UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

MLIR000818--Movement Control Assistant

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures, volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

| Country of Assignment         | Mali                      |
| Host Institute                | United Nations Multidimensional Integr. Stab. Mission in Mali |
| Volunteer Category            | International Specialist  |
| Number of Volunteer           | 2                        |
| Duration                      | until 30-06-2020          |
| Expected Starting Date        | Immediate                |
| Duty Station                  | Bamako [MLI], Gao [MLI]   |

Assignment Place Remark

Assignment in Bamako expecting started date 15 September 2019

Assignment in Gao expecting started date 01 November 2019

Living Conditions

Bamako is a non-family duty station with a difficult security and working environment. Mali is a non-family duty station. Living conditions are acceptable in Bamako, but security instructions need to be strictly complied with. Adequate housing is available for rent at US$ 500-1500 per month. The national currency is the Franc CFA (January 2019 exchange rate was 1 US$ = 581FCFA). Visa credit cards are accepted in some hotels and larger shops. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from pharmacies, but provision needs to be made for specialized medication.
Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff in the course of their assignments in Mali.

For the sake of rewarding experience, UN volunteers in MINUSMA carry out their duties with flexibility, commitment, and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

Gao is non-family duty station. Living conditions are acceptable, but security instructions need to be strictly complied with. The national currency is the Franc CFA (January 2019 exchange rate is 1 US$ = 581 FCFA). Visa credit cards are acceptable in some hotels and large shops in Bamako. Mali is a country prone to malaria, so mosquito nets are highly recommended. Basic medicines are available from UN Medical Section or from pharmacies, but provision need to be made for specialized medication.

Security recommendations from the UN Department of Safety and Security (UNDSS) must be followed by all UN Staff in the course of their assignments in Mali.

Appropriate measures are in place to mitigate the current security risk for UN personnel in the country. All UN Volunteers, like all UN personnel, undergo a security briefing and the 3 days mandatory training “Safe and Secure Approaches in Field Environments” (SSAFE) upon arrival, where practical guidance and recommendations are provided regarding security threats in Mali. An additional security briefing is provided upon arrival to the final duty station.

Like all UN personnel, UN Volunteers based in Gao are accommodated in UN premises. UN provided accommodation in Mali is compliant with wellbeing standards, i.e. female/male bathrooms. A welfare committee is also active in all duty stations to ensure enough access to welfare commodities, including food supplies.

Emergency contacts (security, medical, staff counselling, UNV Office) are made available for all UN Volunteers upon arrival, and each individual is provided with a VHF radio and a call sign, which can be used at all time.

For the sake of rewarding experience, UN Volunteers in MINUSMA carry out their duties with flexibility, commitment and a willingness to live and work in challenging conditions including heat and limited water and electricity supply.

Assignment Details

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<th>Assignment Title</th>
<th>Movement Control Assistant</th>
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The United Nations Multidimensional Integrated Stabilization Mission in Mali (MINUSMA) was established by Security Council resolution 2100 of 25 April 2013 to support political processes in the country and carry out a number of security-related tasks.

The Mission has been asked to support the transitional authorities of Mali in the stabilization of the country and implementation of the transitional roadmap, focusing on major population centres and lines of communication, protecting civilians, human rights monitoring, and the creation of conditions for the provision of humanitarian assistance and the return of displaced persons, the extension of State authority and the preparation of free, inclusive and peaceful election.

(http://www.un.org/en/peacekeeping/missions/minusma/)

**Sustainable Development Goals**  
16. Peace, Justice and Strong Institutions

**Task description**

Under the direct supervision of Chief MovCon within delegation of authority, the UNV Movement Control Assistant will undertake the following tasks within the Movement Control Section’s Heavy Transport Unit:

- Ensure safe, efficient and economical movement support is provided to meet operational and administrative requirements of the mission;
- Coordinates required surface transportation activities with the JMCC Surface Transport Unit and
commercial transportation service providers.

