and long term exposure to these compounds; develop methods for the prevention of these effects and for appropriate therapeutic measures; and develop guidelines on the safe use of toxins.

1. I. Medical and Health related specialists

This job family includes occupations concerned with promoting good health, preventing and diagnosing ailments, prescribing and giving medical and surgical treatment for diseases and illnesses and developing patient care- services.

1. I.02. Dieticians and nutritionists

Apply the theories and techniques of dietetics and nutrition as follows: plan and supervise the preparation of therapeutic or other diets for individuals or for groups in hospitals, institutions and other establishments and for workers in particular sectors; participate in programmes of nutrition education and in nutrition rehabilitation activities; plan and co-ordinate nutrition programmes; and advise on nutrition aspects of community food problems and health programmes.

1. I.02.b. Public health nutritionists and nutrition analysts

Apply the theories and techniques of public health nutrition as follows: appraise various factors related to nutrition and food problems in a community or geographical area and plan and advise on nutrition elements of health programmes; investigate the state of nutrition in the community or geographic area and serve as nutrition adviser on health programmes; plan, coordinate and advise on the nutrition elements of health programmes; participate in programmes of nutrition education and in nutrition rehabilitation activities for particular groups in the community or geographic area. Research, develop, study and advise on nutritional properties of food and food substances; study the nutritional aspects of changes in food values due to processing, additives and other interventions and exposures during food production, processing and distribution; evaluate and advise on the nutritional aspects of area, national and international food planning; develop and evaluate existing criteria for food and nutrition policies in agricultural, rural and urban development and recommend improvements; formulate and implement nutrition assessment and development programmes; and appraise the levels and trends of food consumption in relation to nutrition requirements on the regional, national and group level.

1. I.03. Medical specialists

Apply the theories and techniques of medicine, carrying out or advising on the following diagnostic, preventive and curative services in respect of human illnesses or injuries: examination, diagnosis and treatment of diseases, disorders and injuries; the application of treatment and preventive medical techniques; and the formulation and implementation of public health programmes.

1. I.03.b. Epidemiologists

Apply the theories and techniques of epidemiology with a view to defining the extent and pattern of diseases so that practical preventive and curative measures can be formulated; compile

and analyse data to determine the frequencies and distribution of diseases in the human community; and define the trends and extent of human illness.

1. I.03.g. Family health specialists

Apply the theories and techniques of family health as follows: plan, manage and evaluate health promotion and preventive family health services such as the health and nutritional care of the family as a whole and of vulnerable members, such as the pregnant woman, the new-born child and older infant, the pre-school and school-aged child, the adolescent, the aged, the handicapped and the physically or mentally ill family member; planning, managing and evaluating services assisting the family in the determination of family size, timing and spacing, including education in reproductive health and family dynamics; the analysis and dissemination of information on the effects of reproductive behaviour and fertility on health at the individual, family and global levels and on hygiene, nutrition and life-style promotion of health; and instructing health staff and health-related workers on the above subjects.

L.I.03.i. Immunologists

Apply the theories and techniques of immunology as follows: study the immune response against infectious agents, their role in immune - pathological conditions and auto-immunity; diagnose and treat immunological diseases such as immune - deficiencies and allergic disease; apply immunological techniques for vaccine development; and develop immunological techniques for use in diagnosis and treatment.

1. I.03.k. Non-communicable disease specialists

Apply the theories and techniques of medicine, carrying out and advising on diagnostic, preventive and curative services in respect to non-communicable diseases; plan, test and promote interventions concerned with the prevention and treatment of non-communicable diseases; plan and conduct research to improve therapeutic methods; examine for symptoms indicative of the disease; diagnose the disorder; determine the medication, diet and work activity required; and apply laboratory methodologies.

1. I.03.m. Mental health specialists

Apply theories and techniques related to mental health as follows: plan, implement and evaluate mental health programmes and their various components such as those dealing with the psychosocial aspects of health; psychosocial factors and development, the prevention and management of mental and neurological disorders, the co-ordination and stimulation of research in behavioural sciences; collect and organize data concerning family and health history; use laboratory and diagnostic tests; and determine the nature and extent of the mental disorder and formulate a treatment programme.

1. I.03.n. Public health specialists

Apply the theories and techniques of public health as follows: advise on the development, implementation and evaluation of public health programmes and laws for safeguarding and

promoting community health; advise on and institute campaigns and action to promote community health, advising on measures to improve public health, including action regarding sanitation, immunization, family planning, education, and the organization of health services; and co-ordinate work with officials of other sectors.

1. I.03.o. Radiologists

Apply the theories and techniques of radiology, carrying out or advising on the following diagnostic, preventive and curative services in respect of human illnesses or injuries: the use of X-rays and radioactive substances; the administration of radiopaque substances by injection, orally or enema to render internal structures and organs visible on X-ray films or fluoroscopic screens; the examination of the internal structure and functioning of organ systems; the diagnosis of conditions; and the treatment of benign and malignant internal and external growths by exposure to radiation from X-rays, high-energy sources and natural and man-made radioisotopes directed at or implanted in affected areas of the body.

1. I.03.s. Communicable disease specialists

Apply the theories and techniques of medicine, carrying out and advising on diagnostic, preventive and curative services in respect of communicable diseases; plan, test and promote interventions concerned with the prevention and treatment of communicable diseases; plan and conduct research to improve therapeutic methods and technologies for interrupting the transmission of diseases; examine for symptoms indicative of the disease, including a study of the interrelationships of the parasite, the host and the environment; determine the appropriate intervention technology for breaking the chain of transmission; and apply laboratory methodologies.

1. I.03.t. Occupational health specialists

Apply the theories and techniques of occupational health, carrying out or advising on the following essentially preventive services: occupational health and safety measures for establishing and maintaining a safe and healthy working environment; and the adaptation of workplace requirements to the workers; identify and assess factors of work environmental and practices which may affect workers' health, both through direct inspection of workplaces and co-ordination of environmental monitoring in them; advise on the planning and organization of work, including the design of workplaces, machinery or other equipment and on substances used in work; examine the workers, assess their suitability for work from the medical point of view as well as the effects of work on their health, recording and analysing the data obtained; treat cases of occupational diseases; investigate the causes of sickness and injuries in relation to work and propose the means of prevention; organize first-aid and emergency treatment; advise on occupational health, safety and hygiene and on ergonomics and individual and collective protective equipment; and provide information, education and training in the fields of occupational health, hygiene and ergonomics.

1. I.04. Nursing specialists

Apply the theories and sciences of nursing practice, management, education and research; assess the need for, and plan, implement, manage and evaluate, nursing services at, and between, all levels of health systems; advise appropriately on health and nursing matters in ministries of health, hospitals, clinics, health centres, workplaces and all other relevant community settings; establish and maintain standards of nursing practice, including the quality of nursing care; devise, organize and conduct programmes of nursing education and research; and work as team members or leaders in hospital and community settings and with colleagues of the health and other sectors.

1. I.06. Pharmacists

Apply the theories and techniques of pharmacology, carrying out or advising on the following services: compounding and dispensing drugs and medicines, following prescriptions or formulas; weighing, measuring and mixing drugs and other medicinal compounds; handling and dispensing poisons and toxic substances required for medical, domestic or other purposes; storing and preserving biologicals, vaccines, sera and other drugs subject to deterioration; performing tests to determine the identity, purity and strength of drugs; and maintaining drug, chemical and other pharmaceutical supplies.

1. I.08. Veterinarians

Apply theories and techniques of veterinary medicine, carrying out or advising on the following diagnostic, preventive and curative services in respect of the diseases and disorders of animals: the determination of the nature of diseases or injuries and the treatment of animals surgically or medically; the testing of dairy and other herds for disease; the inoculation of animals against disease; the care and breeding of animals; the inspection of animals intended for human consumption before and after slaughtering; the inspection of sanitary conditions in slaughterhouses, processing plants and other establishments concerned with the handling and preparation of food of animal origin for human consumption; the investigation of cases of animal diseases communicable to humans and the initiation of action to control and prevent their spread.

