



UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)

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

DEADLINE FOR APPLICATIONS:	5 JULY 2016
DATE OF ISSUANCE:	29 JUNE 2016
FUNCTIONAL TITLE:	MOVEMENT CONTROL ASSISTANT
LEVEL:	GL-6
SECTION:	MOVEMENT CONTROL UNIT
LOCATION:	NAIROBI
TYPE OF CONTRACT:	TEMPORARY APPOINTMENT
DURATION OF CONTRACT	SIX (06) MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSO/MOV/045/2016

Special Notice

This position is open for an initial period of six months and may be subject to extension. Appointment against this post is on a local basis. External candidates will be considered only when no suitable internal candidate from the duty station is identified. The candidate is responsible for any travel expenses incurred in relation to the appointment. Applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and prior to the deadline stated in the job opening. Applications received after the deadline will not be considered.

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

Organizational Setting and Reporting Relationships:

This position is located in Nairobi .The Incumbent will report to Movement Control Air Passenger Unit Manager.

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.
- 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.
- Coordinate the daily flight schedule with Air Operations in order to meet passenger and cargo requirements.
- Coordinate both scheduled and non-scheduled mission flights.
- Prepare operational reports and related statistical data.
- Review and distribute manifests.
- Maintain contact with other UN Agencies, NGO's and partner organizations in regard to their travel requirements on mission air assets.
- Provide multi-modal movement control support to the sector.
- 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Planning & 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.
- **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.

Qualifications:

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 this position, fluency in English both oral and written is required. Knowledge of another United Nations official language is an advantage.

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 on or before the deadline. The (P.11) is on <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline 5 July 2016 will not be accepted. CVs will not be accepted.

Email: recruitment-unsoa@un.org

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail
A copy of PHP to be attached.**

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).