



The purpose of this Job Opening is to hire one Locally-Recruited Individual Contractor (IC) and also to establish a local Roster for this Functional Title with the United Nations Mission in Colombia

JOB OPENING NUMBER: CIC-01-2017-MC
FUNCTIONAL TITLE AND LEVEL : Movement Control Assistant (equal to GL-5)
CONTRACT TYPE: INDIVIDUAL CONTRACTOR (local)
DURATION OF CONTRACT: 3 MONTHS (with a possibility of extension)
DUTY STATION: Bogota
DATE OF ISSUANCE: 21/04/2017
DEADLINE FOR SUBMISSION: 01/05/2017

The office of human resources of the United Nations Mission in Colombia invites all qualified candidates to submit their applications for the announced position. All interested applicants should submit their P-11 forms or Curriculum Vitae (CV) and the personnel history profile (PHP) through the e-mail: MCrecruitment@un.org the application must indicate the number of the Job Opening shown above (CIC-01-2017-MC). Only the short-listed candidates will be contacted.

PURPOSE OF THE POSITION

Terms of Reference

- Develops passenger and cargo load plans.
- Supervises administrative and loading staff to ensure instructions, regulations, security and safety measures are enforced.
- Assures dangerous goods are transported in accordance with applicable international Dangerous Goods Regulations.
- Manages and coordinates shipments including customs clearance, specifying carriers, routes of movement, transit times and service levels.
- Facilitates contacts with port authority and local authorities responsible for travel-related, immigration and customs issues.
- Assists with the planning and execution observer deployments and re-deployments including initial deployments and repatriations.
- Collects movement information and define requirements.
- Coordinates the Daily Flight Schedule with Air Operations in order to meet passenger and cargo requirements.
- Coordinates non-scheduled mission flights.
- Prepares operational reports and related statistical data.
- Prepares, reviews and distributes manifests.
- Provides Multi-modal movement control support to the sector.
- Plans, prioritizes, coordinates and monitors movement tasks and responsibilities in the sector.
- Provides support to Travel , Procurement and Logistics Unit/Section as per Movcon SOP
- Performs other duties as required.
- Work implies frequent interaction with the following:
 - Staff of the work section and Travel and Air Operations staff

- Procurement and Logistics Staff
- Financial, administrative and personnel officers within the mission, including the Sectors and Regions, Local Authorities, other UN Agencies and NGOs.

Results Expected:

- A well-organized and efficient Movement Control Unit capable of arranging the safe and efficient transportation to and from the field mission of all mission personnel as well as equipment and goods.
- The planning, coordination and monitoring of multiple passenger and baggage/cargo movement activities simultaneously in an effective and timely manner.
- The provision of timely and well-explained information on aviation safety requirements and related UN rules, regulations and safety procedures, flight schedules and travel bookings to field mission staff.

Qualifications required:

Education

- High school or equivalent diploma is required.
- Technical or vocational certificate in movement control, multi-modal transportation, airline operations, logistics management or a related field is required.

Work Experience

- At least five (5) years of progressively responsible experience in movement control, freight forwarding, airline operations, logistics management or a related field.

Languages

- Good command of spoken and written English is required.
- Fluency in the local language (Spanish) is essential.

Assessment Method

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

The successfully hired IC will be fully responsible to arrange, at their own expense the health and other forms of insurance covering the period of the IC contract.

Special Note:

The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

The United Nations shall place 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. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

No fee is charged by the United Nations at any stage of the hiring process.