1. I.09. Rehabilitation specialists

Apply the theories and techniques concerned with the treatment and rehabilitation of patients with impairments, disabilities or handicaps in order to develop or restore functions, prevent loss of capacities and maintain optimal performance; plan, develop and implement programmes concerned with the physical (sensory, motor, visual), mental (intellectual and other psychological disorders) and occupational rehabilitation of patients; identify and adapt rehabilitative technology best suited to specific situations; and develop training methods and materials appropriate for specific impairments, disabilities or handicaps.

1. I.10. Health laboratory specialists

Apply theories or techniques applicable to the development of clinical or public health laboratories as follows: advise on the planning, organization, administration, direction and

evaluation of programmes for the development of national health laboratories; plan health laboratory facilities; promote the improvement of laboratory performance through quality assurance programmes; initiate collaborative programmes designed to improve laboratory efficiency; and promote the development of appropriate technology and the improvement of laboratory equipment.

1. J. Physical scientists

This job family includes occupations concerned with research and the practical application of scientific knowledge pertaining to inanimate natural objects constituting the physical universe.

1. J.02. Chemists

Apply the theories and techniques of chemistry as follows: perform chemical experiments, tests and analyses to investigate chemical phenomena, to develop and improve materials and products and to assist in developing or controlling industrial processes; conduct research to determine the composition, properties and interaction of substances and their reaction to changes in heat, light, pressure and other physical factors; apply known principles, methods and techniques of chemistry to develop and advise on new or improved products and uses for existing products and methods of production; and perform and advise on chemical tests and analyses for process and quality control.

1. J.02.a. Analytical chemists

Apply the theories and techniques of analytical chemistry as follows: undertake chemical tests and analyses of substances and develop and advise on analytical methodology, techniques and procedures; carry out qualitative and quantitative analyses to determine the relationship between molecular structure and chemical and physical properties of organic and inorganic compounds; determine the rate of deterioration of stored chemicals and compounds; conduct experiments and formulate analytical techniques, methodology and procedures based on observations and conclusions of experimentation; develop techniques for the use of different types of instruments, such as spectrosopes, electron microscopes and fluoroscopes; and prepare or supervise the preparation of laboratory reports and specifications.

1. J.03. Geographers and cartographers

Apply the theories and techniques of geography and cartography as follows: study the characteristics of the earth's physical and climatic environment, distribution of population and human activities; observe, collect, measure and analyse data and map socio-economic, political, cultural, historical and physical characteristics of landscapes; advise Governments and international, industrial and other organizations on such matters as the determination of physical and ethnic boundaries between States, the economic exploitation of specific areas or regions, potential markets and optimum trade routes; and construct maps, graphs and charts to illustrate findings. Develop, adapt, apply and evaluate methods of graphically presenting geographic information using maps and charts; advise on the most appropriate means of depicting topographical features, natural resources, political and cultural boundaries, climatic conditions, navigation and trade routes, and other geographically oriented factors; interpret scientific and mathematical data regarding the location and configuration of bodies of land and water; and design and construct maps and charts.

1. J.04. Geologists, geophysicists, hydrologists and hydrogeologists

Apply the theories and techniques of geology, geophysics and hydrology as follows: study the composition, structure and history of the earth's crust; study the physical nature of the earth from environment in space and atmosphere to centre of core; study the distribution, disposition and development of water of land areas, including the form and intensity of precipitation and the modes of return to the ocean and the atmosphere.

1. J.04.c. Hydrologists

Apply the theories and techniques of hydrology as follows: study and advise on the distribution, disposition, circulation and development of waters, including the form and intensity of precipitation, the modes of return to the ocean and the atmosphere, chemical and physical properties and interaction with the environment; map and chart the water flow and the disposition of sediment; measure changes in water volume due to the evaporation and melting of snow; study storm occurrences and the nature and movement of glaciers, and determine the rate of ground absorption and the ultimate disposition of water; evaluate and prepare data obtained for application to human activities and the health of the environment with respect to such problems as flood and drought forecasting, soil and water conservation, and planning of water supply, flood control, drainage, irrigation, crop production and navigational projects; study and advise on the design, establishment and control of the networks of hydrological stations and the collection, transmission, processing, storing, retrieval and publication of hydrological data; and prepare hydrological forecasts and warnings.

L.J.05. Meteorologists

Apply the theories and techniques of meteorology and climatology as follows: carry out or advise on research into the physical nature and properties of the earth's atmosphere and the forces affecting it; develop or improve on practical applications, such as weather forecasts; study and advise on the establishment of networks of stations for making forecasts and observations, and other geophysical observations related to meteorology; study and advise on the establishment and maintenance of centres providing meteorological and related services, the development of systems for the rapid exchange of meteorological and related observations, the collection, collation and storing of climatological data and applications of meteorological and climatological information to human activities and health of environment, and the preparation of weather forecasts for general or specialized (aviation, shipping, industrial, etc.) use.

1. J.06. Physicists

Apply the theories and techniques of physics as follows: research physical phenomena to develop and improve materials, products and industrial and other processes; perform experiments, tests and analyses to investigate the structure and properties of matter, the transformation and propagation of energy and the relationship of matter to energy, such as mechanics, heat, light, sound, electricity, magnetism and electronics and nuclear physics; experiment to discover, develop and advise on the industrial, medical and other practical applications of laws and theories of physics; and apply mathematical techniques to express and analyse observations and formulate conclusions.

1. J.06.f. Nuclear physicists

Apply the theories and techniques of nuclear physics as follows: conduct research into the structure and characteristics of atoms, molecules and nuclei to discover or improve on practical applications of atomic, molecular and nuclear physics; investigate the properties of atoms and molecules and the decay of radioactive nuclei; conduct experiments to discover practical applications of atomic, molecular or nuclear physics in industrial, medical or other fields; they perform tasks similar to those of physicists specializing, however, in atomic, molecular or nuclear physics.

1. J.07. Nuclear safeguards inspectors

Apply the theories and techniques of nuclear safeguards inspection as follows: evaluate technical specifications of nuclear plants and facilities to establish nuclear material flows; assess and advise on factors to be taken into account when designing safeguards implementation procedures at nuclear plants and facilities; advise on the preparation of safeguards agreements; inspect nuclear installations to verify that nuclear materials are not used for military purposes; interpret the results of the sampling and analysis of nuclear materials to verify the validity of records and reports; and carry out non-destructive gamma and neutron measurements of fuels.

1. J.10. Aerospace technology specialists

Perform scientific analytical work characterized by the application of principles and techniques from a variety of physical science disciplines (e.g./meteorology, physics) to matters concerning the development of applications of aerospace technologies and technology transfer; perform research and draft analytical studies on outer space applications (e.g., the application of satellite communications technology) for publication and use by expert committees as reference material; provide technical advice on space technology applications and prepare summaries of status of applications; and identify technologies appropriate to development needs and evaluate feasibility, costs and benefits of same.

1. K. Sales and marketing specialists

This job family includes occupations concerned with promoting and selling the organization's products or services including marketing research, market analysis, advertising, product development and modification.

1. K.01. Marketing analysts

Apply the theories and techniques of market research as follows: conduct research on local, regional, national or international market conditions to determine the existing level of demand for particular products and services and to assess the potential market demand and future trends; establish research methodology and design format for data gathering, such as surveys, opinion polls or questionnaires; examine and analyse statistical data to forecast future market trends; gather data on competitors and analyse prices, sales, and marketing and distribution methods; collect data on customer preferences and buying habits; prepare reports and graphic illustrations of findings; advise on the development and improvement of credit and other marketing-related financial systems; and advise on the development and operation of specialized marketing institutions, such as cooperative associations.

