

Posting Title : MOVEMENT CONTROL ASSISTANT, G3
Job Code Title : MOVEMENT CONTROL ASSISTANT
Department/ Office : United Nations Mission in the Republic of South Sudan -
created by GA Resolution 1996 (2011)
Location : Malakal
Posting Period : 23 January 2025-21 February 2025
Job Opening number : 25-TRA-UNMISS-251685-R-Malakal (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is in the Movement Control Section of the United Nations Mission in South Sudan (UNMISS), in Malakal field office. The incumbent will report to the Movement Control Officer in Malakal or his/her designate.

Responsibilities

Under the supervision of Movement Control Officer, the incumbent shall perform the following duties:

- Monitor and ensure delivery of cargo and communicate shipping details to all concerned parties.
- Ensure correct tagging of passenger luggage and proper labelling of cargo.
- Assist in the proper arrangement of cargo/luggage in warehousing facilities and ensure the necessary segregation of cargo.
- Ensure passenger luggage/cargo is loaded on the aircraft for the correct destinations.
- Assist to check-in passengers travelling on UNMISS aircraft, this includes baggage identification and weighing, distribution of boarding passes and passenger briefing.
- Ensure the accurate preparation and manifesting of passengers and cargo, completion of dangerous goods declaration (if qualified), weighing of cargo, loading and the uploading. This includes the physical actions of lifting and carrying cargo as required.
- Drive bus to drop/pick up passengers.
- Drive and operate heavy trucks and equipment operating MHE (Forklifts, Trailers, K-loader, Belt Loader).

- Conduct a physical tally of passenger luggage and cargo loaded/offloaded to ensure they match with passenger and cargo manifests respectively.
- 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.
- Track and trace missing cargo and baggage.
- 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 - Shows pride in work and 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.

Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

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.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

Valid driving license and ability to drive manual transmission light and heavy-duty vehicles are required. Please list the categories as stated on your driving license and attach copy.

Certificate in the Movement of Dangerous Goods by any mode of transportation, is desirable. Please attach copy of a valid Dangerous Goods certificate.

Diploma/Certificate in logistics/travel or related field is desirable.

Work Experience

At least two (2) years of work experience in logistic/cargo handling/travel in a related field is required. The minimum years of relevant experience is reduced to zero (0) for candidate who possess a first-level university degree or higher.

Experience in driving 25-seater buses, Heavy Duty Trucks and operate MHEs (forklift, belt loader, trailer) is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English is required. Knowledge of Arabic is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview. The exercise may include assessment skills on driving light & heavy-duty vehicles and MHEs.

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited in the country or with commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This post is located in Malakal. Please note that anyone selected will be required to report for duty in that location on the agreed date and will also be expected to arrange their own accommodations. There is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void.

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.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.