

UNITED NATIONS MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level: **Movement Control Assistant, GS-5**

Department/Office: **UN MISSION IN COLOMBIA**

Location: **BOGOTA, COLOMBIA**

Posting Period: **16 – 30 August 2017**

Job Opening Number: **MC-NJO-2017-025**

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11 and/or CVs) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Organizational Setting and Reporting

This position is located with the United Nations Mission in Colombia (UNMC) in Bogota, Colombia. At this level, the Movement Control Assistant usually reports to a senior Movement Control Officer or the Chief Movement Control Officer

Responsibilities

Within delegated authority, the Movement Control Assistant will carry out the following duties: (*These duties are generic, and may not be performed by all Movement Control Assistants*)

- Develops passenger and cargo load plans for all modes of transport.
- Liaises directly with clients and assists in making sure passenger and cargo documentation is submitted on time and as per UN regulations.
- Supervises administrative and loading staff to ensure instructions, regulations, security and safety measures are enforced.
- Liaises directly with transportation Contractors for all modes of transport (air, road and river).
- 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.

Competencies

Professionalism

- 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. 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 the audience
- Demonstrates openness in sharing information and keeping people informed

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others

- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

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

Education

- High school or equivalent diploma is required.
- Certification/education in multi-modal transportation (Freight Forwarding, Cargo Transportation, Customs Clearance) or a related field is required.

Work Experience

- At least five years of progressive experience in multi-modal transportation (Freight Forwarding, Cargo Transportation, Customs Clearance) or a related field.

Languages

- Fluency in Spanish is required.
- Knowledge of spoken and written English is required.

United Nations Considerations

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.

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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.