

Posting Title : TRANSPORT OFFICER, P3
Job Code Title : TRANSPORT OFFICER
Department/ Office : Department of Operational Support
Location : ENTEBBE
Posting Period : 18 July 2022-24 July 2022
Job Opening number : 22-TRA-DOS-186166-J-ENTEBBE (O)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the Movement and Operations Freight Forwarding Support Unit (MOFFS) within the Forward Support Deployment Hub (FSDH) of the Logistics Division, Office of Supply Chain Management in the Department of Operational Support based in the Regional Service Centre in Entebbe. The Transport Officer at this level reports to the Chief of Movement Operations and Freight Forwarding Unit of FSDH or designated official. The post is based in FSDH located in Entebbe, Uganda.

The Department of Operational Support was established to provide operational advisory services to client entities across the Secretariat, including other departments, offices away from headquarters, field missions, and regional commissions. The Office of Supply Chain Management includes the Office of the Assistant Secretary -General for Supply Chain Management, Logistics Division, Procurement Division, Uniformed Capabilities Support Division, Global Service Center, the Enabling and Outreach Service and the Umoja Coordination Service.

The Logistics Division performs a central role in the implementation of end-to-end supply chain management across the United Nations operations. The Division provides direction and advice on logistical matters, manages, monitors and assesses the delivery of strategic transportation and support services, and directs the delivery of transportation and specialist support services in the functional areas of air transport, ground transport, engineering, medical and supply, inclusive of fuel, rations and general supplies and security equipment.

The Forward Support and Deployment Hub (FSDH) is located in Entebbe, it is structured into three cells: the Air Support Cell, the Movement Operations and Freight Forwarding Support Cell and the Regional Deployment Stock Cell. The FSDH aims to enhance the operational and administrative effort through the implementation of policies and technical guidance

provided by OSCM; and coordination, management, and monitoring of logistics and supply chain management operation for efficient, responsive, and reliable support to regional and ad-hoc operational requirements.

Responsibilities

Under the direct supervision of the Chief of Movement Operations and Freight Forwarding Unit in the FSDH, the Transport Officer is responsible for the following duties:

- Manages the operations of the Movement and Operations Freight Forwarding Support Unit (MOFFS).
- Coordination of Global Freight Forwarding contracts in support of clients freight transportation requirements.
- Assists in establishing efficient surface movement and 3PL contracts for UNOE and ad hoc requirements in support of clients' logistics operations.
- Oversees the development of training including professional training and career plans for Unit staff.
- Assists in developing surface transport administrative, logistics and technical support objectives to effectively support clients.
- Planning and executing the surface movement of cargo and /or passengers in collaboration with Movement Control Section in UNHQ and clients.
- Plans the movement requested by the RSCE clients ensuring safe, efficient and cost-effective movement support is provided.
- Conducts a technical analysis of its feasibility and, if it is deemed feasible, plan how best to perform the task.
- Conducts a comprehensive cost benefit analysis for regional surface transport.
- Provides clients and other stakeholders a detailed execution plan.
- Reviews the regional freight forwarding concept in consultation with Global Procurement Support Section for viability of regional contracts.
- Assists in developing and implementing surface transport standard operating procedures (SOPs) in compliance with the UN MovCon Manual and host country laws and regulations.
- Assist in developing plans for the efficient and cost-effective utilization of TCC assets, UN assets, and assets of other UN agencies.
- Conducts capacity surveys of relevant transportation infrastructure in the region, including potential transport commercial contractors.
- Liaises closely with supported clients and other UN agencies concerning surface movement matters.
- Identifies movement needs and determines how best to fulfil them utilizing available surface solutions.
- Develops plans and routing for surface transport tasks.
- Implements the plans and coordinates the projected tasks and support requirements.
- Assigns solutions to perform each identified task and ensure utilization to achieve maximum

cost effectiveness for supported clients.

- Monitors the technical and safety performance of surface transport solutions and keep a record of their utilization.
- Maintains a forecast of asset availability.
- Where appropriate, develops and publishes regular task schedules for surface transport.
- Develops and maintains close working relations with motor carriers, water transport companies, and railway companies operating in the region.
- Coordinates with other UN agencies, NGOs, government agencies for movement requests related issues requiring planning and execution.
- Assists in developing and implementing a training program of UN surface transport operators to ensure that they are adequately trained to operate in the region.
- Implements surface transport safety and maintenance procedures and those on safe driving practices.
- Ensures that the surface transport fleet is adequately equipped with all necessary tools and safety equipment to enable it to operate safely.
- Provides input for the annual budget forecast of expenditure on surface movements.
- Monitors surface transport expenditure and ensures that it remains within the approved budget
- Carries out any other duties as assigned by the Chief FSDH or designated official.

