



**Individual Contractor (IC) Job Opening for
Movement Control Assistant
UNSMIL-IC4-IC025/2018**

Title:	Movement Control Assistant
Level:	GL-4
Duty Station:	Tripoli – Libya
Section:	MovCon / Aviation Section
Date of Issue:	08 August 2018
Deadline for applications:	16 August 2018

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM</u></p> <p>(P11 obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc)</p> <p><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></p>
	<p>STEP 2: Qualified candidates MUST submit their <u>P11 application</u> with all the documents listed in STEP 1 (if any) by e-mail to unsmil-hrstaffing@un.org, and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC4-IC025/2018)</p>
JOB DESCRIPTION:	<p>Under the supervision of Air Operations Officer, the responsibilities of the MOVCON Assistant include but not limited to the following tasks:</p> <ul style="list-style-type: none"> • Coordinating and expediting the customs clearance of all inbound /outbound shipments arriving to the Mission at all points of delivery seaports/airports through the freight forwarding agent and commercial air carriers; • Preparing and processing documentation of customs clearance for import and export of UNOE and COE; • Planning, coordinating and organizing the transportation, transfer delivery/ collection of shipments/cargo from ports of entry/exits, to /from UNSMIL HQ with freight forwarding agents, Procurement Section, Receiving & Inspection Unit and other offices/sections involved; • Updating work process in Galileo system in respect of transferred assets between UN Missions; • Preparing, updating and distributing weekly status report of purchased goods, intermission transfer and personal effects; • Assisting other Sections in the Mission on packing and preparations requirements (incl. Dangerous Goods) for shipping of cargo through commercial modes of transportation;



**United Nations Support
Mission In Libya**

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- Coordinating and facilitating the shipping of unaccompanied personal effects shipments through designated contractor according to staff member entitlement and as per inputs from Travel Unit;
- Ensuring that staff members, complete required documentation for shipping of personal effects as per their entitlements;
- Ensuring that all relevant and updated policies and regulations for commercial cargo shipments and personal effects are implemented and followed;
- Assisting in preparation of cost estimate and budget in respect of freight forwarding related issues;
- Verifying the freight invoices received from different agents in accordance with the contracts;
- Keeping stock level and inventory of packing material and equipment for packing of personal effects;
- Maintaining and updating filing and archives of the unit;
- Participate in flight planning, coordination and paper-work compilation.
- Register properly filled travel passenger requests, cargo movement requests and forward them to MOVCON Unit for planning;
- Compile passenger and cargo manifests and submit them to supervisor for verification;
- Assist in embarking/ disembarking of passengers and loading/ unloading of cargo on UN contracted aircraft;
- Ensure compliance with international/ UN regulations in regard to transportation of Dangerous Goods in consultation with the DG certified MOVCON Officer;
- Track cargo delivery and communicate Cargo Manifest details to all concerned;
- Supervise / coordinated work of aircraft loaders/ contractors if required;
- Assist all passengers in clearing customs and immigration;
- Ensure that the accompanied baggage is weighed, measured and manifested in accordance with entitlements and is loaded on board the aircraft in accordance with prevailing aviation safety standards;
- Ensure that only authorized personnel are boarded the UN aircraft;
- Coordinate with Transport Section provision of ground transportation for UN passengers traveling on UN flights to/ from Tunis Carthage airport;
- Ensure Passenger Manifests, Cargo Manifests and Daily Flight Schedule are transmitted, received by all concerned.
- Assist in contingent rotations, repatriations and cargo delivery on UN aircraft within or outside the Mission area;
- Comply with UNSMIL MOVCON SOP and relative chapters of Aviation SOP;
- Keep direct supervisor informed of any changes or delays that may affect scheduled movement operations;
- Compile daily statistic reports related to air/ surface movement operations



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	<p>and submit them to MOVCON supervisor on a weekly basis;</p> <ul style="list-style-type: none"> • In accordance with MOVCON existing procedures and regulations, provide technical advice and guidance to all personnel involved in passenger and cargo movements; • Carry out MOVCON duties at Libya when required; • Carry out any other duties as directed by MOVCON officer and/or Chief Aviation Officer.
COMPETENCIES:	<p>Professionalism: Demonstrated abilities to handle general International logistics and passenger and cargo movements by air. Ability to anticipate and show good judgement on logistics and air Movements. Good knowledge of Libyan Customs clearance processes. 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.</p> <p>Technological Awareness: Knowledge of developments in vehicle transport technology.</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>
QUALIFICATIONS:	<p>Education: A High school diploma is required.</p> <p>Experience: A minimum of 3 years of relevant experience in international logistics including some experience in air cargo and passenger's movements. Experience in communication, handling documentation and approvals of Libyan authorities and especially customs concerning import/export of cargo preferably for international organizations is required. Experience in Dangerous Goods cargo Handling for aircrafts and safety of operations in logistic is an advantage.</p> <p>Language: English, and Arabic</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.</p>