



TRUCE SUPERVISION ORGANIZATION

JOB OPENING – INTERNAL / EXTERNAL

JOB OPENING NUMBER:	18/027
DEADLINE FOR APPLICATION:	20 October 2018
DATE OF ISSUANCE:	21 September 2018
POST TITLE:	Movement Control Assistant (Shipping)
POST LEVEL:	G-3
POST NUMBERS:	30907721 & Roster
SECTION:	Supply Chain Management Section
DUTY STATION:	Jerusalem

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

Responsibilities

Under the overall direction of the Chief Supply Chain Management Officer and the direct supervision of the Supervisor, Movement Control Unit, the incumbent will be responsible but not limited to the following duties:

- Performs customs clearance duties for UN Owned Equipment & Personal Effects from the various ports of entry Ben Gurion Airport (Maman), Haifa, Ashdod, Eilat and arranges for delivery to United Nations Truce Supervision Organization Headquarters/Outstation;
- Schedule the receipt and distribution of shipments and UN equipment and supplies, record shortages, counts and eliminates damages by verifying correctness against bills of lading and/or air waybills;
- Operates heavy duty cargo trucks, material handling equipment (MHE) such as forklifts, trolley's and pallet lifters and ensures proper cargo handling, loading and unloading of vehicles, removal and delivery of shipments to SAU's and residences, packing, weighing, scaling, marking, labeling, banding and inspection of cargoes for movement prior to loading or handover to the shipping agents;
- Enter and maintain shipping statistical data and figures in the unit's live databases in COSMOS and spreadsheets. Maintains files and shipping records, registers and documents;
- Routes consignments to designated central warehousing receiving points and keeps a handover takeover POD record of the custodian;
- Assists in the preparation of cargo documents for delivery, mail pouches and cargo re-supplies to the outstations in a timely manner;
- Carries out piece by piece inspection of personal effects shipments UN Equipment and Supplies to remove prohibited items, insignia and text before distribution approval;
- Provides physical support to the shipping contractors during loading, unloading, delivery and removal of household goods and other UN Owned Equipment as per the manifest at headquarters and outstations;
- Assists the Shipping Assistant in performing duties such as receiving, screening and logging inbound/outbound shipments, correspondences such as memos, faxes and requests such as e-Cargo Movement Requests and Laundry Forms; assists in filing of Movement Control's common documents and update the record keeping systems;
- Attach tags, marks and labels on respective consignments and make sure they are sturdy and visible before handing them over for onward shipping;
- Maintains a safe and clean warehousing environment by inspecting that cargo is stored correctly and all waste material is promptly discarded according to industry standards;
- Ensure invoices accurately and correctly match price quotations before submitting for verification and certification;
- Assists the Shipping Assistant in handling routine queries from clients, staff, agents, or vendors regarding cargo movements, requests, deliveries, clearances and other customer service related issues;
- Verifies and checks goods in store as well as Laundry Services to ensure that weekly entitlements are not exceeded;
- Performs other duties as may be assigned by the supervisor.

Competencies

Professionalism: Knowledge of policies, practices and regulations on management of logistics & transport operations and the ability to apply them in an organizational environment. 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. **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. Ability to set priorities and multitask with a high degree of **accuracy** while working independently in a fast-paced environment. **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. **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology; actively seeks to apply technology to appropriate tasks.

Education

High school diploma equivalent is a requirement. Additional technical/vocational qualifications in logistics and/or transportation is highly desirable.

Work Experience

At least two (2) years of progressively responsible experience in movement operations acquired through commercial air/sea/road/rail operations, commercial freight forwarding, supply chain management, military logistics or civilian logistics working environments.

Languages

Fluency in English is a requirement; working knowledge of Hebrew and/or Arabic (read, speak and understand) is desirable.

Other Skills

Knowledge of MS Office applications is required. A truck driving license for at least 15 tons is required (attach copy to your application). Proven ability to operate material handling equipment (MHE) is highly desirable.

Assessment Method

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

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. 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 be 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.

SPECIAL NOTE: QUALIFIED FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED

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

Only applications submitted online will be considered.

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 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. Your application will be screened and evaluated against the requirements as specified in the particular job opening and your name may be put forward for that specific announcement only.
5. In view of the high volume of applications received, only those applicants who are included in the roster will be notified.
6. Indicate the JO number on the subject heading in your email application. Applications that do not comply to this standard will not be validated.

7. For **internal candidates**: Ensure that your application is scanned to untso_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.
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At your interview

The United Nations' greatest asset is the quality of its staff. To ensure that the very best people join the UN team we use a [competency based interview](#) process. Competency based interviews are also called "behavioural interviews" or "criterion based interviews." Such interviews are based on the concept that past behaviour and experience is the best indicator of future performance. In other words, your history tells a story about you: your talents, skills, abilities, knowledge and actual experience in handling a variety of situations.

For more information on competency based interviews, click [here](#).

Applications should be addressed to: Chief Human Resources Officer, UNTSO
Email: untso_staffing@un.org