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.

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.

Education

Advanced university degree in supply chain management, business administration, public administration, transport / logistic management, engineering, law or other relevant field is required. A first-level university degree in combination with two (2) additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Certification in Dangerous Goods transportation in accordance with the rules and regulations of the International Air Transport Association (IATA) and/or the International Civil Aviation Organization (ICAO) and/or International Maritime Organization (IMO) is desirable.

Work Experience

A minimum of five (5) years of progressively responsible experience in the administration and management of transportation is required

Experience working with Enterprise Resource Planning (ERP) systems in supply chain modules, such as SAP Transportation Management (TM) module is required.

Experience in at least (2) two modes of transport (air, sea, road, and rail) including the planning, coordination and executing of large-scale personnel and/or cargo movement operations at the international level is desirable.

Experience in the assessment of contract proposals for movements in two modes of transportation is desirable.

Experience in working in or in support of a United Nations common system field presence, (inclusive of peacekeeping operations, special political missions, agencies funds and programmes), or other similar international organization is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the

advertised post, fluency in English, both oral and written is required; Knowledge of another UN official language is desirable.

Assessment

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

Special Notice

- This position is temporarily available for 3 months, with a possibility of an extension. If the selected candidate is an internal staff member of the UN Secretariat, the selection will be recorded as a temporary assignment.
- While this temporary job opening may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- The expression "Internal candidates", shall mean staff members who have been recruited after a competitive examination under staff rule 4.16 or after the advice of a central review body under staff rule 4.15.
- For information on special post allowance, please refer to ST/AI/1999/17. For more details on the administration of temporary appointments please refer to ST/AI/2010/4/Rev.1.
- A current staff member who holds a fixed-term, permanent or continuing appointment may apply for temporary positions no more than one level above his or her current grade. However, a current staff member who holds an appointment at the G-6 or G-7 level may also apply to temporary positions in the Professional category up to and including the P-3 level, subject to meeting all eligibility and other requirements for the position. In accordance with ST/AI/1999/17 section 2.3, an SPA may only be granted to one level higher than the personal level of the staff member assigned to higher-level functions in his or her own category, whether the higher-level functions are one or several levels higher than the personal level of the staff member. Staff in the General Service and related categories temporarily placed against a post at the Professional level may receive an SPA to the P-1 or P-2 level.
- A staff member holding a temporary appointment shall be regarded as an external candidate when applying for other positions, and may apply for other temporary positions at any level, subject to section 5.7 below and staff rule 4.16 (b) (ii). Therefore, a staff member holding a temporary appointment in the General Service or related categories may only apply to positions within those categories. For full information on eligibility requirements, please refer to section 5 of ST/AI/2010/4Rev.1 on Temporary Appointments. In its resolution 66/234, the General Assembly further "stressed that the Secretary-General should not recur to the practice of temporarily filling posts in the Professional and higher categories with General Service staff members who have not passed the General Service to Professional category examination other

than on an exceptional basis, and requests the Secretary-General to ensure that temporary occupation of such posts by the General Service staff shall not exceed a period of one year, effective 1 January 2013..." Consequently, eligible candidates in the General Service or related categories for temporary job openings in the Professional category that have not passed the competitive examination may be selected only on an exceptional basis endorsed by the Office of Human Resources Management where no other suitable candidate could be identified.

- An external candidate selected for this position is bound by the prevailing condition of the staff selection system under ST/AI/2010/3, as amended, and ST/AI/2010/4/Rev.1. A staff member holding a temporary appointment who is recruited in the Professional and above categories on a temporary appointment, and placed on a position authorized for one year or longer may not apply for or be reappointed to his/her current position within six months of the end of his/her current service. This provision does not apply to staff members holding temporary appointments and placed on positions authorized for one year or more in duty stations authorized for peacekeeping operations or special political missions.
- The Staff Regulations, Staff Rules and administrative issuances governing staff appointments can be viewed at: http://www.un.org/hr_handbook/English.
- The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.
- Pursuant to section 7.11 of ST/AE2012/2/Rev. 1, candidates recruited through the young professionals programme who have not served for a minimum of two years in the position of their initial assignment are not eligible to apply to this position.
- Staff members are not eligible to apply for the current temporary job opening if they are unable to serve the specified duration of temporary need before reaching the mandatory age of separation. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.
- At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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 Secretariat is a non-smoking environment.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.