



**REQUEST FOR CLASSIFICATION AND RECRUITMENT
GENERAL SERVICE AND RELATED CATEGORIES**

DATE RECEIVED: _____
OFFICERS: _____

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT	POST ENCUMBERED BY	EX INCUMBENT
	<input type="checkbox"/> REVISION OF DUTIES	ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
	<input type="checkbox"/> BUDGET APPROVAL		
	<input checked="" type="checkbox"/> OTHER (SPECIFY):		
IDENTIFICATION OF THE POST <i>(USE OFFICIAL NOMENCLATURE)</i>	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s	SECTION		
2. DIVISION/CENTRE	UNIT		
3. BRANCH/SERVICE Mission Support	ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE	

SIGNATURES

(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)

1. SUPERVISOR <i>(Certification of correctness of job description)</i> Joseph Kenny, Chief Logistics Operations, Ungge NAME AND TITLE _____ DATE _____	3. EXECUTIVE or ADMINISTRATIVE OFFICER NAME AND TITLE _____ DATE _____
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> NAME AND TITLE _____ DATE _____	4. INCUMBENT <i>(This is an accurate description of my post)</i> NAME AND TITLE _____ DATE _____

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

CLASSIFICATION NOTICE - The classification of the post is approved as follows:

FUNCTIONAL TITLE Movement Control Assistant	JOB DESCRIPTION NO. JD/CP202GS
OCCUPATIONAL CODE 2.2.06 – Job Code 8517	CLASSIFICATION LEVEL GS-3
COMMENTS	
CLASSIFICATION OFFICER NAME: MARY-ANNE GALLO, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER NAME: BRUCE SHEAROUSE, HRO, ODCU/FPOS/FPD/DFS
CHIEF OF COMPENSATION AND CLASSIFICATION POLICY UNIT NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	
ASSISTANT SECRETARY-GENERAL, OHRM NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	Date: <u>19/11/15</u>

SECTION A - To be completed by the incumbent of the post, if any. *(If this section cannot be filled out by the incumbent, it may be completed by the supervisor).*

1. Summary of principal functions.

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices if applicable. The incumbent at this level usually reports to the Chief of a Section/Unit, this may vary depending on the mission size and structure. S/he assists in coordinating passenger and baggage/cargo movement activities simultaneously in an effective and timely manner.

2. Major duties and responsibilities. Describe in order of importance what is done and how it is done. Please indicate the approximate percentage of time devoted to each function. %

Within delegation of authority, the Movement Control Assistant at G-3 level performs following duties:

- | | |
|---|----|
| • Assists in arranging the movement of inbound and outbound cargo via all applicable modes of transport (air, sea, road and rail), and monitors delivery of cargo and communicate shipping details to all concerned parties. | 15 |
| • Completes cargo manifests and prepares customs clearance and related other documentation. | 10 |
| • Ensures cargo (including Dangerous Cargo) is packed and handled in accordance with International Regulations. | 10 |
| • Prepares the movement of inbound and outbound passengers on UN mission aircraft or commercial aircraft chartered by the UN on a short term basis, and assists all passengers in clearing customs and immigration. | 10 |
| • Assists with the check-in passengers listed on the flight manifest and ensure cargo is correctly labelled and loaded in accordance with the cargo manifest, ensures that the accompanied baggage is weighed, measured and manifested in accordance with entitlements and is loaded on board the aircraft in accordance with prevailing aviation safety standards. | 10 |
| • Assists to ensure that only authorized personnel are manifested and boarded on the aircraft and informs passengers of international aviation safety requirements. | 10 |
| • Liaises with the aircraft's crew to ensure proper loading of passengers and cargo and handover of documents. | 10 |
| • Provides information on flight schedules and travel bookings as and when required. | 10 |
| • Assists with visa and hotel accommodation where and when required. | 10 |
| • Perform other duties as required. | 5 |

3. **Guidelines:** Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

- Movement Control SOP;
- Aviation SOP
- United Nations Air Operations Manual;
- United Nations Movement Control Manual;
- Incoterms 2010 (International Commercial Terms);
- International Air and Maritime Regulations for shipping of goods;
- International Air Transportation Association (IATA) and International Civil Aviation Association (ICAO) regulations on transportation of Dangerous goods by Air;
- International Maritime Organisation (IMO) rules and Regulations on Transportation of Dangerous Goods by Sea.