1. K.02. Product planners and sales specialists

Evaluate and plan the development of new products or the modification of existing products based on an assessment of market research, financial analyses and the technology of production processes; develop new uses and adaptations for existing products; evaluate market research data and confer with sales personnel to determine the areas of demand for new products; confer with engineering and service personnel to determine deficiencies in the organization's or competitor's products; develop ideas for creating new, or modifying existing, products; coordinate and evaluate engineering reports on the feasibility of design given the current and future production processes and technology, the market analyses of characteristics of potential market and the financial analyses of production costs to determine commercial feasibility of the proposed products; and review the technical reports of products developed, patent and copyright clearances and trends in engineering and design applications, using such sources as technical bulletins, industry contacts and sales analyses.

Plan, organize, direct and control activities for the sale of products or services; determine and analyse existing market conditions, sales potential, consumers' buying habits, competitive conditions, production costs and product lines to determine new or improved products and packaging and pricing policies; contact purchasers to influence sales; coordinate sales distribution function through established outlets or by assignment of sales territories to salesmen; and negotiate with advertising agencies concerning the preparation of sales advertising.

1. L. Social scientists

This job family includes occupations concerned with human society and its characteristic elements and with economic and social relations and institutions involved in the existence of human beings as members of organised communities.

1. L.01. Anthropologists

Apply the theories and techniques of anthropology as follows: make comparative studies of the evolution, distribution and physical characteristics of humans and of the origin, development and functioning of human societies and culture; gather, analyse and report data on social cultural behaviour, artefacts, such as weapons, tools, pottery and clothing, language and the human biology of the groups being studied; reconstruct a record of extinct cultures, especially pre-literate cultures, by studying material remains obtained from archaeological excavations; study and advise on the development and interrelationship of languages and language groups as they relate to the culture of the society; make comparative studies of societies and cultures or of selected aspects of cultures of living and extinct peoples to determine historical relations or arrive at typological classifications; study and advise on the means and cause of human physical differences and the interrelated effects of culture, heredity and environment on human forms; and apply anthropological data and techniques to the solution of problems in human relations in such fields as industrial relations, race and ethnic relations, social work, political administration, education, public health and programmes involving transcultural or foreign relations.

1. L.01.a. Human settlements specialists

Perform functions in reference to human settlements, including the evaluation and analysis of human settlement needs, and the design or evaluation of plans to meet these needs, including such relevant aspects as organization financing of shelter and community services, integration of low-income and squatter settlements, development and management of housing organizations and mobilization of public participation; provide technical direction for implementation of plans for development of human settlements; and organize and develop the financial and technical support necessary for the implementation of plans.

1. L.03. Political scientists

Apply the theories and techniques of political science as follows: study the theory, origin, development, interrelationship and functions of political institutions, movements and behaviour to advise on the state of international affairs and developments, and recommend new or improved methods, models and processes for the prevention or solution of political problems; study and provide advice in philosophy, theory and practice of political systems and institutions, public administration, the development of public opinion, international relations and relations between Government and business; consult original sources and study works of other political scientists and related researchers, such as philosophers, historians and sociologists; observe the working of contemporary political institutions and practices; analyse and interpret research data and present findings and conclusions in a form suitable for publication or use by governmental and non-governmental organizations.

1. L.O3.a. Political Affairs specialists

Apply the theory of political science to the study and analysis of the interrelationship and functions of political institutions, movements and behaviour to evaluate or forecast the status of relationships and the impact of policies, actions or events; evaluate the operation of and recommend improvements in methods, models and processes for the prevention or solution of political problems; and provide advice on practical means of influencing, and evaluate programmatic influences of, the philosophy and practices of political systems, institutions and party systems, particularly with regard to improving international relations or relations between Government and business.

1. L.04. Social welfare specialists

Help individuals and families understand and resolve their personal and social problems; interview clients and investigate the nature, extent and cause of problems, taking into account social, economic, environmental, medical, psychological and other potentially relevant factors; determine the type of assistance required; provide counsel and assistance to clients to improve their understanding of conditions and secure their cooperation in coping with problems; encourage and promote the development of social and personal adjustment; arrange for the provision of appropriate assistance, such as financial aid, employment placement, medical treatment, recreational opportunities or housing; follow the progress of the client; compile case records and prepare reports as required; and conduct research for use in understanding social problems and for planning and carrying out social welfare programmes.

1. L.05. Sociologists

Apply the theories and techniques of sociology as follows: study and advise on the development, structure and behaviour of groups of human beings and patterns and interrelationship of culture and social organization; collect and analyse data and advise on social phenomena, such as family, community, associations, social institutions, minorities, social classes and social change; study the sociological effects of industrialization, urbanization, migration, population explosion, education, industrial relations, crime, politics, ecology, poverty, mass communications, disability and disease; and analyse and interpret data obtained and correlate findings with those of other research in this or related fields and provide advice accordingly.

1. L.05.b. Demographers

Develop and apply the theories and techniques of demography as follows: collect, assemble, organize and analyse Statistics concerning population and socio-economic characteristics of human communities, including the size, growth and structure of the population and its determinants - fertility, mortality and migration, representative occupations and employment rates, income levels, educational levels, the incidence of morbidity and the levels of available health care, the incidence of contraceptive prevalence and the levels of available family planning services, and similar factors; establish, examine and interpret statistical relationships among the population and development factors and related research; identify significant trends and undertake population projections for a future date; advise on the appropriate application of

findings in the study, maintenance or improvement of societal living conditions; develop graphic, tabular, narrative and analytical presentations of the population and related data; and design and undertake impact and evaluation studies of population measures and/or programmes.

1. L.06. Public administration specialists

Apply knowledge of the theories, origins, development, interrelationship, functions and operations of institutions and Governments to evaluate, design or revise such institutions; and design and conduct studies and carry out research in such areas as financial management and control, management information systems, human resources management and work force development.

Plan, develop and assist in establishing social security schemes and social security policies by: conducting research and preparing studies and reports on quantitative and qualitative aspects of social security and analysing the interaction between social security and the national economy; undertaking the analysis and organization of diverse social security elements.

1. L.06.a. Public health administration specialists

Apply knowledge of the theories, origins, development, interrelationships, functions and operations of public health administration to evaluate, design and revise public health policies, research programmes, plans, institutions and management; identify information requirements for formulating and monitoring policies; design and conduct research studies in the areas of financial management and control, health management information systems, organizational development, human resources planning and development of the health sector and managerial effectiveness.

1. L.08. Entrepreneurship and small enterprise development specialists

Evaluate, design or revise business practices; carry out research, publish papers and books and provide policy advice in such areas as financial management and control, management information systems-, human resource management, workforce development, extension services, training facilities, in both public and private sectors; design, implement and evaluate small enterprise development activities; undertake research and provide policy advice in such areas as promoting an enabling environment, training, credit, marketing and technology; implement and evaluate entrepreneurship promotion programmes; undertake research and provide policy advice on entrepreneurship development.

1. L.09 Economists

This job family includes occupations concerned with conducting research and developing and applying the principles and theories of economics to the formulation of plans for the solution of economic problems arising from the production, distribution and exchange of goods and services.

1. L.09.a. Transport economists

Apply the theories and techniques of the economics of transport as follows: study and advise on the economics of transport operations, enterprises and facilities and relationships among different modes of transport and between transport and the environment; analyse the impact of technological, social, Commercial and regulatory developments on demand for transport; and identify the benefits of transport and make recommendations on ways of using various modes of transport to maximum advantage.

1. L.09.b. Agricultural economists

Apply the theories and techniques of agricultural economics as follows: study economic aspects of problems pertaining to the exploitation of resources used to produce and market food and agricultural products; advise on more efficient operating methods and improved policies; forecast production and consumption, basing calculations on the records of past production, labour supply and general economic, population and agricultural conditions; investigate foreign and domestic commodity exchanges, consumption patterns, transportation facilities and tax and tariff policies to determine optimum markets and production strategies; examine credit structures and institutions and recommend improvements in financing; advise on policies to increase management efficiency, improve income and promote favourable food and agriculture legislation; and analyse and advise on agrarian institutions and policies, especially land tenure, to moderate their impact on poverty, employment and income distribution.

