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## JOB OPENING

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Functional Title & Level:	<b>Movement Control Assistant (GS-6)</b>
Duty Station:	<b>Multiple</b>
Posting Period:	<b>24 -30 August 2017</b>
Job Opening Number:	<b>MINUJUSTH-GJO-2017-005</b>

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### Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Movement Control Assistant (GS-6)** positions. The entire assessment process takes approximately two months; candidates who are successful in the assessment process will be placed on the roster and will be notified accordingly. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection. Start date of these positions is subject to the availability of funding source.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at [minujsth-recruitment@un.org](mailto:minujsth-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

**Important:** Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

### Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The **Movement Control Assistant (GS-6)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

### Responsibilities:

These duties are generic and may vary depending on the specific position location.

- 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 in order 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 regards 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.
- Perform other duties as required.

## Competencies

- **Professionalism:** 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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; Delivers outputs for which one has responsibility within prescribed time, cost and quality standards; Operates in compliance with organizational regulations and rules; Supports subordinates, provides oversight and takes responsibility for delegated assignments; Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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 is required. The incumbent must have good knowledge and understanding of computers and their application in the work place. 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.

## **Work 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.

## **Languages**

English and French are the working languages of the United Nations Secretariat. Fluency in English and French, (both oral and written) is required; Knowledge of other United Nations official languages is desirable.

## **Assessment**

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