UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)

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

THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES OR BENEFITS. FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

DEADLINE FOR APPLICATIONS : 16 JULY 2022
DATE OF ISSUANCE : 17 JUNE 2022
FUNCTIONAL TITLE : MOVEMENT CONTROL ASSISTANT
LEVEL : GL - 6
SECTION : INBOUND DELIVERY COORDINATION-SUPPLY CHAIN MANAGEMENT
LOCATION : NAIROBI
DURATION OF CONTRACT : FIXED TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER : UNSOS/MOV/019/2022

Special Notice:
This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Extension of appointment will be subject to budgetary approval. This position is subject to local recruitment pursuant to United Nations staff rule 4.4. All staff in the General Service and related categories shall be recruited in the country or within commuting distance, irrespective of their nationality and of the length of time they may have been in the country. Local laws governing employment for non-nationals will be observed by the United Nations. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

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

Organizational setting and reporting relationships:
This position is located in the Inbound Delivery Coordination Unit within Acquisition Management Section in the United Nations Support Office in Somalia (UNSOS) in Nairobi. The Movement Control Assistant reports to the Movement Control Officer. The Movement Control Assistant is responsible to coordinate the movement of all UNSOS cargo via all available modes of transport (air, rail, river, road and sea) within the field mission area.

Duties and Responsibilities:
Within the delegated authority and under the direct overall supervision of the Movement Control Officer:
• Assist in coordinating commercial cargo plans.
• Coordinate daily commercial inbound operations 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 customs issues.
• Assist with the planning and execution of commercial cargo movements.
• Liaise and coordinate with international suppliers and third-party logistics actors for inbound commercial movements.
• Based on Incoterms, prepare Virtual Goods Receipts, Service Entry Sheets within the UN ERP System (Umoja).
• Collect movement information and cargo documentation from vendors and freight forwarders.
• Coordinate and follow-up with vendors and freight forwarders the efforts related to invoice analysis, partial deliveries, and cargo discrepancies.
• Coordinate and assist for technical assistance to R&I and Technical Sections in order to facilitate the downstream logistics action.
• Prepare operational reports and related statistical data.
• Review and distribute shipping documentation.
• Maintain contact with other UN Agencies, NGOs, and Government Offices in regard to cargo requirements on Mission air assets.
• Provide mission-wide multi-modal movement control support between Kenya and Somalia.
• Provide assistance to Procurement and Logistics Units/Sections.
• Perform other duties as required.

Competencies:
Professionalism: Proven ability to manage a diverse range of technical services; Knowledge of the UN Inventory Management Systems; Knowledge in the field of transport and logistics coordination, customs clearance and Supply Chain Management; Ability to interpret and articulate UN rules; Shows pride in work and 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; takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Qualification and Experience:

Education: High school diploma or equivalent is required. The incumbent must have good knowledge and understanding of computers and their application in the workplace. The incumbent must be qualified and licensed to operate light/medium vehicles, including mechanical handling equipment. Additionally, the incumbent 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 (07) years of progressively responsible experience in movement operations acquired through commercial air/sea/road/rail operations, commercial freight forwarding, or military logistics. Experience using Enterprise Resources Planning (ERP) systems such as UMOJA, SAP or similar is desirable.
License to operate light/medium vehicles, including mechanical handling equipment required.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position fluency in English (both oral and written) is required.

**Assessment Method:** Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

**How to Apply:**
Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) 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](https://unsos.unmissions.org/jobs).

Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Applications submitted after the deadline 16 July 2022 will not be accepted.

Email: recruitment-unsos@un.org

Kindly attach a copy of relevant academic documents and valid license, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position. 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).**