1. L.09.c. Development economists

Apply the theories and techniques of development economics as follows: study, analyse and advise Governments of developing countries on problems relating to the establishment of industries, factors affecting productivity, the effects of diversification on national economic stability and development policies to stimulate economic growth.

1. L.09.d. Econometricians

Compile, interpret, summarize and analyse numerical data and apply economic and statistical theory and methods to provide usable information and conclusions on actual, short-, medium- or long-term development; construct mathematical models to represent economic phenomena and employ other econometric techniques to determine the influence of economic phenomena on short-, medium- and long-term projections; and adapt mathematical models on the basis of actual trends and developments.

1. L.09.e. General economists

Apply the theories and techniques of economics as follows: study and formulate measures to aid in the solution of economic problems; investigate the organization of production and marketing methods, trade trends, pricing policies, credit structures, consumption, employment, productivity, taxation, poverty, governmental influences and other aspects of existing or hypothetical economic situations; compile, analyse and interpret economic and

statistical data; and forecast future demand for goods and services, movements in prices and interest rates, changes in labour market conditions and trends in other economic factors.

1. L.09.f. Industrial economists

Apply the theories and techniques of industrial economics as follows: study and analyse factors that influence the investment, production, distribution and use of goods or services to advise on the best use of resources and desirable patterns of industrial development; examine methods or patterns of financing production costs and techniques, manufacturing patterns and marketing policies to discover possible improvements; determine the costs of production and advise on appropriate price levels; study the organizational structure of enterprises and industries and their relationship to marketing and production methods; analyse market trends for production and future consumption projections; and study the effects of government regulations, restrictions and promotional policies on industrial activities and development.

1. L.09.g. International trade economists

Apply the theories and techniques of international trade economics as follows: study movements of goods among nations in order to advise on trade balances and on international trade policies; determine the underlying economic reasons for such restrictions as tariffs and cartels in order to advise on how to adjust or eliminate frictions in trade; study exchange controls and the operation of foreign exchanges in order to formulate policies on investment and the transfer of capital; and collect and analyse statistical data and other information on foreign trade.

1. L.09.h. Energy economists

Conduct studies in the course of performing research to determine the short- and long-range economic impact of trends in energy supply and demand; study and analyse factors that influence the production, investment, distribution, conservation and use of energy products (e.g., heat or electricity) and sources (e.g., coal, water, gas, oil, nuclear reaction); conduct studies to determine the economic impact of alternative plans for energy production, distribution and use and to determine the investment requirements of various alternatives; compile, analyse and interpret data to reflect energy production distribution and use, particularly in relation to the evaluation of the impact of policies on investments or technologies.

1. L.09.i. Health economists

Apply the theories and techniques of health economics as follows: study and analyse methods of costing and financing health systems at all levels of care, considering varying socio-economic conditions and national policies; formulate the economic and financial components of health care planning; and develop analytical methodologies and techniques for cost-effective approaches.

1. L.09.j. Natural resources economists

Apply the theories and techniques of economics in the field of natural resources (e.g. marine, minerals and forest resources) including the policy, planning, management, development

and conservation aspects and the evaluation of the economic impact of alternative strategies and management activities.

1. M. Statisticians and mathematicians

This job family includes occupations concerned with the application of mathematical principles, methods, procedures and the development of mathematical techniques for the investigation and solution of problems and situations; the development and application of statistical theory in the selection, collection, classification, adjustment, analysis and interpretation of data, including in respect of financial, and property risks to programmes.

1. M.01. Mathematicians and actuaries

Apply the theories and techniques of mathematics and actuarial science as follows: conduct research to advance mathematical knowledge and develop or improve mathematical techniques; study and advise on practical application of mathematical principles and techniques for the solution of general problems in scientific research, engineering, management and other areas; apply knowledge of mathematics, statistics and financial affairs to the design and development of pension schemes and life, health, social and casualty insurance systems.

1. M.02. Statisticians

Apply mathematical theories, techniques and proofs basic to the science of statistics as follows: develop new and improved methods for obtaining, analysing and evaluating numerical data and for the purpose of projections; develop standards on concepts, definitions and classifications; conduct research and write methodological reports and technical manuals with a view to enhancing the use of appropriate methods and standardizing and harmonizing statistical concepts, definitions and classifications; plan and conduct surveys and other statistical inquiries, including the determinations of concepts, methods and classifications to be used, sample design and the development of data gathering instruments, such as questionnaires; organize the collection, storage and processing of data, evaluate completeness, reliability and relevance of raw data and adjust and weight figures accordingly; direct the computation of averages, ratios, distributions and the application of other statistical methods and techniques and organize the presentations of data into tabular or other graphic forms amenable to analysis and interpretation; write reports on the design, execution and results of inquiries, including the interpretation and evaluation of data and related matters; develop and maintain data for storage retrieval and dissemination of data; advise on methodological questions and the practical applications of statistical methods; advise governments and national statistical offices on improving statistics, statistical capabilities and the organization of statistical services.

1. M.05. Operations research analysts

Plan and conduct analyses of management and operational problems and formulate mathematical or simulation models of problems for solution by computer or other methods: analyse and define problems in terms of management information requirements; study the information and select a plan from among alternative proposals that affords the maximum probability of effectiveness in relation to cost and risk; prepare a model of the problem in the form of one or several equations that relate constants, variables, restrictions, alternatives, conflicting objectives and their numerical parameters; define data requirements and gather and

validate information, applying judgement and statistical tests; specify manipulative or computational methods to be applied to the model; perform formulation; prepare reports to management, defining problems with an evaluation and recommending a solution; and provide advice to management on the application of operations research techniques to organizational problems.

1. N. Transportation specialists

This job family includes occupations concerned with developing, adapting and implementing policies, procedures, plans, directives, methods, practices and techniques to provide economical, efficient and safe transportation and to regulate transportation of freight, personal property and passengers over land, rail, water and air.

1. N.01. Aviation specialists

Provide or advise and assist in the provision of air traffic management services to ensure the safe and expeditious movement of aircraft operating in controlled airspace or at controlled airports; pilot aircraft; inspect and regulate or advise and assist in the inspection and regulation of aircraft, aircraft equipment, flight personnel management and aviation facilities; carry out or advise and assist in the planning, organization, development, operation and maintenance of aviation services and the training of aviation services personnel.

1. N.01.a. Air traffic management specialists

Apply the theories and techniques of air traffic management as follows: provide or advise and assist in the provision of air traffic control services to ensure the safe and expeditious movement of aircraft operating in controlled airspace or at controlled airports, including the control of aircraft and ground vehicles at controlled airports and of aircraft in controlled airspace; and plan, organize, develop, operate and evaluate air traffic control systems, equipment, procedures, standards and practices and planning, organization, development and conduct of technical training in air traffic control services; develop materials as required to guide the development of a global, integrated air traffic management system, and provide assistance in its planning and implementation.

1. N.01.b. Flight operations specialists

Apply the theories and techniques of flight operations as follows: pilot aircraft; inspect and regulate or advise and assist in the inspection and regulation of aircraft, aircraft equipment, flight personnel and aviation facilities, including the navigation and operation of aircraft, the inspection of civilian air operations, the development and maintenance of operational air safety and accident prevention standards, the development and enforcement of regulations, the development and maintenance of licensing and medical standards, the licensing examination of personnel, the development of accident investigation policy and procedures and the development and conduct of programmes for the ground and flight training of pilots.

1. N.01.c. Aviation services and Safety specialists

Apply the theories and techniques of other aviation specialties as follows: carry out or advise and assist in the planning, organization, development, operation and maintenance of aviation services and the training of aviation services personnel in fire and rescue services, fire prevention, search and rescue, personnel licensing, air information services, airport management, aeronautical communications operation, meteorology and aviation security.

