



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

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| VACANCY NUMBER: | 21/004 |
| DEADLINE FOR APPLICATION: | 30 April 2021 |
| DATE OF ISSUANCE: | 1 April 2021 |
| POST TITLE: | Movement Control Assistant |
| POST LEVEL: | G-4 |
| POST NUMBERS: | 30907828 |
| SECTION: | Supply Chain Management Unit |
| DUTY STATION: | Jerusalem |

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

QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**Responsibilities**

Under the overall direction of the Chief Supply Chain Management Officer, and within limits of delegated authority the incumbent will be responsible for the following duties:

- Assist in the implementation of the sourcing strategy and e-planning tools used in accordance with the relevant policies and procedures
- Assists in forecasting the logistics requirements in the near and medium terms
- Receives and registers cargo from air/ground transportation.
- Monitors mission requisitions of the assigned categories to ensure purchase requests are based on forecasted acquisition plan
- Receives supplies from different sections, arranges for inspection and follows-up from delivery to disposal.
- Reviews/compares cargo manifests and other documentation.
- Revises customs clearance and related documentation.
- Lifts and carries cargo, as required, and ensures cargo (including dangerous cargo) is unloaded in accordance with International Regulations.
- Informs appropriate consignees on delivery of items.
- Prepares and processes monthly attendance records, leave request, claims, CMR, supply request and other documentation as required.
- Tracks and traces missing cargo deliveries.
- Prepares, processes and follows-up on administrative arrangements with respect to R&I.
- Maintains Unit files as required (both in hard and soft copies), administrative instruction and other related documentation.
- Provides general office support services such as drafting routine correspondence and the distribution to various officials.
- Performs other duties as and when required by the supervisor.

Competencies

Professionalism – Knowledge of Logistics procedures and practices. Demonstrated sound judgment in applying Supply Chain policies, procedures and practices and in applying technical expertise to resolve a range of logistic issues/problems; 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.

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.

Work Experience

A minimum of three (3) years of progressively responsible experience in movement control related services or general experience in the field of transport, travel related or logistic fields or administration is required. Experience with UN/NGO or other International bodies is an added asset.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English is required. Working knowledge of Arabic and/or Hebrew (read, speak and understand) is desirable

Other Skills

A valid national driving license is required (**attach a copy of your license**). Experience in the usage of computers and office software packages (MS Word, Excel, etc.) is required.

Physical requirements

Working at the office. Driving or walking to other offices within the compound. Lifting cargo items. The incumbent is exposed to moderate hazards when working at the disposal yard and warehouse.

Assessment Method

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

- **APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED**
- **ONLY APPLICATIONS SUBMITTED ONLINE WILL BE CONSIDERED**
- **ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED FOR FURTHER ASSESSMENT**

How to Apply to United Nations Truce Supervision Organization (UNTSO) vacancies:

The UNTSO Jobs page, <https://untsso.unmissions.org/untsso-jobs>, will include all Job Openings.

1. To start the application process, applicants must download a [Personal History "P.11" form](#). **Note: Any other form of application will not be accepted.**
2. Once the download is finished, complete and save your Personal History Form (P.11) and then e-mail it to the following e-mail address: untsso_staffing@un.org
3. In completing the P.11 form, please note that all fields must be completed accurately to the best of your knowledge.
4. Submit a written cover-page application in addition to your completed and signed P.11 form.
5. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.
6. Your application will be screened and evaluated against the requirements as specified in the particular vacancy and your name may be put forward for that specific announcement only.
7. In view of the high volume of applications received, only those applicants who move forward in the process, will be contacted for further assessment. Those who are successful/not successful in the assessment will be notified.
8. For **internal candidates**: Ensure that your application is scanned to untsso_staffing@un.org from your personal or UN email account and include the JO number on the subject heading with a return receipt request. Applications that do not comply to this standard will not be validated.
9. For **internal candidates and UN staff from agencies**: Attach your latest two Performance Reports.
10. For **external candidates**: Attach your latest two performance appraisal reports if applicable.

