



JOB OPENING

Functional Title & Level:	Movement Control Assistant (GS-5)
Section/Org. Unit:	Movement Control, Supply Chain Management
Duty Station:	Port-au-Prince
Posting Period:	29 September – 5 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-036

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-5)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. 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.

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 ONLY their Personal History Profile (PHP) via email at 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 United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Movement Control Assistant (GS-5)** typically reports to the Movement Control Officer or Chief of Unit.

Responsibilities

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

- Receives and registers cargo movement requests for air/ground 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 and marking of cargo items, including dangerous goods.
- Informs 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 movements.
- Coordinates work of outsources loaders at the airport.
- 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 weighted, measured, labeled, manifested and loaded into the aircraft.
- Ensures the General Release from Liability form (waiver) for non-UN passengers is in place and retained before boarding.
- Reports time of take-off and landing of UN aircraft to Air Operations Center.
- Receives the Aviation Risk management check list from aircrews and informs Air Operations center of safety concerns if any.
- Ensures established procedures are in place and aviation safety regulations are followed.
- Provides assistance to VIP passengers, if required.
- Carries out duties in Passenger Booking Cee, if required.
- Raises tax exemption form (franchise request) for incoming shipments on UNOE, COE, personal effects and private imports.
- Manages shipment actions in UMOJA in a timely manner.
- Briefs clients on import/export procedures in line with customs regulations of host country.
- Supervises the delivery of inbound personal effects and handover of outbound personal effects.
- Liaises with contractor on servicing task orders and for updates on status of shipments.
- Reviews and processes invoices for import and export services in accordance with contractual terms.

- Reconciles payment claims from contractor against records of payment requests.
- Maintains up-to-date records and filing system of import/export shipments.
- Performs the flight monitor duties or other duties as and when 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.
- **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.

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 is required.

Work Experience

A minimum of five (5) years of progressively responsible experience in aviation, movement control related services or general experience in the field of transport.

Languages

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Working knowledge of the other language is desirable.

Assessment

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