
JOB POSTING DETAILS

Posting Title:	UNMHA Movement Control Assistant, GL-3 (Multiple)
Job Code Title:	Movement Control Assistant
Opening Number:	UNMHA-2022-NJO-001
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Type of Contract:	Fixed-Term Appointment
Duration of Contract:	one year
Location:	Sana'a Yemen
Posting period:	19 Jan - 02 Feb 2022

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Special Notice:

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) to the Recruitment Unit via email unmha-recruitment@un.org

Important Notice: Applicants are required to submit only the P-11 form at this time, so please do not submit any additional documents such as Curriculum Vitae or educational certificates. These documents will be requested only from those candidates who have successfully passed the assessment/interview process.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Org. Setting and Reporting:

The position is located in the Supply Chain and Service Delivery Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Sana'a- Yemen and will report to OIC MovCon Sana'a.

Responsibilities:

Within delegation of authority, the Movement Control Assistant at G-3 level performs following duties:

- Prepares the movement of inbound and outbound passengers on UN mission aircraft or commercial aircraft chartered by the UN on a short-term basis and assists all passengers in clearing customs and immigration.
- Completes cargo manifests and prepares customs clearance and related other documentation.
- Assists with the check-in passengers listed on the flight manifest and ensure cargo is correctly labelled and loaded in accordance with the cargo manifest, ensures 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.
- Assists to ensure that only authorized personnel are manifested and boarded on the aircraft and informs passengers of international aviation safety requirements.
- Liaises with the aircraft's crew to ensure proper loading of passengers and cargo and handover of documents.
- Provides information on flight schedules and travel bookings as and when required.
- Assists in arranging the movement of inbound and outbound cargo via all applicable modes of transport (air, sea, road and rail), and monitors delivery of cargo and communicate shipping details to all concerned parties.
- Ensures cargo (including Dangerous Cargo) is packed and handled in accordance with International Regulations.
- Assists with visa and hotel accommodation where and when required.
- Perform other duties as required.

Core 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.

Education:

High school diploma or equivalent is required. The incumbent must have a good knowledge and understanding of computers and their application in the workplace. The incumbent must be qualified and licensed to operate light/medium vehicles, including mechanical handling equipment. Additionally, the incumbent must be capable to work as part of a team with excellent interpersonal skills and capacity to work productively under pressure and cope with all deadlines.

Work Experience:

A minimum of two (2) years of progressively responsible experience in movement operations acquired through commercial air/sea/road/rail operations, commercial freight forwarding, or military logistics.

Languages:

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English and Arabic (both oral and written) is required.

Assessment:

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

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.

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.