



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	54/11/2018
Post Title	Movement Control Assistant
Level	GL-3 (Fixed-Term)
Organizational Unit	Movement Control Unit
Location	Kabul HQ
Number of posts	04
Issuing Date	27/11/2018
Closing Date	03/12/2018

Important note: UNAMA will only accept properly completed and signed Personal History Form (P.11) received before closing date. **CVs or Resumes** will not be considered nor will late submissions after closing date.

DUTIES AND RESPONSIBILITIES

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

- 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.
- Completes cargo manifests and prepares customs clearance and related other documentation.
- Ensures cargo (including Dangerous Cargo) is packed and handled in accordance with International
- Regulations.
- 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.
- 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 with visa and hotel accommodation where and when required.
- Perform other duties as required.

QUALIFICATIONS AND EXPERIENCE

Education: High school diploma or equivalent is required. The incumbent must have a good knowledge and understanding of computers and their application in the work place. 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 (02) years of progressively responsible experience in movement operations acquired through commercial air/sea/road/rail operations, commercial freight forwarding, or military logistics.

Languages: Fluency in written and oral English is required. Pashtu/Dari (both oral

and written) is required.

Special Measure: The minimum work experience for GL-3 is not reduced. The special measure approved by the Office of Human Resources Management (OHRM)-UNHQ, is further extended until 31 May 2019 reduces the minimum required years of relevant work experience for filling positions for UNAMA General Service and National Professional Officer positions. The special measure is applicable to all applicants.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows persistence when faced with difficult problems or challenges. 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.

Integrity: Demonstrates the values of the United Nations in daily activities and behaviours; acts without consideration of personal gain; resists undue political pressure in decision-making; does not abuse power or authority; stands by decisions that are in the Organization's interest, even if they are unpopular; takes prompt action in cases of unprofessional or unethical behavior.

Respect for Diversity: Works effectively with people from all backgrounds; treats all people with dignity and respect; treats men and women equally; shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; examines own biases and behaviors to avoid stereotypical responses; does not discriminate against any individual or group.

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 & 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.

APPLICATIONS

- Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_kabul@un.org
- **Required documents for Serving UN staff members:** The two most recent e-Performance Evaluation Reports must be submitted with the application.
- **For External applicants:** Two most recent performance evaluation reports or if not available, two reference letters. If the applications received do not contain the latest two performance evaluation reports candidates must provide a short explanation as to why they are not available.
- **Applicants should indicate VA Number as Classification-VA#54/11/2018 in the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.**
- Please note that any information provided on the P.11 form will be considered binding.
- **The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.**

- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

Qualified female candidates are highly encouraged to apply

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.