1. N.02. Traffic and travel services specialists

Provide traffic and travel services at the lowest cost commensurate with the services needed, safety and security requirements and the requirements of the operating programmes of the organization; analyse and advise on transportation considerations affecting operating programmes; analyse transportation characteristics, tariffs, rates and security requirements for confidential material, safety requirements, facilities for shipment and packing and loading methods to provide efficient and effective transportation services; and analyse and negotiate rates, routes, handling, timing and other conditions with carriers.

1. N.03. Maritime transportation specialists

Apply the theories and techniques of maritime transport to study and advise on the technical, operational and administrative aspects of the safety of navigation, including navigational equipment, collision avoidance and ships' routing, the investigation of casualties and contraventions of international operational requirements, marine radio communications equipment, maritime distress systems, emergency alerting and survival craft locating equipment, the maritime application of satellite communications and navigation systems; the training, watch-keeping and operational procedures for maritime personnel and the manning of sea-going ships; the planning, organization and development of maritime search-and-rescue services and procedures; the safe carriage of cargoes, including dangerous goods carried in containers and vehicles and procedures for handling and storage in port areas; and the simplification and standardization of shipping documents.

1. O. Writers and Language Specialists

This job family includes occupations primarily concerned with researching and writing material for publication, dramatic presentation or broadcast, technical or policy documents, reports and summaries; assigning, selecting, and preparing written materials for publication, or broadcast; interpreting spoken and translating written words from one language into another, and interpreting spoken language into sign language. (*Occupations which include writing but are primarily involved with other disciplines are grouped according to primary involvement*).

1. O.02. Editors

Review and evaluate written material provided by contributors and make recommendations regarding acceptability for issuance or publication in one or more languages; commission or solicit material for publication; establish and revise editorial policy and guidelines; ensure that material is in conformity with the organization's established policy and practices and with the appropriate mandate; correct manifest and query possible errors in original text; propose rearrangements, negotiate suggested changes with author; rewrite text for greater consistency, clarity and adherence to space limitations; ensure that phraseology, terminology and syntax are correct and that style is appropriate; ensure the accuracy of figures, dates and statistics, through research, reference sources and consultation; verify the accuracy of statements, quotations and citations; verify conformity of other language versions with original text, advising other editors of changes needed in other versions; make recommendations with regard to presentation, including graphic material; control the relevance and accuracy of authors' and proof-readers' corrections on proofs; verify that copyright rules are observed and obtain the necessary rights and permissions; write articles or other texts, including abstracts and publicity material for sales promotion purposes.

1. O.03. Interpreters

Interpret the spoken word from one language to another, providing simultaneous or consecutive verbal translations of statements into languages in which the discussion is conducted at conferences, debates and other proceedings and at discussions, negotiations and similar meetings, rendering the meaning equivalent to that of the original; and provide training and guidance to other interpreters or test applicants' skills and aptitudes for interpretation work.

1. O.05. Terminologists

Study, promote and advise on the proper and standardized use of terms in two or more languages: conduct terminological research in the fields of activity of the organization by scanning specialized journals and other publications and sources, identifying changes, variations and developments in professional, scientific, technical and cultural vocabulary and phraseology, and extracting terms, definitions and explanations relating to new concepts and developments; organize terminological data obtained into bilingual and multilingual glossaries, card indexes and other formats suitable for users; advise translators, interpreters, editors and others on questions of terminology and assist them in solving problems of terminology; monitor terminology developments with organizations and promote the use of correct and uniform terminology; identify subjects areas that, because of projected programmes or anticipated needs

of organizations, will require terminological research and data; prepare terminology bulletins and other terminology publications and documentation.

1. O.06. Translators and revisers

Translate written or recorded material from two or more languages into another, producing a version that is, in meaning, style and effectiveness, equivalent to the original language version; study the text and convert it into other languages, using the most appropriate vocabulary and commonly accepted equivalents of professional, scientific or technical terms and ensuring that the original meaning is retained; acquire information about the professional, scientific and technical subject-matter covered, consulting specialists and reference works, technical dictionaries and other appropriate sources as necessary and ensuring that terminology and nuances are correctly rendered and that the translation is structurally, grammatically and idiomatically correct; verify the accuracy of citations; spot manifest or possible errors in the original text and inform the editor and the author when appropriate; compare the translation of a text with the original to verify the accuracy and completeness of the translated version and the suitability of the vocabulary and terminology used; engage in self-revision or in the revision or editing of other texts; provide training and guidance to translators; test applicants' skills and aptitudes for translation work; check the conformity of translations with other language versions.

1. O.07. Writers

Write speeches, reports or technical or other articles for publication; apply specialized knowledge in order to gather information necessary to the content of what is written, including making arrangements for technical review of final drafts; gather and analyse information to determine requirements (e.g., style, format and type of vocabulary) appropriate to the target publications and audiences; and write in such a way as to satisfy the requirements identified.

1. P. Professional, managerial and technical specialists for which no job family exists

This group includes fields of work and occupations concerned with specialized professional, managerial and technical functions that are not elsewhere classified.

1. Q. Postal services specialists

This job family includes occupations concerned with analysing technical issues relating to postal services and applying specialised principles and techniques to improve postal services; compiling, analysing, and publishing statistics and other information relevant to international postal service, including amendments to various regulations governing the conditions of receipt, tariff and exchange of international mail, the transport of mail by surface and air and methods for international accounts and for processing mail through customs; draft international policies and agreements.

1. R. Environmental specialists

This job family includes occupations concerned with developing, analysing, evaluating, modifying and providing advice on environmental issues and situations, and developing programmes, policies and procedures to address these.

1. R.O1. Environmental scientists

Perform analytical work characterized by the application of principles and techniques of a variety of scientific disciplines (e.g., life sciences, physical sciences and economics) to matters concerning the protection or improvement of natural resources and the physical environment; apply knowledge derived from a variety of scientific disciplines to evaluate project plans and policies and to forecast their impact on the physical environment and on natural resources; identify and evaluate causes of environmental hazards (e.g., effluents from industrial plants) and estimate the effects of hazards relative to variables, such as the length of time the condition has continued unabated, and the degree of relief to be expected from the abatement alternatives; and identify and evaluate the feasibility, costs and benefits of the abatement alternatives (e.g., lowered industry production, higher unemployment).

1. S. Relief specialists

This job family includes occupations concerned with assessing and managing emergency and disaster situations including coordinating responses to natural and man-made disasters, coordinating communication, mobilizing resources, providing assistance for victims and executing operations to protect human and wildlife populations and natural resources.

1. S.O1. Emergency relief specialists

Provide advisory services to assist Governments in formulating their preparedness and contingency plans for rescue, relief and rehabilitation work; conduct and promote research on measures to predict, prevent and control natural disasters, including the collection and dissemination of information on technological developments; provide advisory services for the

planning and institution of measures for disaster prevention and mitigation; and maintain contact with international organizations concerned with disaster relief, preparedness and prevention activities.

1. U. Cultural development specialists

This job family includes occupations concerned with planning, developing and implementing programmes to protect and preserve physical and non-physical heritage, and promoting and advising on the enrichment of cultural identities and inter-cultural relations.

1. GENERAL SUPPORT (revised in 2010)

This group includes occupations which carry out duties in accordance with established practices and procedures in support of the management, creation, analysis and presentation of plans and programmes. The occupations included in the support group may also involve the performance of para-professional and technical work in a specific subject area where practical application and specific training or vocational education are required.

2.1. General administration and office support

This job family includes occupations that provide assistance in such areas as finance, human resources, facilities management, programme analysis, information coordination and dissemination, and internal and external liaison; provide programme information of a general nature and coordinate the provision of established services. The group includes occupations concerned with recording, compiling, reviewing and processing data; classifying, filing, retrieving correspondence and other reference materials; coordinating meetings and inspections.