4. **Consequence of Work:** Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

Decisions are made related to prioritization, especially at peak times. Failure to make right decision may lead to missing deadlines, which might results in complaints by the clients when related to submitting reports, providing clarifications, and so on.

Recommendations are made related to movement control operations. Failure to make the right recommendation may result in savings under certain budget lines, and over draft in others.

Errors in either decisions or in proposals would create additional tasks to be corrected, or cause general dissatisfaction in implementing established procedures.

5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL	PURPOSE AND FREQUENCY
Chief of Unit/Section and MOVCON/Aviation staff	On daily basis. To update supervisor on movement control activities and to discuss applicable rules and regulations.
Section/Unit Chiefs	Frequently, to provide and obtain movement control related information, reports and approvals.

6. **Responsibility for the work of others:** Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY
N/A			

7. **Physical requirements**

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

The work requires sitting most of the day five days a week, and involves driving or walking to other offices within the compound, ramp area at airport or to sea port.

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

Work in a normal office environment, sharing the space with other six colleagues and using computers, printers, and photocopiers.

SECTION B - To be completed by the supervisor of the post.

1. Purpose: Describe the overall purpose, objectives, or goals of the post.

A well organized and efficient Movement Control Unit capable of arranging the safe and efficient transportation to and from the field mission of both civilian and military personnel as well as equipment and goods.

2. Review over work: Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

Works under supervision; providing accurate reports and timely support to Movement Control Officers and/or manager with respect to the assigned work and programs related to movement control operations.

3. Qualifications required to perform the assigned duties of the post

- (a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

High school diploma or equivalent is required. The incumbent must have a good knowledge and understanding of computers and their application in the work place. The incumbent must be qualified and licensed to operate light/medium vehicles, including mechanical handling equipment. Additionally, the incumbent must be capable to work as part of a team with excellent interpersonal skills and capacity to work productively under pressure and cope with all deadlines.

- (b) Experience: Indicate the *type* and *length* of practical experience required.

A minimum of two (2) years of progressively responsible experience in movement operations acquired through commercial air/sea/road/rail operations, commercial freight forwarding, or military logistics.

- (c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; knowledge of the other is desirable.

4. If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.

N/A

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.270, GENERAL SERVICE)

General: Complete all sections of this document accurately in clear, concise language. If a question is not applicable, then mark **n.a.** Describe the work and the factors required of the **post** and not the characteristics, performance or qualifications of the incumbent. Attach additional sheets if necessary.

Section A

1. Summarize the major duties to give a quick overview of the post=s activities.

2. Duties and responsibilities

Each post is responsible for generally four or five major duties or functions. These duties should be presented in order of importance with a detailed explanation of how the duty is achieved. Miscellaneous tasks which take only a small percentage of time can be grouped and listed together. Terms such as Aassists, Aprepares, Ahandles, or Aparticipates describe relationships but do not actually describe what is done to assist, how something is prepared or handled, or how one participates; therefore, they should be accompanied by an explanation of the Awhat and Ahow of the actual duties.

Keep in mind the outputs or end products (what is produced or what the work leads up to). Present facts, not appraisals or evaluations of the work. The following examples from different posts illustrate explanations of how the work is accomplished.

- a. Processing of communications: 30%
 - (a) Types from draft in final form, in English, French and Spanish either for dispatch or for photo-offset, letters and notes with appropriate documents sent to the Unit for processing. After this, sends to the Ministries of Foreign Affairs, the Permanent Missions, Organizations and special agencies.
 - (b) Proofreads carefully the letters and notes which come from the Printing Section. Retypes the salutations of the notes as well as the addresses of the letters and special agencies where necessary.
- b. Assists in arranging meetings - for Directors= Meeting, Board Meeting, ad hoc meetings: 15%
 - a) Assembles, copies and distributes background papers and agenda (occasionally under own signature).
 - b) Schedules conference rooms.
 - c) Arranges working lunches for the Executive Director with Regional Directors.
 - d) Distributes reports or minutes or meetings.
- c. Recruitment of Experts, consultants, volunteers: 10%
 - 1) Obtains information for completion of recruitment form transmitting draft job descriptions to recruitment service.
 - 2) Completes the request for P.5 to initiate recruitment action and transmit to Administrative Services.
 - 3) Completes Special Service Agreement, giving details of account number, travel, etc.
 - 4) Types submission letters of qualified candidates to Government via the Resident Representative= Office, upon receipt of nominations.
 - 5) Sends Letters of Welcome and Channels of Communication to experts.

