
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	MOVEMENT CONTROL ASSISTANT, GS-5
Department/Office:	UN MISSION IN COLOMBIA/Headquarters
Location:	BOGOTA, COLOMBIA
Posting Period:	10 days (from 1 June to 10 June 2017)
Job Opening Number:	MC-NJO-2017-006

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 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.

Recruitment of this position is subject to funding and Mission Mandate approval.

Note: Possession of a National Driving License is required for this vacancy.

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 a Unit Chief.

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.
- 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.

Competencies

Professionalism:

Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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

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.

Experience

- At least eight 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 competency-based interview.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.