



## TRUCE SUPERVISION ORGANIZATION

**POSITION SPECIFIC JOB OPENING – INTERNAL / EXTERNAL**

<b>VACANCY NUMBER:</b>	<b>23/13</b>
<b>DATE OF ISSUANCE:</b>	<b>06 April 2023</b>
<b>DEADLINE FOR APPLICATION:</b>	<b>05 May 2023 (Extended) (23:59 hours, Duty Station local time)</b>
<b>POST TITLE:</b>	<b>Travel Assistant (Inbound/Outbound Coordination Assistant)</b>
<b>POST LEVEL:</b>	<b>GS-6</b>
<b>POST NUMBERS:</b>	<b>30912101</b>
<b>OFFICE:</b>	<b>Movement Control Unit, Supply Chain Management</b>
<b>DUTY STATION:</b>	<b>Jerusalem</b>

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

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

*UNTSO was the first peacekeeping operation established by the Security Council, in its resolution 50 (1949), and continues to represent the commitment of the Council to assist in the implementation of the 1949 Armistice Agreements and their attendant ceasefires. In its resolution 73 (1949), the Council requested the Secretary-General to arrange for the continued service of such UNTSO personnel as might be required in observing and maintaining the ceasefire, as requested by the Council in its resolution 54 (1948), and as might be necessary in assisting the parties to the Agreements in the supervision of the application and observance of the terms of those Agreements. UNTSO is mandated to observe and maintain the unconditional ceasefires and assist the parties to the 1949 Armistice Agreements in the supervision of the application and observance of the terms of those Agreements. Its mandate derives from Security Council resolutions and decisions, including foundational resolutions 50 (1948), 54 (1948), and 73 (1949). UNTSO's activities are spread over Egypt, Israel, Jordan, Lebanon and the Syrian Arab Republic to maintain the regional liaison architecture established under the Armistice Agreements.*

**Responsibilities**

Under the general supervision of the Chief Supply Chain Management, and direct supervision of the Movement Control Unit Supervisor, the incumbent will perform the following functions:

- Monitors and coordinates the procurement process in UMOJA as regards inbound deliveries of purchase orders for UN Owned Equipment and Supplies to ensure timely deliveries and avoid accumulation of unnecessary fees/charges at the respective ports of entry.
- Coordinates and follows up with vendors to confirm delivery status and ensure correct documentation by reviewing shipping documents for accuracy, to secure that goods are delivered according to the agreed terms and conditions stipulated in the purchase order.
- Liaises and follows up with the Mission Protocol office for the approval of customs tax exemption forms, import permits and related import documents for all Commercial shipments of UN Owned Equipment and Supplies, and all civilian/military staff Household Goods & Personal Effects and maintains a follow-up log database showing the different stages of approvals, obtaining all necessary signatures before forwarding to the customs authorities.
- Classifies and distributes approved shipping documents to the Movement Control staff and/or UNTSO accredited clearing and forwarding agents to arrange for customs clearance and timely delivery to the final destination at UNTSO Headquarters or any of the outstations as per the agreed INCOTERMS.
- Tracks and traces all deliveries, updates the inbound delivery (system document) with actual information, take the necessary actions to delete, alter, split, or regenerate inbound delivery and maintain effective communication with all relevant stakeholders for timely deliveries.
- Prepares and processes all inter-mission shipments of UN Owned Equipment and Supplies, collects mission transfer approvals and release vouchers, drafts fax correspondences to missions, creates Galileo shipping documents, identifies accredited freight forwarders and forwards arrival advice notifications to consignees.

