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# Field Office Structure as per the SOP of March 2013



Implementing UN Priorities Workshop  
27-28 June 2013

# Office Coordinator Reporting Lines

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- OC leads the management and coordination of the UN Field Office acting as liaison amongst all the relevant stakeholders. The OC is a representative of the SRSG in the AOR vis-à-vis the national and local political and civilian authorities and represents the views of the UN system in the accordance with the mandate of the UN.
- Reporting Lines for ONUCI OC:
  - First Reporting Officer is the Regional Head of Office (MOP approvals, leave requests, e-performance)
  - Second Reporting Officer is the Office of the SRSG
  - Section Chief is Additional Supervisor (additional input to e-performance)

# Field Office Staff Reporting Lines

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- Reporting Lines for field office staff
  - Field Office staff First and Second Reporting Officer is their Section hierarchy
  - Officer Coordinator is the additional supervisor (additional inputs to e-performance)
- To ensure adequate coverage within the field office and the AOR, the OC approves all travel, MOP and leave requests. (When there is a budget implication, this decision is taken in collaboration with the relevant budget owner.)
- “The OC is responsible for overall implementation of UN priorities, coordination of field office activities and reporting, and therefore he/she has the authority to manage, supervise and convene all field office staff and partners, and to delegate specific responsibilities to field office staff, as required.”

# Rationale

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The OC authority to lead the management and coordination of the UN Field Office is intended to ensure:

- Coordination of joint field operations, specific requests from HQ
- Multidisciplinary view at the field level
- Coordinated team planning and interaction with colleagues and stakeholders
- Coordinated reporting from the field office
- Adequate coverage and presence in the field office