3. Guidelines

Describe the nature of the guidelines by listing them and describe the way they must be used, for example are they followed exactly, are they readily available or must they be searched out, must selection be made from among a number of alternatives.

4. Consequence of work

In general, decision making is considered as a commitment to a course of action that is not subject to detailed review. To make recommendations on the other hand requires the suggestion for courses of actions and implies that the post does not have complete or final responsibility. Decisions and recommendations made often relate to the choice from among guidelines, but they may also involve decisions or recommendations on what can be done to complete the work before referring to another source. Describe these kinds of choices made. In addition describe the damage that would be caused by errors in making these choices such as loss of time of incumbent, other staff members, or equipment; expenditure of excess funds; or additional work of others.

5. Work Relationships

Include only those contacts which are typical and occurring during the work cycle and indicate how contact is made (personal contact, telephone contact, correspondence).

6. Responsibility for the Work of Others

Be explicit in describing the nature of the responsibility. General terms like "supervise" are not sufficiently descriptive.

Section B

1. Purpose

Provide a brief statement of the overall objective or purpose of the post, such as, provides secretarial support to a recruitment officer.

3. Qualifications Required

This information should refer to the actual requirements of the post rather than the qualifications of an incumbent.

- (a) The kind of training refers to knowledge of general office work or specialized work (such as computer, statistics, accounting). Type of training refers to the method such training would normally be acquired, such as high school, trade school, on the job, etc.
- (b) Experience
Indicate how the experience relates to the job - such as it increases efficiency by allowing faster processing or it provides more in depth familiarity with the exceptions that occur in normal operations.
- (c) Languages

Please describe the way in which languages are used.



General Service

Job Evaluation System

International Civil Service Commission

Post Rating Summary

Scoring Base : NMS

Title :	MOVEMENT CONTROL ASSISTANT (Job Code 8517)
Post Number :	multiple posts
CCOG :	2.2.06
Type :	new
Grade :	G3 at the 36th Percentile
Points :	272
Old Grade :	

Comments :

A handwritten signature in purple ink, appearing to be 'B. V. M.', with a long horizontal stroke extending to the right.



<i>Title :</i>	<i>Post Number :</i>	<i>CCOG :</i>	<i>Type :</i>	<i>Grade :</i>	<i>Points :</i>	<i>Old Grade :</i>
MOVEMENT CONTROL ASSISTANT (Job Code 8517)	multiple posts	2.2.06	new	G3 at the 36th Percentile	272	

Nature of Work (Factors : 2/ii/a)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Task Oriented		

Focus: Work involves completing standard support activities/processes requiring transformation & choice of action from several accepted alternatives.

Deliverable: Process Execution

Scope: Moderate scope or depth of treatment requiring some interpretation of the subject matter.
 Or
 Work involves moderate risks or discomfort typically requiring special safety precautions

Knowledge/Skills/Expertise: Knowledge of basic procedures. Work routines are well-defined or established, requiring no or limited related experience.
 AND/OR
 Skill to operate simple equipment or equipment that operates repetitively.
 Competency can be reached with minimum job experience and little or no previous training.

Organizational Environment (Factors : 7/d)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Technical Support		

Organizational Context: Organizational context allows for some degree of independence and provides opportunities for the incumbent to identify and raises issues affecting efficient process delivery.

Managerial Guidance Received: Supervision received provides instruction, guidance and advice on the technical and procedural aspects of the work.

Teamwork and Relationships (Factors : 11/i/i)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Basic Information Exchange		

Engagement: Providing assistance involving the exchange of routine information and limited discussion.

Contacts: Colleagues in the same organizational unit and associates and immediately served clients in other organizational units and/or outside of the organization.

Languages: Usage of 1 language

Results (Factors : 15/k)

<i>Primary Characteristics of Work</i>	<i>Critical Competencies and Behaviours</i>	<i>Measures of Success</i>
Contained Process Impact		

Impact of Actions: Affect delivery of discrete support services with work interrelated with that of others in the same organizational unit or occupation and affects the timely accurate completion of the processes or services provided by others inside and outside the immediate organizational unit.

Team Roles: Participates as a team member in a collaborative environment within a diverse workforce. May explain or demonstrate work functions or processes to other employees who join the work group for a short period of time.



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Type :	new
Grade :	G3 at the 36th Percentile
Points :	272
Old Grade :	

Comments :

OK



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