- Maintains UMOJA transportation management documents (DTRs, FUs & FOs), processes transportation proposals, posts plans & prepares statement of work documents in transportation management to facilitate the movement process of goods from source to destination locations. Uploads supporting documents, assign freight agents & report events once applicable.
- Acts as Alternate Petty Cash Custodian for the Movement Control's petty cash imprest, accurately maintains the Movement Control General Ledger in UMOJA checks and uploads the correct documents, prepares replenishment documents for Finance Section and follows up on replenishment as per the established financial rules and regulations.
- Assists in contract management support, the preparation of proposal requests and execution of technical evaluations for shipping contracts, verifies shipping invoices from accredited clearing and forwarding agents for correctness as per agreed freight rates and quotations.
- Maintains common files & database records for all processed incoming and outgoing UNTSO shipments in COSMOS and SharePoint, collects and prepares data for statistical reports like the monthly, quarterly and annual reports, checks for accuracy and completeness before presenting it to the Movement Control Supervisor for final approval and submission as and when required.
- Prepares and submits insurance claim documentation for intermission UN Owned Equipment and commercial cargo to UN Headquarters Insurance Desk by collecting all necessary documents and photographs to process claim settlements accurately in event of damage, pilferage, or loss of shipments.
- Records, reports, and follows up on delivery delays and irregularities like damage, pilferage, and loss for all UNTSO incoming and outgoing shipments.
- Advises consignees, Receiving & Inspection Unit, and Self-Accounting Units on status of shipments arriving at the Movement Control warehouse. Handles routine queries from staff, agents, or vendors regarding incoming and outgoing shipments, requests, deliveries, clearances, and document irregularities.
- Performs similar duties as mentioned in support of UN Special Coordinator's Office (UNSCO) as spelt out in the Memorandum of Understanding between UNTSO and UNSCO.
- Serves as the Officer-in-Charge during the absence of the Movement Control Supervisor to make analytical interpretations and ensure that processes selected, and workflows are properly maintained as per the standard operating procedures. The incumbent will temporarily assume the duties of the Movement Control Supervisor.
- Acts as the Movement Control's time and attendance monitor.
- Carries out other duties as instructed by the Movement Control Unit 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. Ability to maintain accurate records and prepare reports on a wide variety of data. Knowledge of the Organization's financial rules and regulations, as well as budgetary, administrative procedures, policies and directives, with respect to specialized tasks in, logistics and transport operations. 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies and processes; 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.

**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.

## Education

High school diploma or equivalent is required. Additional technical/vocational qualifications in supply chain management, logistics and/or transportation are highly desirable.

## Work Experience

A minimum of seven (7) years of progressively responsible experience in movement operations acquired through commercial air/sea/road/rail operations, commercial freight forwarding, or logistics environment is required.

## Languages

Fluency in spoken and written English is required; working knowledge of spoken and written Hebrew & Arabic is desirable

## Other Skills

Possession of valid **national category “B” driving license is required** (**Attach a copy of a valid driver’s license at the time of application**). Proven ability to operate Material Handling Equipment (MHE) is highly desirable. Good knowledge and understanding of computers and their applications such as MS Word, Excel, PowerPoint and use of Enterprise resource planning (ERP) tools is highly desirable. Capability of working as a team, with good interpersonal skills and capacity to work productively under pressure and cope with all deadlines is desirable.

## Assessment Method

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

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

- **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**
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The UNTSO Jobs page, <https://untso.unmissions.org/untso-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. In case the available space for previous work experience under “Section B” indicted in the P.11 is not sufficient, applicants may add extra boxes or add an annex on a blank page.**
  2. Once the download is finished, complete and save your Personal History Form (P.11) as follow: **(Family Name First Name\_P11)** and then e-mail it to the following e-mail address: [untso\\_staffing@un.org](mailto:untso_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, named as follow: **(Family Name First Name\_cover-page)**, 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 [untso\\_staffing@un.org](mailto: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.
  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.
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## United Nations Considerations

At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence, and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural, and ethnic backgrounds, or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

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.

**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.**

**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.

More information on competency-based interviews at <https://careers.un.org>

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**Applications should be addressed to:** **Chief Human Resources Officer, UNTSO**  
**Email: [untso\\_staffing@un.org](mailto:untso_staffing@un.org)**

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