



**VACANCY ANNOUNCEMENT**

**Job Opening Reference:** ESB/GJO/LL/001/01-2018

**Issuance Date:** 6 January 2018

**Deadline Date:** 4 February 2018

**Type of contract:** Fixed Term Appointment

**Duration:** 1 Year (Subject to Renewal)

**Department:** MONUSCO

**Scheduled date for taking up appointment:** ASAP

<b>Title: Movement Control Assistant</b>	<b>Grade: GS-4</b>	<b>Duty Station: Entebbe, Uganda</b>
<b><u>PLEASE NOTE THAT THIS IS A LOCALLY-RECRUITED POSITION, RESTRICTED TO UGANDAN NATIONALS AND/OR LEGAL RESIDENTS OF UGANDA</u></b>		
<b>Women are strongly encouraged to apply</b>		

- Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming).

**Org. Setting and Reporting**

This position is located in the Entebbe Passenger Services Section of the UN Entebbe Support Base (ESB). The Movement Control Assistant at this level reports to the Unit Supervisor or Regional Movement Control Officer.

**Main Duties and Responsibilities**

Within delegated authority, the Movement Control Assistant will carry out the following duties:

**Cargo Warehouse duties:**

- Receives and registers cargo movement requests for air/ground transportation.
- Prepares and completes cargo manifests and any other related documentation.
- Makes arrangement for customs clearance and related documentation.
- Lifts and carries cargo as required, and ensures it (including dangerous goods) is loaded in accordance with the International Regulation.
- Informs appropriate consignees in due time on delivery of shipments.
- Tracks and traces missing cargo and provide with adequate feedback.

### Passenger Booking duties:

- Receives and ensures the movements of personnel (MOP's) are received within the required period and that they are all electronically prepared.
- Ensure all passengers (as far as possible) are aware of the check in times or changes to flights and minimize flight delays by ensuring that the check-in counters are opened and closed on time.
- Check-in passenger to include manifest confirmation/amendments, baggage identification and weighing distribution of boarding passes.
- Boards and deplanes passengers in accordance with the safety procedures standards in respect of refueling, use of mobile phone and approaching f aircraft.
- Ensures that all passengers, their baggage or property are scanned and accounted for at the time of check-in.
- Fulfils the duties of baggage handler by retrieving or loading the baggage into the aircraft, transferring of luggage to the terminal area, and follows-up on misplaced or any damaged baggage.
- Assist in coordination of troop rotations and military deployment/ re-deployment.

### Support and Planning duties:

- Prepares and process monthly attendance records, MOPs/Waivers, leave requests, F.10 claims, Cargo Movement Requests (CMRs), e-job supply requests and other documentation as required.
- Prepares, compiles and maintains the monthly passenger and cargo statistics related to air/ground movements.
- Drafts routine correspondences and distributes to various officials.
- Performs other duties as and when required by the supervisor.

### **Competencies:**

- **Professionalism:** Wide exposure to the full range of passenger and cargo aircraft operations. Expertise in the field and capability to comprehend and reconcile the diverse Air/Sea/Road Cargo Transportation and Customs procedure, proven analytical and evaluation skills and ability to work independently. 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.
- **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.

## **Qualifications**

### **Education**

- High school diploma or equivalent is required.
- Vocational Training certificate in air cargo operation is desirable.

### **Work Experience**

- A minimum of three (03) years of progressively responsible experience in movement control related services or general experience in the field of transport, travel related or logistic fields or administration is required.
- Working experience in providing International Air Cargo Operations and in the handling and transportation of Dangerous Air Cargo is desirable
- Experience working in a multicultural and/or international work environment is highly desirable.
- Proven Knowledge of the Industry Regulations ( IATA Airport Handling Manual, ICAO regulations) on Passenger Handling

### **Other Skills**

- Operator license for forklift or other form of Material Handling Equipment (MHE) is desirable
- Experience in Cargo Stowage on board aircraft, Weight and balance calculations, preparation of airway bills and building of aircraft cargo pallets is desirable
- Valid certificate in IATA Dangerous Goods Regulations is desirable
- Computer literacy in word processing, spreadsheets and database is desirable

### **Languages**

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

### **Required documents**

- Signed Personal History Profile (visit <https://inspira.un.org> to generate a PHP)
- Latest performance evaluation report
- Copies of your High School Diploma and highest certificate and diplomas

### **ADDITIONAL COMMENTS:**

- This position is funded for an initial period of one year and may be subject to extension. The position is OPEN TO NATIONALS OF UGANDA AND / OR LEGAL RESIDENTS OF UGANDA ONLY.
- Evaluation of qualified candidates will include an assessment exercise which may be followed by competency-based interview.

- All applicants are strongly encouraged to apply using a Personal History Profile (visit <https://inspira.un.org> to generate a PHP) as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.
- **PLEASE NOTE THAT ONLY APPLICATIONS SUBMITTED TO THE EMAIL ADDRESS: [rsce2-recruitment@un.org](mailto:rsce2-recruitment@un.org) WILL BE CONSIDERED. NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.**
- **PLEASE ENTER THE REFERENCE OF THE JOB OPENING IN THE SUBJECT LINE OF YOUR E-MAIL.**
- All documents required must be provided at the time of submission. Each applicant must bear in mind that submission of incomplete or inaccurate applications may render that applicant ineligible for consideration for the job opening. Initial screening and evaluation of applications will be conducted on the basis of the information submitted. Applications cannot be amended following submission.
- **PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FURTHER.**