



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

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

<b>DEADLINE FOR APPLICATIONS:</b>	<b>19 MARCH 2018</b>
<b>DATE OF ISSUANCE:</b>	<b>13 MARCH 2018</b>
<b>FUNCTIONAL TITLE:</b>	<b>MOVEMENT CONTROL ASSISTANT</b>
<b>SECTION:</b>	<b>INTEGRATED TRANSPORT SECTION</b>
<b>LOCATION:</b>	<b>NAIROBI, KENYA</b>
<b>TYPE OF CONTRACT:</b>	<b>INDIVIDUAL CONTRACTOR (NATIONAL)</b>
<b>DURATION OF CONTRACT</b>	<b>09 MONTHS</b>
<b>VACANCY ANNOUNCEMENT NUMBER:</b>	<b>UNSOS/MOV-NBI/009/2018</b>

**Special Notice:**

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

**Organizational Settings and Reporting Relationships:**

This position is in the United Nations Support Office in Somalia (UNSOS). The incumbent will report to reports to the Chief Movement Control Officer through Operations Officer and the supervisor.

**DUTIES AND RESPONSIBILITIES:**

Within the delegated authority of the chief Movement Control section and the direct overall supervision of the unit head, The Movcon Assistant will carry out the following duties:

- Develop passenger and cargo load plans.
- Determine the most efficient and cost-effective modes of transportation for passengers and cargo (including dangerous goods requiring special handling) within and/or outside a field mission.
- Coordinate required transportation activities with the Aviation and Transport Units/Sections and/or commercial transportation service providers.
- Liaises with other UN units/sections, non-government and government organizations and intergovernmental agencies on immigration and customs matters.
- Assist in analysing projected passenger and cargo flows in order to estimate required resources.
- Record statistical data on the movement of passengers and cargo (including dangerous goods requiring special handling) within and/or outside the field mission.
- Monitors the preparation of luggage and cargo for transportation and ensure that weighting, plastic wrapping and labelling are conducted in accordance with the established procedures.
- Assist in the planning, coordination and execution of military and police contingent movements.
- Review and distribute manifests.
- Brief passengers on schedules, routes, and timing and safety requirements.
- Monitors check-in and check-out activities for outgoing and incoming passengers and cargo.
- Maintains the electronic databases in accordance with the established procedures and deadlines.
- Monitor that appropriate reference documents are current, readily available and accessible to all relevant personnel.

- Carry out cost recovery duties from Non- passengers for movement of cargo and passengers
- Any other duties as required.
- Staff of the work section, AMISOM personnel, and Air Operations, Aviation Safety and Security staff
- Local authorities, UN agencies, non-government and government organizations.
- UN Contractor personnel.

### **Expected Results:**

A well-organized and efficient Movement Control Unit capable of arranging the safe, and efficient transportation of personnel and cargo in and out of the mission area.

The planning, coordination and monitoring of multiple passenger and baggage/cargo movement activities simultaneously in an effective and timely manner. The provision of timely and well explained information on aviation safety requirements and related UN rules, regulations and safety procedures, flight schedules and travel bookings to the Mission staff.

### **Competencies:**

**Professionalism:** Good knowledge of all modes of transport. Good knowledge of movement control related processing and safety requirements; knowledge of UN rules, regulations and aviation safety procedures; ability to work independently in managing difficult and time sensitive situations as well as conflicting priorities; proven analytical and evaluative skills. 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.

**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.

### **QUALIFICATIONS:**

**Education:** High school or equivalent diploma is required. Technical or vocational certificate in movement control, multi-modal transportation, airline operations, logistics management or a related field is desirable.

**Work Experience:** At least 5 years of progressively responsible experience in movement control, freight forwarding, airline operations, logistics management or a related field. Experience in the use of IATA rules and procedures for the transportation of dangerous goods is required. Possession of a valid driver's licenses.

**Languages:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of another UN official languages is an advantage.

**Assessment:** 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 the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **19 March 2018** will not be accepted. CVs will not be accepted.

**Email:** [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the e-mail**

**A copy of P11 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).**