



United Nations Mission in Sudan  
UNMIS

**VACANCY ANNOUNCEMENT**

**VA No. UNMIS-GS-10-090**

**VA Issuance Date: 25 November, 2010.**

**Deadline for Applications: Open**<sup>1</sup>

The United Nations Mission in Sudan is seeking qualified candidates for the following post(s):

<i>Title: Movement Control Assistant</i>	<i>Grade: GL – 4</i>	<i>Region (please indicate preference in application): Juba ( MIS893175)</i>
<b><i>POST OPEN FOR SUDANESE NATIONALS ONLY</i></b>		
<b><i>Women are strongly encouraged to apply</i></b>		

**Duties and Responsibilities**

The following duties are generic and may differ depending on the assigned unit or detachment.

- Assist in the accurate preparation and manifesting of passengers and cargo, to include the completion of dangerous goods declaration (if qualified), weighing of cargo, loading and the unloading. This includes the physical actions of lifting and carrying cargo as required. Monitor and ensure delivery of cargo and communicate shipping details to all concerned parties.
- Assist in the check-in of passengers traveling on UNMIS aircraft to include manifest confirmation/amendments, baggage identification and weighing, distribution of boarding passes and passenger briefing.
- Fulfill the duties of a passenger baggage handler by retrieving or placing passenger baggage on aircraft, assist in the transfer of baggage to the terminal area, and follow-up on misplaced or damage of baggage.
- Assist with the boarding and deplaning of passengers, while remaining aware of safety procedures standard with respect to aircraft refueling, use of cell phones and approaching aircraft
- Assist with airfield and air terminal security by ensuring that all passenger baggage or property are scanned and accounted for at the time of check-in, the air passengers remain in designated areas while at the air terminal and all incidents or potential safety or security matters are reported in a timely manner.
- Drive airfield vehicles in keeping with appropriate licenses.
- Other duties as assigned by the supervisor

Important note: **The post requires the incumbent to work shifts or alternate schedules, which will include weekends and evenings.**

**Competencies:**

**Professionalism:** Ability to manage processes, maintain accurate records, in administrative fields.

**Teamwork:** Good interpersonal skills. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

**Client Orientation:** Demonstrated ability to develop and maintain effective work relationships with supervisors and colleagues

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

**Planning and Organizing:** Ability to plan and organize own work effectively in an efficient and timely manner.

**Commitment to Continuous Learning:** Initiative and willingness to keep abreast of new developments in the administrative fields

**Technological awareness:** Ability to operate a computer with MS Word, Excel Power Point and Access and Data bases. Ability to type in both English and Arabic.

**Qualifications:**

**Education:** High school diploma, Post-secondary education at college, university or specialized training institution in office management/business administration and technical & communications skills and knowledge of shorthand is an asset.

**Experience:** At least four (4) years of progressively responsible experience in administration/office management/or travel related/logistic fields and a high level of demonstrated analytical and problem-solving skills. Experience with UN/NGO or other International bodies is an added asset.

**Language skills:** Fluency in written and spoken English. Knowledge of other UN languages is an advantage.

**Other skills:** Demonstrate ability to apply good judgment in the context of assignments given. Demonstrate effective organizational skills and ability to handle work in an efficient and timely manner.

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**Candidates should submit with their application the following documents:**

1-Cover Letter (letter of motivation or application letter);

2-The United Nations Personal History Form ([P-11](#));

3-Academic Certificate(s) and/or High School/Secondary Diploma;

4-Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);

5-Three (3) letter of reference from former employers or academic instructors.

**By e-mail:**

All applicants are strongly encouraged to apply by e-mail and MUST include ONLY the VA No in the subject line of their e-mail.

E.g. UNMIS-GS-10-090

National Professional Officers: [unmis-recruitmentgs@un.org](mailto:unmis-recruitmentgs@un.org)

**By Mail:**

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

**By Hand:**

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid

**By Fax:**

Outside Sudan – 00 249 187 086200

Inside Sudan – 0 187 086200