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**UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING**  
**Internal / External**

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| <b>Job Title &amp; Level:</b> | <b>Movement Control Assistant, G5</b>                            |
| <b>Department/Office:</b>     | <b>United Nations Verifications Mission in Colombia (UNVMC).</b> |
| <b>Location:</b>              | <b>BOGOTA, COLOMBIA</b>  |
| <b>Posting Period:</b>        | <b>8 September to 22 September 2021</b>                          |
| <b>Job Opening Number:</b>    | <b>UNVMC-NJO-2021-019</b>  |

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**IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, female candidates are encouraged to apply**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) (**CVs will NOT be accepted**). Please review that your application, either P-11 or PHP is **properly signed** and has information on your contact details: email address and telephone numbers. You may send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org)

Please be advised that only applications using the UN P11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

If you are an internal candidate with a Fixed Term Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.

As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position. # United for\_Gender\_Parity.

Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia: <https://www.youtube.com/playlist?list=PL-8SCKVjg-e3073SwTDG1VQf1oLTWfUQ4>

### **Organizational Setting and Reporting**

This position is located with the United Nations Verification Mission in Colombia (UNVMC). The Movement Control Assistant will report to the Chief Movement Control Officer.

### **Responsibilities:**

Within delegated authority, the Movement Control Assistant will carry out the following duties: (These duties are generic, and may not be performed by all Movement Control Assistants)

- Develops passenger and cargo load plans for all modes of transport.
- Liaises directly with clients and assists in making sure passenger and cargo documentation is submitted on time and as per UN regulations.
- Supervises administrative and handling staff to ensure instructions, regulations, security and safety measures are enforced.
- Liaises directly with transportation Contractors for all modes of transport (air, road and river).
- Assures dangerous goods are transported in accordance with applicable international Dangerous Goods Regulations.
- Manages and coordinates shipments including customs clearance, specifying carriers, routes of movement, transit times and service levels.
- Facilitates contacts with port authority and local authorities responsible for travel-related, immigration and customs issues.
- Assists with the planning and execution observer deployments and re-deployments including initial deployments and repatriations.
- Collects movement information and defines requirements. Coordinates the Daily Flight Schedule with Air Operations to meet passenger and cargo requirements.
- Coordinates non-scheduled mission flights
- Prepares operational reports and related statistical data
- Prepares, reviews, and distributes manifests
- Provides Multi-modal movement control support to the sector
- Plans, prioritizes, coordinates and monitors movement tasks and responsibilities in the sector
- Provides support to Travel, Procurement and Logistics Unit/Section as per Movcon SOP
- Performs inputs and updates in Umoja Transport Management Module
- Produces Business Intelligence (BI) Reports for Movcon Unit
- Monitors contract performance and identifies areas of improvement through the Contract Performance Reporting Tool (CPRT) platform
- Monitors and adjusts Key Performance Indicators (KPI's) to properly reflect service requirements
- Receives, checks, and submits invoices received from contractors for approval
- Processes additional route requests submitted by Regional Administrative Officers (RAO's) in liaison with the Contracts Management Unit and Procurement Unit.
- Performs other duties as required.

**Work implies frequent interaction with the following:**

- Travel and Air Operations staff
- Procurement and Logistics staff
- Financial, Administrative and Personnel officers within the mission, including the Sectors and Regions, Local Authorities, other UN Agencies and NGOs.

**Results Expected:**

- A well-organized and efficient Movement Control Unit capable of arranging the safe and efficient transportation to and from the field mission of all mission personnel as well as

equipment and goods.

- The planning, coordination and monitoring of multiple passenger and baggage/cargo movement activities simultaneously in an effective and timely manner.
- The provision of timely and well-explained information on aviation safety requirements and related UN rules, regulations and safety procedures, flight schedules and travel bookings to field mission staff.

### **Core Values:**

**PROFESSIONALISM:** Knowledge of UN policies, processes and procedures generally and, in particular, those related to the purchase of supplies and services. 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. 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.

**INTEGRITY:** Demonstrates the values of the United Nations in daily activities and behaviors. 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.

### **Competencies:**

**TEAM WORK:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from other; 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:** Develop clear budgetary and logistics goals that are consistent with agreed strategies, identify priority activities and adjust as required, allocate appropriate time and resources for completing work, foresee risk and allow for contingencies, Monitor and adjust plans as necessary, Use time efficiently

### **Qualifications**

**EDUCATION:** High school diploma is required. Certification/education in multi-modal transportation (Freight Forwarding, Cargo Transportation, Customs Clearance) or a related field is required.

Must have passed the UN standard entry examinations, as required for the post.

**WORK EXPERIENCE:** At least five years of progressive experience in multi-

modal transportation (Freight Forwarding, Cargo Transportation, Customs Clearance) or a related field.

**LANGUAGES:**

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

**United Nations Considerations**

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law.

Candidates may subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law.

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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in all areas therefore, female applicants are highly encouraged to apply.

**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.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Long listed candidates will be invited to present the computer based in the Duty Station of this Job Opening. Candidates who are currently serving staff members or former staff members employed within the last 24 months who have passed the Administrative Assessment Support Test (ASAT) in English at UN Headquarters, ECA, ESCWA, UNOV, UNOG, ICTR, or ICTY are exempt from the GGST. If you have passed the ASAT in English in one of the offices listed above, please inform us as soon as possible.**