
MINUJUSTH JOB OPENING

Job Title & Level:	Movement Control Assistant (Inbound Delivery Coordinator) (IC-4)
Department/Office:	Movcon Unit
Location:	Port-au-Prince
Posting Period:	From 14 – 21 December 2018
Job Opening Number:	MINUJUSTH-CIC-025-2018 (Re-advertisement)

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to minujsth-ic-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

Organizational Setting and Reporting Relationships:

The Movement Control Assistant (Inbound Delivery Coordinator) is required to support the Traffic and Shipping functions of the Movement Control Unit within Port-au-Prince with occasional travel to regional locations within the Mission Area if/when required. The Movement Control Assistant (Inbound Delivery Coordinator) will report to the Head of Traffic & Shipping Unit.

Responsibilities:

Within the terms of Organization's delegated authority and under the general guidance of the Chief Movement Control Section and working directly with the team of Movement Control Assistants, the Contractor will undertake the following tasks:

- Become proficient in Movement Control Unit (MovCon) standard operating procedures (SOP);
- Carry out general duties within the Traffic & Shipping Unit as required and as workload and responsibilities arise following implementation of the Inbound Delivery Coordination functions (duties may include other related tasks that are not specifically detailed below);
- Review and process all incoming shipments of UNOE, COE and Personal effects;

- Brief shippers/consignees on shipping terms and practices and on established UN rules and regulations;
- Liaise with Acquisition Management Unit, Technical Units, UNPol and staff members regarding their respective shipments to verify shipment and documentation, confirm shipping agent, and raise customs clearance franchise;
- Liaise with Procurement and suppliers/vendors with regards to identification of shipments, reception of documentation, and clarification on contractual terms and conditions of shipments;
- Data entry and updating of database pertaining to incoming/outgoing shipments of UNOE, COE and Personal effects by air, sea and land;
- Informing the Head of Traffic & Shipping of any urgent shipments as and when they arise;
- Ensure that customs franchises (tax exemption forms) are raised for all incoming shipments of UNOE, COE and Personal effects within 24 hours of receipt of documentation;
- Establish a system to prioritize clearance of incoming shipments of UNOE;
- Liaise with MINUJUSTH designated Freight Forwarder/Clearing agent in relation to all incoming/outgoing shipments of UNOE/COE;
- Liaise with local government authorities, including customs officials, seaport and airport authorities;
- Liaise with HR/Travel Unit to ensure that departing staff members and UNPol personnel are entitled to unaccompanied shipments of Personal Effects, and confirm availability of Shipment Request in UMOJA;
- Receive and forward requests for insurance of Personal Effects to the UNHQ Traffic Unit in NY as applicable;
- Ensure that export documents are duly completed and endorsed by departing staff members;
- Arrange storage for incoming Personal Effects shipments prior collection by consignee;
- Report weekly to the Head of Traffic & Shipping on delivered as well as expected shipments;
- Maintenance of a filing system for all incoming/outgoing shipments of UNOE, COE and Personal Effects;
- Brief departing staff members on exportation procedures in place;
- Report any irregularities and discrepancies pertaining to all incoming/outgoing official shipments;
- Perform any other related task as assigned by the Chief of Unit or Supervisor.

Competencies

- **Professionalism:** Shows pride in work and 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.
- **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 other 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 required.

Work Experience

At least four (04) years of experience in the administration of freight forwarding and/or shipping services. Specifically, the incumbent must be proficient or knowledgeable in the following areas:

- International freight forwarding and shipping practices, documentation and procedures, specifically related to air and ocean transportation;
- **Computer** literacy with capacity to reference documents and policies, draft emails in English and French, perform data entry functions;
- Technological proficiency in Microsoft Word and Excel is required, knowledge of Access and **PowerPoint** is desirable;
- Awareness and understanding of global cultural sensitivities;

Languages

- English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in oral and written English and French is required

Special Note: The above statements are intended to describe the general nature and level of work being performed by the contractor(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.