2.1.01. Executive, secretarial and office support

Undertake office management activities such as storing, retrieving and integrating information for dissemination to staff and clients; responsible for a variety of administrative and clerical duties necessary to run an organization efficiently; plan and schedule meeting and appointments; organize and maintain paper and electronic files; monitor deadlines; conduct research and disseminate information through most appropriate means.

2.1.02. General administration related

Provide assistance in the administrative, financial and personnel support services of a programme, office, or organization. Work involves compiling and maintaining data; maintaining financial or other records, keeping payroll records, distributing employee salary and travel advance cheques; setting up spreadsheets, verifying statistical reports for accuracy and completeness, coordinating in office space; taking inventory, processing requisitions for equipment and supplies; maintaining office records; providing general information on and monitoring the timely accurate documentation of actions related to recruitment, appointments, promotions, transfers, allowances and benefits, travel authorizations and performance evaluations; and arranging facilities for meetings and notifying participants.

2.1.02. a. Administrative assistance

Perform administrative support functions including such tasks as the maintenance of personnel and financial records; provide financial and administrative services to support the planning and/or implementation of projects or activities within an office; maintain budgetary control records; requisition office supplies and equipment; classify and code material relating to a number of subject matter areas; make arrangements for shipment and receipt of office and project supplies and equipment.

2.1.02. b. Programme and management analysis support

Support programme implementation by developing, assembling and maintaining data for use in the review, planning and analysis of programmes and organizational operations and by participating in or conducting studies or otherwise recording such matters as workflow, work distribution, form design and form utilization; and present such data in narrative or graphic formats as required.

2.1.02. c. Building services support

Monitor, through the compilation of information, the visual examination of the premises and the preparation of work orders, the installation, construction, maintenance, repair and housekeeping of the building, the physical plant, equipment and the grounds of the facility; arrange for and oversee changes in space and equipment, including the drafting of engineering construction drawings and of layouts for the design of interior space and of communications equipment installations; prepare cost projections and historical analyses to ensure the cost-effectiveness of operations; implement measures for the safety and security of the premises and staff, including conducting inspections, documenting unsafe conditions and accidents and presenting appropriate training; and oversee the provision of food services in all eating facilities and at official functions, including coordination with firms providing contract services.

2.1.03. Financial management-related

Provide support in analysing data for execution of financial transactions; documenting, classifying and recording transactions in order to accumulate and provide financial information; collecting, safeguarding, investing and disbursing funds to provide social security benefits; calculating taxes and arranging payments; measuring costs; analysing credit; keeping records on financial aspects of commercial services; and keeping records on financial aspects of inventory control.

2.1.03. a. Accounting

Perform bookkeeping functions: document, classify and record financial transactions; post debits and credits, produce financial statements, and prepare reports and summaries for supervisors and managers; ensure the completeness and accuracy of data on accounts by verifying source documents and calculations therein; classify data in accounts or other records according to the organization's established procedures; post transactions in journals and on computer files and update the files when needed; abstract and assemble data for use in analyses; review invoices and statements to ensure that the information appearing on them is accurate and complete, reconcile computer reports with operating reports, note discrepancies; and prepare invoices.

2.1.03. b. Budgeting-related

Assemble and maintain budgetary records, programme proposals and quantitative data and convert them for use in a set of financial estimates (budget or plan): prepare for entry or enter numerical data on expenditures into appropriate accounts; compare accounting and budgeting records and report discrepancies; and assemble programme, accounting and other quantitative data into categories needed for analytic purposes.

2.1.03. c. Treasury and investment management support

Assist in the research and collection of data on current economic and market conditions; monitor investment transactions; compile and process information for the purchase and sale of securities; assist in portfolio reviews; obtain stock market prices; construct and maintain valuation models; document and record transactions needed for collecting, safeguarding, investing and disbursing funds; verify source documents and calculations therein; classify and enter data or prepare data for entry into computer storage; collect and present financial and quantitative data; and count, receive and pay out currency.

2.1.04. Audit and programme evaluation support

Assist the organization's auditors in the examination and evaluation of financial and information systems, management procedures and internal controls; identify and select documents and records; check figures, postings and documents, verify accuracy; assemble and classify data into categories; correct or note errors.

2.1.05. Management of information and communication technology support

Provide technical and clerical support in the compilation, maintenance and extraction of information through the use of communication technology equipment by applying established procedures to such tasks as: deploying hardware and software to users and documenting equipment and software usage; coordinating and/or updating and running programmes, reviewing outputs for desired results; maintaining computer records; answering users' questions; identifying and resolving errors caused by human or equipment failures; operating and supporting particular multi-user applications and software services; and training users.

2.1.05. a. Information systems support

Provide technical assistance, support and advice to users; troubleshoot problems and provide technical support for hardware, software and systems; answer telephone calls or respond to e-mail messages from users, analyse problems by using automated diagnostic programmes and resolve recurring difficulties; install, modify and repair computer hardware and software; train users and coordinate the implementation of new applications.

2.1.05. b. Systems development support

Provide assistance in testing the use of the organization's computer system to ensure that it performs as planned; prepare specifications, flow charts, and process diagrams; assist

programmers to "debug", or eliminate errors from the system; write and test simple, well-defined programs; maintain and modify existing programs and procedures; prepare and update documentation.

2.1.05. c. Telecommunications-related

Perform technical and processing duties in the design and maintenance of websites and web pages; test, and evaluate systems such as local area networks (LANs), wide area networks (WANs), the Internet, Intranets, and other data communications systems, including globally distributed networks, voice mail, and e-mail systems of the organization. Research-related products and make hardware and software recommendations.

2.1.05. d. Documentation processing

Perform data entry and information processing work by keying in text, entering data into a computer, operating a variety of office machines, and performing other clerical duties; set up and prepare reports, letters, mailing labels, and other text material; prepare standard forms on computers; plan and key complicated statistical tables, combine and rearrange materials from different sources, or prepare master copies.

2.1.05. e. Archives-related

Perform duties related to the examination and editing of permanent records and documents of historical interest and the appraisal of their value to posterity or the organization; take part in their categorization, systematic indexing and preservation; and retrieve records and documents from storage for permanent or temporary disposal.

2.1.05. f. Mailing and documents distribution

Receive and forward incoming and dispatch outgoing mail and parcels: collect mail from post office; collect and deliver correspondence, documents, files and packages from and to locations within or outside the organization: collect air pouches and parcels; sort incoming mail and code for references; sort outgoing mail and parcels; determine least costly and speediest method of delivery; calculate postage and frank outgoing mail; prepare postal, air or surface dispatch documentation; record and account for postage and other dispatch expenses; buy stamps or metered postage; sell and account for stamps; seal envelopes and wrap parcels; deal with inadequately addressed mail and parcels; and initiate investigation of lost items; picking up and delivering correspondence and packages sent within and outside the organization; and disposing of records in accordance with established time frames and methods; keep simple records; and obtain receipts for articles delivered.

2.1.06. Human resources management-related

Provide administrative, procedural and technical support for human resources management functions (staff recruitment, placement, transfer, performance management, promotion, training and development, job classification, compensation and benefits, staff

relations). Maintain and update manual and/or automated information and reference systems and databases.

2.1.06. a. Benefits and personnel entitlements and payroll support

Provide procedural and technical support for the administration of benefits and staff entitlements and the application of staff regulations and rules; process personnel transactions relating to salary, benefits and social security schemes; verify accuracy of source materials; obtain benefits estimates and final benefit calculations; brief staff or former staff on entitlements and changes therein; prepare documentation required for disbursement of benefits; obtain and verify information that serves to determine eligibility for entitlements and to establish and/or update the application of contract provisions; brief staff on their entitlements and on administrative procedures and rules; compile and retrieve data and maintain appropriate records; process payroll.

