



United Nations Mission in South Sudan

**VACANCY ANNOUNCEMENT****VA No. UNMISS-GS-12-014****VA Issuance Date: 30 January 2012****Deadline for Applications: 13 February 2012**

The United Nations Mission in South Sudan is seeking qualified candidates for the following post(s):

<b><i>Title: Movement Control Assistant</i></b>	<b><i>Grade: GL – 3</i></b>	<b><i>Region (please indicate preference in application): Juba, Yambio, Torit, Bor, Malakal, Bentiu, Rumbek, Kwajock, Wau, Aweil (29 positions)</i></b>
<b><i>POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY</i></b>		
<b><i>Women are strongly encouraged to apply <sup>2</sup></i></b>		

<sup>1</sup>Preference will be given to internal candidates who are at the same grade as the post being advertised, then to internal candidates one grade below the post, and finally to external candidates.

<sup>2</sup>Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

**Duties and Responsibilities**

The following duties are generic and may differ depending on the assigned unit or detachment:

- Assist in the arrangement of the movement of inbound and outbound cargo via all modes of inbound and outbound cargo via all applicable modes of transport (air, river, sea, road and rail), complete cargo manifests and other documentation, assist in the arrangement of customs clearance and related documentation, ensure cargo (including dangerous cargo) is loaded in accordance with International Regulations. Monitor and ensure delivery of cargo and communicate shipping details to all concerned parties.
- Assist in the accurate preparation and manifesting of passengers and cargo, completion of dangerous goods declaration (if qualified), weighing of cargo, loading and the unloading. This includes the physical actions of lifting and carrying cargo as required. Monitor and ensure delivery of cargo and communicate shipping details to all concerned parties.
- Track and trace missing cargo and baggage;
- Assist in the check-in of passengers traveling on UNMISS aircraft to include manifest confirmation/amendments, baggage identification and weighing, distribution of boarding passes and passenger briefing.
- Assisting all passengers in clearing customs and immigration when required.
- Fulfill the duties of a passenger baggage handler when required by retrieving or placing passenger baggage on aircraft, assist in the transfer of baggage to the terminal area, and follow-up on misplaced or damage of baggage.

- Ensure that only authorized personnel are manifested and boarded on the aircraft, inform passengers of international aviation safety requirements, liaise with the aircraft's crew to ensure proper loading of passengers and cargo and handover of documents, provide information on flight schedules and travel bookings as and when required.
- Assist with the execution of contingent/police rotations and repatriations. Liaise and coordinate with contingent/police personnel, UN transport, and others involved on all aspects of support necessary to implement such movement.
- Assist with airfield and air terminal security by ensuring that all passenger baggage or property is scanned and accounted for at the time of check-in, the air passenger remain in designed areas while at the air terminal and all incidents or potential safety or security matters are reported in a timely manner.
- Prepare and process monthly attendance records, MOPs/Waivers, leave request, F.10 claims, CMRs, e-job supply request and other documentation as required;
- Place and screen telephone calls and answer queries with discretion and receive visitors;
- Prepare, process and follow-up on administrative arrangements with respect to staff official travel;
- Manage the required office supplies such as stationery materials and other resources;
- Provide general office support services such as drafting routine correspondence and the distribution to various officials;
- Act as back-up to International assistants in executing duties such as organizing meetings and schedules for supervisors;
- Assist the International assistant with logging all incoming/outgoing corresponding using Lotus Notes Correspondence log/Correspondence tracking log (e-tracking);
- Maintain Unit files as required (both in hard and soft copies), administrative instruction and other related documentation;
- Other duties as assigned by the supervisor.

Important note: **The post may require the incumbent to work shifts or alternate schedules, which will include weekends and evenings.**

**Competencies:**

**Professionalism:** Ability to manage processes, maintain accurate records, in administrative fields.

**Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Client Orientation:** Demonstrated ability to develop and maintain effective work relationships with supervisors and colleagues

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

**Planning and Organizing:** Ability to plan and organize own work effectively in an efficient and timely manner.

**Commitment to Continuous Learning:** Initiative and willingness to keep abreast of new developments in the administrative fields

**Technological awareness:** Ability to operate a computer with MS Word, Excel Power Point and Access and Data bases. Ability to type in both English and Arabic.

**Qualifications:**

**Education:** Post-secondary education at college, or specialized training institution in office management/business administration and technical and communications skills is an asset.

**Experience:** At least three (3) years of progressively responsible experience in administration/office management/or travel related/logistic fields and a high level of demonstrated

analytical and problem-solving skills. Experience with UN/NGO or other International bodies an added asset.

**Language skills:** Fluency in written and spoken English and Arabic. Knowledge of other languages spoken in Sudan and/or other UN languages is an advantage.

**Other skills:** Demonstrate ability to apply good judgment in the context of assignments given. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner and knowledge of shorthand is highly desirable.

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**Candidates should submit with their applications the following documents:**

- 1- Cover Letter (letter of motivation or application letter);**
- 2- The United Nations Personal History form (P-11);**
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;**
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);**
- 5- Three (3) letters of reference from former employers or academic instructors.**

**By email:**

All applicants are strongly encouraged to apply by e-mail and **MUST** include **ONLY** the VA No in the subject line of their email.

e.g. UNMISS-GS-12-014

General Services: [unmiss-recruitmentgs@un.org](mailto:unmiss-recruitmentgs@un.org)

**By Mail:**

Chief Civilian Personnel Officer, UNMISS  
Juba, South Sudan

**By Hand:**

UNMISS Headquarters, Juba or through the UNMISS State Offices throughout South Sudan.