

Posting Title : MOVEMENT CONTROL ASSISTANT,FS5
Job Code Title : MOVEMENT CONTROL ASSISTANT
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 18 October 2026-25 October 2026
Job Opening number : 26-TRA-UNIFIL-286399-J-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located in the Movement Control Unit of the United Nations Interim Force in Lebanon (UNIFIL), duty station Naqoura. The incumbent will report to the Chief of Unit, Movement Control or their designate.

Responsibilities

Within delegated authority, the Movement Control Assistant will be responsible for the following duties:

Joint Movement Control Centre duties/Passenger Booking duties:

Receives customer requests, through Movement of Personnel (MOP) and Cargo Movement Request (CMR) forms, for transportation of passengers and cargo (including dangerous goods requiring special handling) within and/or outside a field mission.

Assists in planning and scheduling the movement of passengers and cargo from military and police units provided by Troop/Police Contributing Countries.

Assists in determining the most efficient and cost-effective modes of transportation for passengers and cargo (including dangerous goods requiring special handling) within and/or outside a field mission

Coordinates required transportation activities with the Aviation, Transport Units and/or commercial transportation service providers

Liaises with other UN units/sections, non-government and government organizations and intergovernmental agencies on immigration and customs matters

Assists in analyzing projected passenger and cargo flows in order to estimate required resources

Records statistical data on the movement of passengers and cargo (including dangerous goods requiring special handling) within and/or outside a field mission

Monitors contracts for the provision of transportation support and participates in the evaluation of

vendor's performance in coordination with the Contracts Management and/or the Procurement Unit.

Cargo Warehouse duties:

- Supervises the activities of the Cargo Warehouse

- Monitors the process of excess personal luggage and cargo receipt and registration (including dangerous goods requiring special handling)

- Monitors the preparation of luggage and cargo for transportation and ensures that weighting, plastic wrapping and labelling are conducted in accordance with the established procedures.

- Ensures that luggage and cargo are labelled in accordance with required destinations

- Coordinates the transportation arrangements to the embarkation facility

Airfield/Air Terminal/Transport/Riverine Movement Control Office duties:

- Supervises a team of movement control assistants, passenger clerks and cargo handlers

- Supervises the provision of passenger and cargo handling services (including dangerous goods requiring special handling) in support of a field mission from the established movement control facility and monitors that all activities are carried out in accordance with the UN rules, regulations and applicable safety procedures.

- Compiles passenger and cargo manifests and communicates them to the aircrew, surface transport and riverine personnel.

- Monitors that aircraft, vehicles and vessels are loaded in accordance with passenger and cargo manifests

- Briefs passengers on schedules, routes, timing and safety requirements

- Monitors check-in and check-out activities for outgoing and incoming passengers and cargo

- Participates in the integrated search and rescue operations for the UN assets and other assets upon request and coordinates the availability and operational readiness of the required personnel and equipment

Administration and other duties:

- Maintains the electronic databases in accordance with the established procedures and deadlines

- Monitors that appropriate reference documents are current, readily available and accessible to all relevant personnel

- Participates in the development of the standard operating procedures for the related movement control processes.

- Participates in the development of budget proposals for the mission's movement control operations.

- Participates in the preparation of operational plans, performance reports, and response to internal and external audit observations

- Participates in the development of technical specifications for goods and services, provides inputs to the responses to bids and technical evaluations to ensure that vendor's proposals meet technical requirements

- Conducts inventories and physical annual checks of relevant facilities and equipment.

- Performs other duties as required.

In/Outbound Delivery Coordination duties:

- Assists in the coordination of in/outbound activities for freight into the mission in accordance with mission supply chain plan with Vendor, Procurement, Centralized Warehouse and all other parties concerned.

- Contacts vendor to confirm delivery status and to review shipment documents to secure that goods are delivered according to the agreed terms and conditions on the Purchase Order/

- Assists with the collection, checking and updating of information (e.g. ETA, quantities, etc.) and

documents (e.g. BoL, customs clearance, etc.), provided by commodity and freight forwarding vendors, in EROP system (Umoja) to facilitate downstream processes.

