



Job Opening for Movement Control Assistant UNSMIL-GS5-46/2017 (Open for 15 days)	
Title:	Movement Control Assistant
Level:	G-5
Duty Station:	Tripoli
Section:	AVIATION / MOVCON
Date of Issue:	29 November 2017
Deadline for applications:	13 December 2017
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11) obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- GS5-46/2017)</p>
ORGANIZATION SETTING AND REPORTING:	<p>This position is located within the Air Operations Section in the Mission Support Division in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Air Operations Officer.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
JOB DESCRIPTION:	<p>Within delegated authority, the Movement Control Assistant will carry out the following duties:</p> <ul style="list-style-type: none"> Processes cargo movement requests for air/ ground transportation and follows-up delivery of freight to destination; Organizes passengers' boarding and disembarking; Organizes loading and unloading cargo into/from the aircrafts; Prepare flight documentation, statistics and ensures accuracy; Coordinates work of outsourced loaders; Ensures established procedures are in place and aviation safety regulations are followed; Receives and registers cargo movement request for air/ground transportation; Receives supplies from different sections, arranges for transportation and follows up from delivery to destination; Coordinates transportation of cargo by air and/or road with Air Ops, and Transport Section, respectively; Ensures proper and safe storage of inbound and outbound cargo.



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	<ul style="list-style-type: none"> • Ensures proper packing and marking of cargo items, including dangerous goods; • Inform appropriate consignees on delivery of items; • Provides technical advice and guidance to personnel involved in cargo movements; • Compiles and maintains cargo statistics related to air/ground movements; • Coordinates work of outsources loaders at the airport; • Prepares cargo manifest and ensures its distribution to all concerned parties; • Facilitates embarking/disembarking of passengers at the airport, and loading/unloading of cargo; • Ensures that loading of the aircraft is conducted in accordance to the published daily schedule and cargo manifest; • Checks in passengers against passenger manifest, issues boarding passes and organizes passengers transfer for aircraft boarding; • Facilitates immigration and customs formalities for passengers; • Ensures that passengers' baggage is weighted, measures, labeled, manifested and loaded into the aircraft; • Ensures the General Release from Liability Form (waiver) for non-UN passengers is in place and retained before boarding; • Reports time of take-off and landing of UN aircraft to air Ops; • Receive the Aviation Risk management check list from aircrews and informs Air-Ops. Center of safety concerns if any; • Provides assistance to VIP passengers if required; • Performs other related duties as tasked by the supervisor.
COMPETENCIES:	<p>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.</p>
	<p>Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p>
	<p>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.</p>



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QUALIFICATIONS:	<p>Education: High school diploma or equivalent is required</p> <p>Experience: A minimum of 3 years of experience in planning and execution of flights in Aviation operations, Airport Ground Handling or passenger/cargo booking, check-in and/or ticketing are required. Knowledge of United Nations aviation and MOVCON procedures is an advantage.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English and Arabic is required.</p> <p>Women candidates are strongly encouraged to apply to the mentioned position.</p>
SOECIAL NOTICE:	<p>Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.</p>
ADDITIONAL INFORMATION:	<p>Due to the high volume of applications received, ONLY those applicants who are short-listed will be notified.</p> <p><u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>