

FUNDAMENTAL VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

**TERMS OF REFERENCE
Movement Control Assistant**

DUTY STATION:

Democratic Republic of Congo

Bandundu	Beni	Bunia	Bukavu
Dungu	Gemena	Goma	Kalemie
Kamina	Kananga	Kindu	Kinshasa
Kisangani	Lubumbashi	Mbandaka	

TYPE OF CONTRACT: **Individual Consultant (IC)**

LENGTH OF CONTRACT: **Six (6) months with the possibility of extension based on the availability of funds**

Administrative structure and reporting:

This position is located in the Mission Support Division the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), across multiple duty stations. The incumbent will be deployed to one of the above MONUSCO operational hubs for the elections. The United Nations Security Council Resolution 2348 (2017) refocused the mandate of MONUSCO from a broader mandate to the support to the protection of civilians and the support to the electoral process. On the 5 November 2017, the electoral calendar was published by the Independent National Electoral Commission (CENI), which identified a number of enablers, including logistics support from MONUSCO. The incumbent will be part of Mission Support Division and will report to the Chief Logistics Officer (Elections), or his or her designate for day to day operations, and for functional coordination the incumbents will work closely with the Chief, MovCON Section.

Responsibilities :

- Receives and registers cargo movement request for air/ground transportation;
- Received supplied from different sections, arranges for transportation and follows-up from delivery to destination;
- Completes cargo manifest and other documentation;
- Arranges customs clearance and related documentation.
- Lifts and carries cargo as required, and ensures cargo (including dangerous cargo) is loaded in accordance with International Regulations.
- Informs appropriate consignees on delivery of items.
- Boards and deplanes passengers, while remaining aware of safety procedures standards with respect to aircraft refueling, use of cell phones and approaching aircraft.
- Checks-in passengers to include manifest confirmation/amendments, baggage identification and weighing, distribution of boarding passes.

- Assists 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.
- Fulfils the duties of a passenger baggage handler by retrieving or placing passenger baggage on aircraft, assists in the transfer of baggage to the terminal area, and follows-up on misplaced or damage of baggage.
- Prepares and processes monthly attendance records, MOPs/Waivers, leave request, F. 10 claims, CMRs, e-job supply
- Request and other documentation as required.
- Prepares, compiles and maintains the monthly detachment passenger and cargo statistics related to air/ground movements.
- Tracks and traces missing cargo and baggage.
- Drives vehicles at the airfield in keeping with appropriate licenses.
- Prepares, processes and follows-up on administrative arrangements with respect to staff official travel.
- Maintains Unit files as required (both in hard and soft copies), administrative instruction and other related documentation.
- Provides general office support services such as drafting routine correspondence and the distribution to various officials.
- Performs other duties as and when required by the supervisor.

Competencies:

- **Professionalism** – Knowledge of driving rules and regulations. Knowledge of the area and the current condition of roads and highways, security and safety awareness; familiarity with frequently traveled routes and routines of the more senior staff or the officers. 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.
- **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.
- **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 is required. Valid national driving license is required.

Experience:

A minimum of three (3) years of progressively responsible experience in movement control related services or general experience in the field of transport, travel related or logistics fields or administration. Experience with UN/NGO or other international bodies is an added asset.

Skills:

A perfect command of written and oral French is compulsory; and knowledge of English is an asset in order to interact with the partners. Ability to use Windows and MS-Office: Word, Excel, etc.