2.1.06. b. Recruitment placement and staffing support

Provide technical and administrative support at various stages of the prospection and recruitment process: assemble and maintain lists of prospection sources; assist in the preparation of vacancy announcement; initiate reproduction and distribution of same, including by electronic transmission; receive, categorize, respond to and store applications; assist in establishment of computerized rosters, as necessary; retrieve stored applications; respond to questions about or from applicants; provide support for the planning and conduct of interviews and tests.

2.1.06. c. Human resources planning, classification and compensation support

Compile and retrieve statistical and other data and background information which assists in human resources planning or related to the evaluation of jobs, or organizational planning and design; maintain and update databases and extract and provide information for different purposes in support of human resources management; compile, maintain and retrieve data used to identify career paths and job opportunities; respond to general queries from staff, process documents relating to performance appraisal and management, requests for job classification, assist in the preparation of job descriptions; assemble documentation in support of appeal resolution; check, issue and codify salary scales for specific categories or groups of staff; maintain files of salary survey materials, salary scales and survey working materials.

2.1.06. d. Staff development and performance management support

Provide support and specialized services in the areas of staff development and performance management, including planning and organizing of training workshops and learning events, implementation of distance learning concepts and related online administrative support, training-needs identification, as well as assistance in course delivery and evaluation of training provided; apply standard statistical formulas in identifying distributions and trends; assist in performance monitoring on an individual or group basis and in clarifying performance objectives, including by tracking compliance with organizational procedures.

2.2. Programme management support

This job family includes occupations that carry out technical and procedural duties in support of professional services and programmes.

2.2.01. Programme assistance

Assemble and maintain data for use in the planning and analysis of organizational operations by participating in or conducting studies and presenting data in narrative or graphic formats, as required.

2.2.01. a. Technical cooperation support

Perform work in support of technical cooperation activities, including such tasks as assembling and maintaining reference materials on specific countries or geographic areas; coordinating, monitoring and documenting project or programme implementation and funding; initiating recruitment actions and preparing forms for employment of experts, consultants and volunteers; drafting correspondence and informational material; organizing and coordinating symposiums; and related support duties.

2.2.01. b. Economics related

Perform technical and procedural duties in support of the development of economic plans and the application of theories and principles through such tasks as extracting information from relevant publications; preparing and maintaining subject-matter bibliographies; compiling data for inclusion in studies and reports; and coordinating meetings on emerging issues.

2.2.01. c. Education related

Perform technical, processing and record-keeping duties in support of education and training programmes through such tasks as assembling and reviewing material for possible inclusion in curricula; evaluating training projects for correlation between training and performance; counselling students on prospective courses of study; monitoring tuition costs; interviewing candidates for scholarships; and verifying scholarship students' expenses borne by the organization.

2.2.01. d. Legal related

Perform technical, processing and record-keeping duties in support of the preparation of legal manuscripts and the dissemination of legal advice and duties relating to the application of international conventions such as those providing for the registration of patents, trademarks and industrial designs and models; maintain and update case files, reference materials and related indexes; research and summarize legal precedents and review publications for relevant information and related support functions

2.2.01. e. Life science-related

Perform administrative, technical, statistical and documentation tasks in support of scientific research and applied medical, agro- and biotechnical and related areas, and performing such tasks as testing the validity of data through controlled laboratory experiments; preparing narrative and graphic documentation of findings and performing other related support tasks.

2.2.01. f. Physical sciences related

Perform technical and administrative tasks in support of disciplines concerned with research and practical application of physics, chemistry, geography and other physical sciences by carrying out standardized tests and experiments, preparing test cultures, assembling, organizing, documenting ,data and/or materials, assisting in standardized evaluation of data generated through laboratory-based or other applied experiments or analyses; updating of maps and charts; maintaining and updating and operating specialized equipment.

2.2.01. g. Environmental sciences related

Perform administrative or technical tasks in support of environmental science and related areas: monitor and report on implementation of environmental regulations; assist in the development of related training and public information campaign activities; work involves the application of technical knowledge in standardized laboratory experiments, including collecting, analysing or manipulating data or samples of material (within controlled parameters), under defined conditions in technical experiments and documenting the results.

2.2.01. h. Statistics, mathematics and research support

Perform technical, procedural and record-keeping duties contributory to the work of statistical data collection and presentation and in support of research into and application of theories and techniques in the fields of statistics and mathematics, including such tasks as compiling, sorting, analysing and updating data; preparing questionnaires; researching subject-matter information; retrieving, extracting, verifying, accumulating and transforming numeric data, make calculations; prepare tables and other graphic presentations of data either manually or using established software programmes, carry out various checks for consistency; answer general questions.

2.2.01. i. Sales and marketing support

Perform processing, record-keeping and related tasks contributory to the work of sales and marketing specialists such as logistical tasks related to marketing and sales promotion campaigns and exhibitions; assist in the organization and performance of sales promotion and marketing activities, such as the preparation of market studies, sales promotion material, organization of participation in international fairs, etc., process orders and verify payments; verify quantities and values of inventory transactions; monitor the status of customer accounts; assist in the preparation of costing schedules; maintain contact with purchasers; compile

statistical data for analysis and projection of sales trends; maintain databases of sales items and mailing lists of purchasers.

2.2.01. j. Architecture and engineering related

Provide assistance in the fields of architecture and engineering by applying a practical knowledge of the methods and techniques to projects involving structures, facilities, systems, processes, equipment or material, performing such tasks as testing, measuring, collecting data, installing, operating and maintaining equipment, preparing specifications and inspecting.

2.2.02. Medical related

Perform administrative or paramedical functions in support of medical/clinical/pharmaceutical activities, directly related to treatment of patients, such as interviews (including collection of illness - or impairment-related information), application of first-help, routine treatment, nursing care, vaccinations, laboratory work, including work on blood or other samples and related physical/chemical detection methods; work in this area also includes the provision of training and dissemination of health information related to work or private life of staff, dependants and other clientele of medical services.

2.2.03. Information, media and public relations-related

Perform duties in support of the acquisition, preservation, dissemination and disposition of documents, including books, periodicals and graphics and provide information to users; perform public relations and promotional tasks contributory to the dissemination of information about the organization; and organize information meetings and exhibitions, assist in the design of publications and information documents and in the organization of their distribution.

2.2.03. a. Audio-visual, graphic and printing/publishing support

Perform duties concerned with the creation of solutions to communications problems, developing material for Internet web pages, interactive media, and multimedia projects, preparing sketches or layouts; creating graphs and charts from data for use in publications; checking proofs for errors and print clarity; preparing material for printing. Perform a variety of tasks involved with transforming text and pictures into finished print-ready pages; perform duties involving the control, procurement and provision of printing services, including processing requisitions, determining specifications for reproducing a wide variety of printed matter, estimating costs for work done within the organization and by private firms and maintaining production and cost control records, and ensuring the timely distribution and delivery of published material.

2.2.03. b. Information dissemination and library services

Perform support activities related to the organization and dissemination of information about the organization through such media as newspapers, periodicals, radio and television; perform record-keeping and processing tasks relating to library materials, including the loan of books, periodicals, monographs, documents, collections (of maps, blueprints, statistical tables,

reproductions or similar graphics), microfilms, microfiches and recordings or to electronic-assisted access to any of these: extract, assemble and summarize information; gather, prepare, retrieve and dispatch papers used to effect the selection, procurement, receipt, loan, exchange, sale or donation of library materials; store, retrieve and de-accession materials; verify receipt, catalogue and disseminate accessions or information about them; search for material on behalf of users and respond to questions on library resources; note and arrange for repairs of materials; note and arrange for the assembly and binding of materials; operate electronic-assisted access to contents of stored materials; and prepare information for electronic storage or retrieval; utilize software packages for library use to input data, update and maintain information files and manipulate data according to prescribed guidelines.

