



United Nations Mission in South Sudan  
UNMISS

**VACANCY ANNOUNCEMENT**

**VA No. UNMISS-GS-12- 013**

**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 – 5</i></b>	<b><i>Region (please indicate preference in application): Juba, Bor, Malakal, Aweil (5 positions)</i></b>
<b><i>POST OPEN FOR SOUTH SUDANESE NATIONALS ONLY</i></b>		
<b><i>Women are strongly encouraged to apply</i></b>		

**Duties and Responsibilities**

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

- Arrange and coordinate 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, arrange & supervise the 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.
- Coordinate 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.
- Coordinate 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.
- Coordinate the handling, retrieval, placement, transfer of baggage and cargo on aircraft from/to the terminal area, and follow-up on misplaced or damage of passenger baggage, ensure cargo (including dangerous cargo) is loaded in accordance with international regulations;
- Coordinate timely boarding and deplaning of passengers, while remaining aware of safety procedures standard with respect to aircraft refueling, use of cell phones and approaching aircraft;
- Coordinate with airfield and air terminal security by ensuring that all passenger baggage or property are scanned and accounted for at the time of check-in, the air passengers remain in designated areas while at the air terminal and all incidents or potential safety or security matters are reported in a timely manner.

- Drive vehicles at the airfield in keeping with appropriate licenses / authorizations.
- Prepare and process monthly attendance records, MOPs/Waivers, leave request, F.10 claims, CMRs, e-job supply request and other documentation as required;
- Prepare, compile and maintain the monthly detachment passenger and cargo statistics;
- Track and trace missing cargo and baggage;
- 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 requires 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:** High school diploma or equivalent. Post-secondary education at college, university or specialized training institution in office management/business administration and technical & communications skills and knowledge of shorthand is an asset.

**Experience:** At least four (5) 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 is an added asset.

**Language skills:** Fluency in written and spoken English. Knowledge of 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.

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**Candidates should submit with their application 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) letter 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-12-013

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.