

Posting Title : MOVEMENT CONTROL ASSISTANT, FS5
Job Code Title : MOVEMENT CONTROL ASSISTANT
Department/ Office : Department of Operational Support
Location : ENTEBBE
Posting Period : 16 October 2021-29 November 2021
Job Opening number : 21-TRA-DOS-166090-R-ENTEBBE (O)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located within the Forward Support and Deployment Hub (FSDH) within the Office of Supply Chain Management (OSCM), Department of Operational Support (DOS).

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, Aviation Safety Section.

The Forward Support and Deployment Hub (FSDH) is located in Entebbe and is structured into three cells: the Air Support Cell, the Movement Operations and Freight Forwarding Support Cell and the Regional Deployment Stock Cell. In collaboration with entities with which it is technically and administratively aligned, the Forward Support and Deployment Hub plays a key role in implementing the strategy and vision of the Office of Supply Chain Management.

The incumbent reports to a Team Lead or designated official. The post is based in FSDH located in Entebbe, Uganda.

Responsibilities

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

GENERAL:

- Coordinates with the client missions on matters pertaining to movements.
- Develops, plans, publishes and coordinates projected tasks schedules and support requirements for surface transport assets.
- Processes assigned Task Order Requests for all movement.
- Assigns assets to perform each identifies task and ensure that assets are tasked to achieve maximum cost effectiveness for supported missions.
- Monitors activities related to the movement of cargo and personnel in the supported missions.
- Reviews and analyzes task requests for cargo movements.
- Provides when requested input to reports on suitability of routes, staging areas, ports, airfields, roads, and railways.
- Prepares freight forwarding services SOR for the region in collaboration with client missions.
- Contributes to the establishment of the unit performance standards and improve the overall service quality / operational standards.
- Assists 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.
- Collects and analyzes data for surface movements, including operations and cargo data.
- Monitors the performance of contractors and prepare KPI's to measure contractor performance.
- Tracks and traces all inbound and outbound deliveries and update stakeholders with a constant status of incoming/outgoing shipments.
- Maintains records of cargo movement including requests, operational reports, related statistical data, cargo manifests, and customs documents and any other movement documentation required.
- Participates in Investigation and verification resulting from mission operations.
- Identifies the development of training including professional training and career plans for staff supervised.
- Assists in developing and implementing surface transport standard operating procedures (SOPs) in compliance with the UN Regulations, MovCon Manual and procedures and the host country laws and regulations.
- Assists in developing surface transport administrative, logistics and technical support objectives and guidelines to effectively support the client missions.
- In collaboration with client missions, creates procedures for tasking and coordinating the utilization of surface transport assets.
- Maintains close working relations with motor carriers, water transport companies, and railway companies operating in the region.
- Maintains good contacts with key players in the regional transportation industry, including

other UN agencies, NGOs, and government agencies for movement requests related issues requiring planning and analysis.

- Manages and guides the staff within the Unit.
- Carries out any other duties as assigned by the Chief FSDH.

Competencies

PROFESSIONALISM: Knowledge of the process for volume transportation program; ability to prepare and negotiate transportation requirements with representatives of air, sea, and surface transportation contractors; understanding of regulations and requirements designed to ensure the safety of personnel and goods transported by contracted carriers; ability to perform research and to evaluate and integrate information from a wide variety of sources and to assess impact on transport operations; ability to use electronic spreadsheets (MS Excel) and Power point presentations; proficiency as an end user with databases (input of data and running of queries). 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.

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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

A valid driver's license is required.

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 eight (8) years of progressively responsible experience in movement control, multi-modal transportation, airline operations, logistics management or a related field is required.

Experience in the use of IATA and/or IMO rules and procedures for the transportation of dangerous goods 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 required.

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.

Experience in working in ERP supply chain modules such as Transportation Management (TM) module is desirable.

Experience in sourcing, cleaning and preparing data, selection and developing visualization/metrics in transportation, procurement, and/or supply chain management that enable easy communication/interpretation by the users is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is desirable.

Assessment

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

Special Notice

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.

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.