Tracks and traces all deliveries and updates the Inbound Delivery with necessary information and shipment documents to provide all stakeholders with a constant status overview of incoming and Outgoing shipments.

Search for issues which may delay and/or disturb the delivery of goods and seek for remedial solutions with all parties concerned (Procurement, Vendor, Centralized Warehouse)

Confirms delivery dates and quantities received and provides delivery confirmation documents to support virtual and/or physical receipt in accordance to agreed Incoterms.

Assists in planning Movements, raising shopping carts and drafting SOW for freight forwarding services, including technical evaluation of bids.

Assists in the coordination of customs, transport and MOVCON activities, related to inbound and outbound shipments with vendors, customs and all other relevant local and national authorities.

Ensure that daily activities are in compliance with the Environmental and Waste Management policies and in line with the Environment Strategy objectives

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.

Knowledge of reverse logistics principles, processes, and operations.

Ability to plan, coordinate, and oversee large-scale repatriation operations, ensuring the timely, safe, cost-effective, and efficient movement of personnel and cargo in complex and resource-constrained operational environments.

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.

PLANNING AND ORGANIZING:

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts

plans and actions as necessary; uses time efficiently.

Education

High school diploma or equivalent is required.

Job Specific Qualifications

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

A valid driver's license license is required.

Work Experience

A minimum of eight (8) years of progressively responsible experience in movement control, multi-modal transportation, logistics management or a related field is required.

Experience in the use of IATA and/or IMO rules and procedures for the transportation of dangerous goods including packaging and documentation is required.

Experience in troop rotation planning, execution and assessment by air, road, and sea in an international post-conflict, conflict area is required.

Experience in driving a variety of makes and models of vehicles, including operating MHE and other kinds of motorized vehicles is required.

Experience in at least (2) two modes of transport (air, sea, road, and rail) including the planning, coordination and executing of large-scale military personnel and/or cargo movement operations at the international level is required.

Experience in using Enterprise Resource Planning (ERP) systems such as SAP, including supply chain modules such as a Transportation Management (TM) module or equivalent is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this job opening, English is required. The table below shows the minimum required level for each skill in these languages, according to the UN Language Framework (please consult <https://languages.un.org> for details).

Required Languages

Language	Reading	Writing	Listening	Speaking
English	UN Level III	UN Level III	UN Level III	UN Level III

Assessment

Evaluation of qualified candidates may include informal interview, and or assessment exercise which maybe followed by competency-based interview.

Special Notice

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.

- This position is temporarily available for a period of 364 days, with the no possibility of extension. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.
- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

Please note that pursuant to the Staff selection system policy (ST/AI/2025/2): (1) Applicants for positions in the Field Service category cannot be of the nationality of the country where the position is

located, and (2) Applicants for positions in the Professional and higher categories in a mission, field operation, or resident coordinator's office cannot be of the nationality of the country where the position is located. For currently serving staff of a United Nations Common System organization, only the UN recognized nationality will be considered for the purposes of these restrictions Please note that pursuant to the Staff selection system policy (ST/AI/2025/2): (1) Applicants for positions in the Field Service category cannot be of the nationality of the country where the position is located, and (2) Applicants for positions in the Professional and higher categories in a mission, field operation, or resident coordinator's office cannot be of the nationality of the country where the position is located. For currently serving staff of a United Nations Common System organization, only the UN-recognized nationality will be considered for the purposes of these restrictions.

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.

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 carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.

All external candidates recruited in accordance with section 2.2 (a) of ST/AI/2025/3 for a fixed term appointment without limitation and all external candidates recruited in accordance with section 2.2. (c) of ST/AI/2025/3 for a fixed term appointment limited to the entity are subject to an initial probationary period of one year under a fixed-term appointment.

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.