Posting Title : MOVEMENT CONTROL ASSISTANT, G5
Job Code Title : MOVEMENT CONTROL ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 27 November 2023-26 December 2023
Job Opening number : 23-TRA-UNIFIL-219311-R-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in JMCC/Movement Control Section, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to a Movement Control Officer or his/her designate.

Responsibilities

• Receive customer requests, through Movement of Personnel (E-MOP) and Cargo Movement Request (E-CMR) Forms, for transportation of passengers and cargo for air/ground transportation.
• Receive cargo from different sections, arrange for transportation and follow up till destination/delivery.
• Coordinate transportation of cargo by air and/or road with Air Operations and LogCoy (logistic company) respectively.
• Ensure proper and safe storage of inbound and outbound cargo.
• Ensure proper packing and marking of cargo items, including dangerous goods.
• Inform appropriate consignees on delivery of items.
• Provide technical advice and guidance to personnel involved in cargo movements.
• Compile and maintain cargo statistics related to air/ground/sea movements.
• Coordinate work of ground handling agencies at the airport.
• Prepare passenger/cargo manifest and ensure its distribution to all concerned parties.
• Facilitate embarkation/disembarkation of passengers and loading/unloading of cargo being transported by air, sea and road.
• Ensure that loading of the aircraft is conducted in accordance to the published daily schedule and cargo manifest.
• Check in passengers against passenger manifest, issue boarding passes and organize passengers transfer to/from aircraft.
• Brief passengers on schedules, routes, timing and safety requirements.
• Facilitate immigration and customs formalities for passengers.
• Ensure that passengers' baggage is correctly weighed, manifested and loaded into the aircraft.

• Ensure the General Release from Liability form (waiver) for non-UN passengers is in place and retained before boarding.
• Ensure established procedures are in place and aviation safety regulations are followed.
• Provide assistance to VIP passengers, as required.
• Perform the flight monitor duties or other duties as required.

**Competencies**

Professionalism:
Good knowledge of all forms of transport. Thorough knowledge of movement control related processing and safety requirements; knowledge of aviation safety and rules, regulations, and procedures; ability to work independently in managing difficult and time sensitive situations as well as conflicting priorities; proven analytical and evaluative skills. Shows pride in work and 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. Good knowledge in word processing, spreadsheets, and database. 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 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.

Job Specific Qualifications

A valid IATA and/or IMO dangerous goods certificate is required.

A valid national driving license (Class B) is required.

Work Experience

A minimum of five (5) years of progressively responsible experience in movement control, multi modal transportation, airline operations, logistics management or a related field is required. The minimum years of relevant experience is reduced to 3 year for candidates who possess a first-level university degree or higher.

Experience in the preparation of passenger and cargo manifests including statistical and compliance analysis reports is desirable.

Experience in the use of IATA and/or IMO rules and procedures for the transportation of dangerous goods is desirable.

Languages

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

Assessment

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

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira.

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

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally
recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, inspira. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the inspira account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.