- Assist with determining the most efficient and cost-effective transportation of cargo (including dangerous goods requiring special handling) within and/or outside a field mission.
- Receives customer requests through Cargo Movement Request (CMR) Forms, for transportation of cargo (including dangerous goods requiring special handling) within and/or outside a field mission.
- Plans, organizes, coordinates and prioritizes assigned tasks.
- Coordinates the provision of cargo handling services (including dangerous goods requiring special handling) in support of a field mission and monitors that all activities are carried out in accordance with the UN rules, regulations and applicable safety procedures.
- Ensure the heavy vehicle fleet is properly maintained, serviced and equipped.
- Check and verify on regular basis that the trucks/vehicles possess the necessary equipment and auxiliaries such as the spare tyres, wheel changing gear, tarpaulins (if required), booster cables, fire extinguishers, first aid kit, reflecting triangles, operating manuals etc.
- Conduct a thorough inspection of the trucks prior to tasking.
- Ensure vehicle trip tickets are properly completed at each and every trip.
- Provide the right guidance and supervision to the national Heavy Vehicle drivers.
- Ensure the cargo is secured on the truck before being transported to its destination.
- Provide on the job training to the National staff members.
- Check and inspect the truck or the machine at the end of each trip and make it ready for the next assignment. In case of any mechanical fault of the machine report to Maintenance W/shop supervisor without delay.
- Assist and analysing projected cargo flows in order to estimate required resources.
- Records statistical data on the movement of cargo (including dangerous goods requiring special handling) within and /or outside a field mission.
- Prepares cargo for transportation (weighing, plastic wrapping, labelling etc.) in accordance with required destination.
- Compiles cargo manifest and communicates them to the JMCC Surface Transport personnel.
- Maintain the electronic databases in accordance with the established procedures and deadlines.
- Monitors that appropriate reference documents are current, readily available and accessible to all relevant personnel.
- Perform other related duties as required.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV’s Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.
Results/Expected Outputs

- Monitored all activities related to the movement of cargo in the mission at all times.
- Provided assistance in the aspects of transportation, including goods requiring special handling in a safe and efficient manner.
- Assisted to plan and coordinate the movement of Military/Police Contingents successfully.
- Processed Special Flight Request for movement cargo that cannot be accommodated by surface transportation means.
- Ensured safe, efficient and economical movement support was provided to meet operational and administrative requirements of the mission consistently.
- Assisted in developing SOP & make recommendation for risk reduction and quality/cost improvement effectively.
- Capacity Building through training and coaching documented.

- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

Qualifications/Requirements

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<tr>
<th>Required Degree Level</th>
<th>Secondary education</th>
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<tr>
<td>Education - Additional Comments</td>
<td>Minimum of high school or relevant diploma is required. Higher education, technical or vocational certificate in movement control, multi-modal transportation, airline operations, logistics management or a related field is advantageous.</td>
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<tr>
<td>Required experience</td>
<td>36 months</td>
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<td>Experience Remark</td>
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At least three (3) years of progressive experience in movement control, multi-modal, airline operation, transport, logistic management or a related field.

Language

- English (Mandatory), Level - Working Knowledge
- AND - French (Optional), Level - Working Knowledge

Area of Expertise

- Multimodal transport, travel and dispatch management and Movement Control (MOVCON) Mandatory

Area of Expertise Requirement
Microsoft Office

Heavy Duty Forklift (15T) license required

Possession of category C driving licence preferable

**Need Driving Licence**
- Yes

**Competencies & Values**
- Adaptability and Flexibility
- Commitment and Motivation
- Communication
- Ethics and Values
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

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**Conditions of Service and other information**

**Condition of Service**  
[Click here to view Conditions of Service](#)

**Conditions of Service for International Specialist:**

The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US$ 1,631. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the
International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website http://icsc.un.org.

For UN Volunteer entitlements, kindly refer to the link https://vmam.unv.org/calculator/entitlements

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

**Supervision, induction and duty of care of UN Volunteers**

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;

- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;

- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;

- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;

- Inclusion of the volunteer in emergency procedures such as evacuations;

- Leave management;

- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme.

Application Code  MLIR000818-5346

Application procedure

* Not yet registered in the UNV Talent Pool?
Please first register your profile at https://vmam.unv.org/candidate/signup.
Important: After creating your account, complete all sections of your profile and submit it. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink. Lastly, select the special call to which you would like to apply.

* Already registered in the UNV Talent Pool?
Please first update your profile at https://vmam.unv.org/candidate/profile. Then go to ‘My Page’ at https://vmam.unv.org/candidate/mypage and click on the ‘Special Calls’ hyperlink to select the special call for which you would like to apply.

Application deadline: **18 septembre 2019**

Disclaimer
United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.