2.2.03. c. Media and public relations support

Perform procedural and technical public relations and promotional tasks contributory to the dissemination of information about the organization; assist in arranging and conducting programs to keep up contact between organization representatives and the public by organizing information meetings and exhibitions, assisting in the design of publications and information documents and in the organization of their distribution; draft press releases and contact people in the media who might print or broadcast the organization's material; make films, slides, or other visual presentations; conduct research, prepare materials, maintain contacts, and respond to inquiries; perform reception services by receiving and greeting visitors to the organization, escorting visitors on tours within buildings and grounds; and providing general information and answering questions.

2.2.03. d. Liaison and protocol support

Provide assistance in liaison activities among United Nations system organizations, intergovernmental organizations, non-governmental organizations and permanent missions through such tasks as responding to requests for information, compiling and maintaining data and documents for reference purposes, drafting routine and non-routine correspondence, coordinating and expediting required services between organizations at different duty stations, carrying out meeting arrangements and conducting research for reports; maintain general documentation; respond to requests from missions and specialized agencies for information concerning protocol matters and maintain liaison with the host country mission with respect to certain problems concerning the diplomatic staff; assist in solving questions of protocol (precedence, equivalence; official terminology, etc.).

2.2.04. Language and documentation services

Perform record-keeping or technical duties in support of editing, promoting and interpreting ideas and facts in written form or concerned with translating and interpreting written and spoken words from one language to another. Work in this group also includes the performance of duties to ensure the efficient and accurate collection, retention and disposition of documents and correspondence through such tasks as establishing, categorizing and maintaining files, using accepted organization methods; receiving, sorting and routing incoming and outgoing

mail sent between the organization's offices and external parties using the fastest and most cost-effective means.

2.2.04. a. Writing and translation support

Perform technical and record-keeping duties in support of the preparation and presentation in verbal or written form of facts and ideas where the primary focus is the use of language skills.

2.2.04. b. Editing-related and proofreading

Perform technical, procedural and record-keeping tasks in support of the evaluation and revision of written material intended for publication; review and correct text in order that spelling, punctuation and syntax conform to authorized style of organization; verify references and quotations; collect, assemble and layout material for tables of contents and indexes; verify the accuracy and adequacy of the layout and captions of graphic material in text; caption graphic material; verify equivalency of text and graphic material in different language versions; provide instructions to reprographic services; record and draft parts of text prepared by or with others; type and lay out texts; and maintain records relating to production; read transcript or proof type set-up to detect and mark for correction any grammatical, typographical or compositional errors.

2.2.05. Conference and meetings services

Assist in the coordination and organization of meetings; plan and follow up the use of conference rooms on the basis of the programme of conferences and the specific needs of each conference; plan the various services required for each conference; determine seating arrangements in conference rooms and other rooms in the secretariat, prepare and adapt rooms and put them back in order; assist in the practical organization of meetings; check the supply of documents, respond to specific requests from delegations and distribute documents to meeting rooms; exchange information relevant to conference services with the substantive services engaged in the conference; provide information to delegates concerning the organization and the activities of the conference; carry out measures for ensuring orderliness and security; and maintain files of general information on conferences and complete various forms concerning meetings.

2.2.06. Procurement, supply and logistics support

Perform procedural and record-keeping activities related to the procurement and safe transport of personnel and material by air and water usually for relief assistance as part of disaster response or crisis management activities, including acquisition, distribution, internal allocation, delivery, and final disposal of resources; perform functions related to shipping matters such as packing, containerization, mode of shipment, routing etc.; analyse and verify invoices for freight and freight tariffs; carry out tasks related to the safe warehousing and storage of goods and supplies.

2.2.06. a. Purchasing and contracting-related

Perform procedural and technical tasks related to the requisition, procurement and receipt of equipment, supplies and services; perform the simplified operations relating to the purchase of everyday articles and cooperate in the more important or more complex purchasing operations, such as the classification of bids, the preparation of comparative tables, following up on bids and deliveries and requests for information; perform operations relating to the various stages of an order, including an evaluation of the demand, the drafting of specifications, the preparation of invitations to tender, comparison of bids, the preparation of the purchase order and the execution of the order; and participate in the updating of documentation concerning suppliers.

2.2.06. b. Inventory and supply

Perform duties involving the acquisition, cataloguing, maintenance, distribution and disposal of published material, machinery, equipment, tools, supplies, materials and services, including processing purchase orders, following up on late deliveries, examining delivered merchandise for defects and compliance with order specifications, notifying suppliers of shipment defects, maintaining adequate stock levels, conducting periodic inventories of published material, furnishings, equipment and supplies and updating records, identifying problems of accountability and maintenance as reflected in losses or breakage, ensuring the timely delivery of published material, equipment, supplies and services to the requesting organization and coordinating the disposition of obsolete, defective and surplus equipment according to established practices.

2.2.06. c. Storing and warehousing

This group includes occupations concerned with loading goods from and unloading goods into storage; checking incoming shipments of supplies, materials and equipment against bills of lading and similar receiving documents; stacking and retrieving goods; taking inventories; recording goods received into and sent out of storage; packing and unpacking; and assembling and disassembling; operating mechanical equipment involved in the movement of goods, including forklifts, freight elevators, conveyor belts and movable loading platforms.

2.2.06. d. Transportation-related

This occupational group performs duties in support of the movement of people and/or property. The functions covered by this group include the operation of automobiles and trucks, as well as logistical, clerical and record-keeping duties in support of local, regional or international transportation.

2.2.06. e. Shipping

Perform procedural and technical functions related to the shipping of goods or receiving of equipment, commodities or staff members' effects, or in relation to making travel arrangements. Work involves estimating costs, choosing removal enterprise, establishing conditions of the operation, providing instructions to the carrier and insurance company, following the progress of the operation and intervening in the settlement of claims, assistance to

staff members in connection with the import of their vehicles, customs formalities and registration; organization in conjunction with carriers and transport agents of operations relating to the import and export of equipment being received or dispatched; following the progress of these operations and preparing necessary customs documents; and preliminary checking of invoices and keeping records.

2.2.06. f. Travel and visa support

Organize itineraries for authorized travel in conjunction with the official travel agency, examine travel claims and, in general, give travel information to the staff members concerned and to their organizations; perform the series of operations necessary in order to obtain from consulates and embassies visas required for official travel by staff members and their families, by experts, consultants and fellowship-holders travelling at the organization's expense, and by delegates participating in conferences; and perform operations relating to the issue, renewal and cancellation of travel documents (laissez-passer, certificates and family certificates).

2.3. Maintenance and security services group

This job family includes occupations concerned with fabricating, assembling and repairing or reconditioning products or physical plants; the group also includes such tasks as operating and maintaining equipment; providing food services; storing, distributing and accounting for materials; and using manufactured components and assemblies to produce products. The group also consists of occupations concerned with the provision of transport and protective services.

2.3.01. Construction and building maintenance work

Clean and prepare sites for minor construction work to the plant; remove paint and debris from buildings; erect and disassemble scaffolding and other temporary structures, load, unload, identify, and distribute building materials to the appropriate location according to project plans and specifications, tend machines; construct, erect, install, and repair structures and fixtures made from wood and other materials; apply plaster to surfaces in the construction and repair of interior walls and ceilings; construct, alter, maintain and repair structures and structural components using brick, block, stone and similar materials.

2.3.01. a. Machine maintenance and repair work

Maintain and repair machines and equipment, including electronically controlled machinery: cleaning and lubricating machinery, performing basic diagnostic tests, checking performance, and testing damaged machine parts, adjusting and calibrating automated equipment, disassembling, repairing and replacing defective parts; determining when machines should be sent for overhauling and maintaining an inventory of parts.

2.3.02. Protective and security services

Carry out procedures to protect persons and property from crime, fire and accidents.

2.3.03. Food services

This group includes occupations concerned with the preparing and serving of food and beverages and with setting up, clearing and maintaining dining areas, food utensils and equipment.

2.P. Support work for which no job family exists

This group includes fields of work and occupations concerned with support work production, service and transport work that are not elsewhere classified.

