



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UN SOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS: 08 JANUARY 2019
DATE OF ISSUANCE: 10 DECEMBER 2018
FUNCTIONAL TITLE: MOVEMENT CONTROL ASSISTANT
LEVEL: GL-5
SECTION: SERVICE DELIVERY
LOCATION: MOGADISHU
DURATION OF CONTRACT: ONE (01) YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER: UNSOS/MOVCON/045/2018

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 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:

This position is located with the United Nations Support Office in Somalia (UN SOS). The incumbent will report to the Chief of Movcon in Mogadishu, Somalia.

Duties and Responsibilities:

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

Duties and responsibilities:

- Receives and registers cargo requests for Air, Road and Sea transportation
- Receives supplies from different sections, arranges for transportation and follows up from delivery to destination.
- Coordinates transportation of cargo by Air and/or road with Air Operations and Transport Section respectively.
- Ensures proper and safe storage of inbound and outbound cargo.
- Ensures proper packing labelling and marking of cargo items Including dangerous goods.
- Inform appropriate consignees on delivery of items.
- Provides technical advice and guidance to personnel involved in cargo movements. Compiles and maintains cargo statistics related to air/ground and sea movements.
- Prepares cargo manifest and ensures its distribution to all concerned parties.
- Facilitates embarking/disembarking of passengers at the airport, and loading/unloading of cargo
- Ensures that loading of the aircraft is conducted in accordance to the published daily schedule and cargo manifest.
- Checks in passengers against passenger manifest, issues boarding passes and organizes passengers transfer for aircraft boarding.
- Performs pre-boarding briefing for passengers and monitors the safety briefing performed by the aircrew.

- Facilitates immigration and customs formalities for passengers.
- Ensures that passengers' baggage is weighed, measured, labeled, manifested and loaded into the aircraft.
- Ensures established procedures are in place and aviation safety regulations are followed.
- Liaises with Customs, Immigrations and Port health to ensure smooth handling of UNSOS passengers and cargo.
- Prints and distributes final manifest to authorities at the airport.
- Reports all safety hazards at the airport.
- Coordinates with other units and agencies pertaining air operations, passengers, and cargo matters.
- Prepares Key performance indicators for the ground handling agents and for Movcon personnel at the airport.
- Maintains the electronic databases in accordance with the established procedures and deadlines.
- Collect Data for the cost recovery unit of NON-UN passengers and cargo moved on UNSOS flights
- Coordinate operations from the point of origin (sea, air or land) to the warehouse and to the destination.
- Assess existing shipping operations systems and advise on corrective measures to be undertaken.
- Performs the flight monitor duties or other duties as and when 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; 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.

Team work: 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.

Qualifications:

Education: High school diploma or equivalent is required. Additional technical/vocational qualifications in logistics, transportation or management is required. Valid national driving license is required. Computer literacy in word processing, spreadsheets and database.

Experience: A minimum of four (4) years of progressively responsible experience in aviation, movement control related services or general experience in the field of transport.

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

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Method of

Evaluation: 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 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 **January 08, 2019** not be accepted. **Curriculum Vitae (CV) will not be accepted**. Only shortlisted applicants will be contacted for interview.

Email: recruitment-unsoa@un.org

Kindly attach a copy of P11, High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

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).