



**UNITED NATIONS SUPPORT OFFICE FOR SOMALIA
(UNSOS)**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

THIS POSITION DOES NOT HAVE INTERNATIONAL BENEFITS

FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS:	20 SEPTEMBER 2018
DATE OF ISSUANCE:	14 SEPTEMBER 2018
FUNCTIONAL TITLE:	MOVEMENT CONTROL ASSISTANT
LEVEL:	GL-6
SECTION:	SERVICE DELIVERY
LOCATION:	NAIROBI
DURATION OF CONTRACT:	ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/MOVCON/037/2018

Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors to be eligible to apply for this vacancy.

Organizational Setting and Reporting Relationships:

The position is in Nairobi. The incumbent will report to the Chief Movement Control Officer through Operations Officer located in Mogadishu and Supervisor located in Nairobi.

Duties and Responsibilities;

Within delegated authority, the Movement Control Assistant will be responsible for the following duties:

- Assist in developing passenger and cargo load plans.
- Coordinate daily operations of administrative and loading staff to ensure that instructions, regulations, security and safety measures are enforced.
- Ensure that dangerous goods are transported in accordance with applicable international Dangerous Goods Regulations.
- Coordinate shipments including customs clearance, specifying carriers, routes of movement, transit times, and service levels.
- Liaise with contacts in port authority and local authorities responsible for travel-related, immigration and customs issues.
- Assist with the planning and execution of military and police contingent movements.
- Liaise and coordinate with contingent/police personnel for military and police contingent movements.
- Prepare Movement Orders.
- Collect movement information and define requirements.
- Coordinate the daily flight schedule with Air Operations to meet passenger and cargo requirements.
- Coordinate non-scheduled mission flights.
- Prepare operational reports and related statistical data.
- Review and distribute manifests.
- Maintain contact with other UN Agencies, NGOs, and Government Offices in regard to their travel requirements on Mission air assists.
- Provide multi-modal movement control support to the sector.
- Provide assistance to travel, procurement and logistics Units/Sections.
- Monitor check-in and check-out activities for outgoing and incoming passengers and cargo.
- Maintain the electronic databases in accordance with the established procedures and deadlines.

- Perform quality assurance duties on passenger and cargo operations.
- Perform other duties as required.

Competencies

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; Places team agenda before personal agenda; Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

Education: High school/diploma or equivalent. The incumbent must have good knowledge and understanding of computers and their application in the work place. He/she must be qualified and licensed to operate light/medium vehicles, including mechanical handling equipment. Additionally, he/she must be capable of working as part of a team with excellent interpersonal skills and capacity to work productively under pressure and cope with all deadlines.

Experience: A minimum of seven (7) years of progressively responsible experience in movement operations acquired through commercial air/sea/road/rail operations, commercial freight forwarding, or military logistics.

Language: English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of other language is an asset.

Assessment

Method: Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below **quoting vacancy announcement number and functional title on the subject** line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **September 20, 2018** will not be accepted. **Curriculum Vitae (CV) will not be accepted.** Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).