

FOM 6.7. UNJLC Staff Officers Qualification Requirements

Remark: The qualification requirements of the staff officers below should be considered as guidelines only and may vary with the type of Logistics Operations, i.e. if the UNJLC would be called to manage a considerable number of air assets, some Staff should be qualified to do so. Specific functions and responsibilities for each post are outlined in the Field Operations Manual.

6.7.1. POST TITLE: Chief United Nations Joint Logistics Centre (or Deputy)

Level: P-5 or Consultant Equivalent. In case of large-scale operations, a Deputy Chief UNJLC may be appointed. In such a case, the Chief may be D-1 level.

Duty: Under the direction of the United Nations Humanitarian Coordinator or the relevant National Disaster Relief Authority, the Chief UNJLC (CJLC) will be responsible for the management and efficient functioning United Nations Joint Logistics Centre and all units within that Centre. His functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter II.

Qualification requirements

- University degree or equivalents in logistics supply and transport management with credits in transport economics, corporate strategy, policy and planning essential.
- Sound knowledge of commercial logistics essential.
- Previous UN disaster relief experience in logistics supply and transport **essential**.
- At least 15 years of experience in transportation and supply management.
- Sound knowledge of military logistics an advantage but not essential.
- Management experience in more than one mode of transportation an advantage but not essential.
- Management experience in air transport assets an advantage but not essential.

6.7.2. POST TITLE: Senior Movement Control Officer (SMCO)

Level: P 4 or Equivalent Consultant

Duty: The Senior Movement Control Officer (SMCO) is responsible to the Chief, UNJLC for establishing, maintaining and operating an efficient and effective planning, tasking, monitoring, and coordinating system for the efficient planning and safe employment of transportation resources and movement operations. The incumbent will be Deputy Chief UNJLC.

Qualification requirements

- University degree or equivalents in logistics supply and transport management with credits in transport economics, corporate strategy, policy and planning essential.
- Sound knowledge of commercial logistics essential.
- At least 10 years of experience in transportation and supply management.
- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- Sound knowledge of military logistics an advantage but not essential.

- Management experience in more than one mode of transportation an advantage but not essential.¹
- Previous UN disaster relief experience in logistics supply and transport desirable.

6.7.2.1. POST TITLE: Movement Planning Officer or Movement Monitoring Officer

Level: P 3 or Equivalent Consultant

Duty: The Movement Planning Officer and Movement Monitoring Officer are responsible to the Senior Movement Control Officer (SMCO) for establishing, maintaining and operating an efficient and effective planning, tasking and monitoring system for the planning and safe employment and supervision of transportation resources and movement operations. Detailed functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter II.

Qualification requirements

- Sound knowledge of commercial logistics essential.
- At least 5 years of experience in transportation and supply management.
- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- Sound knowledge of military logistics an advantage but not essential.
- Management experience in more than one mode of transportation an advantage but not essential.²
- Previous UN disaster relief experience in logistics supply and transport desirable

6.7.2.2. POST TITLE: Passenger Movement Officer

Level: P2 or Equivalent

Duty: Under the direction of the Movement Monitor Officer (MMO) the Cargo Movement Officer or CMO is responsible for the closely monitoring the boarding of authorised passengers on aircraft and/or helicopters. Detailed functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter II.

Qualification requirements

- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- A working experience in air transport passenger and cargo movement is desirable.

PERSONAL SKILLS:

All P5, P4 and P3 incumbents should be able to clearly demonstrate managerial, organisational and leadership skills, sound judgement, tact, initiative and diplomacy with

¹ Where transportation operations involve aircraft, management experience in air transport assets is essential for either the Senior Movement Control Officer (SMCO) or the movement Planning Officer. In such a case, the incumbent should possess at least 1500 hours as an aircraft commander in military aviation and/or hold or have held an Airline Transport Pilot License (ATPL).

² Where transportation operations involve aircraft, the Movement Monitoring Officer should have experience in managing air transport assets.

an ability to function effectively in a multi-national environment. Fluency in English and the ability to express views clearly in written and verbal communication is essential. Ability to communicate in the relevant local language an advantage but not essential.

6.7.2.3. POST TITLE: Cargo Movement Officer

Level: P-2 or Consultant Equivalent

Duty: Under the direction of the Movement Monitoring Officer the Cargo Movement Officer responsible for the closely monitoring the safe loading of the required cargo. Detailed functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter II.

Qualification requirements

- At least 5 years of experience in transportation management.
- Where transportation operations involve aircraft, management experience in air transport cargo movement is essential.
- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- Sound knowledge of commercial and military logistics an advantage but not essential.

6.7.3. POST TITLE: Information Management Officer

Level: P3/P4 or Consultant equivalent

Duty: The Information Management Officer is responsible to the Chief, UNJLC for

- Establishing, maintaining and operating an efficient information collection and distribution system. He / She will closely cooperate with sources such as National Authorities, HIC, UNDAC, NGO's, DPKO etc. for collecting all necessary relevant information and make this information available to all humanitarian organisations which are active in the crisis area.
- Establishing, maintaining and operating a reporting system for analysing the ongoing logistics activities and reporting to the higher authorities.
- If available, integrating the available GIS data into the Information Collection and Distribution process.
- Detailed functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter II.

Qualification requirements

- Sound knowledge of commercial logistics essential.
- At least 5 years of experience in transportation and supply management.
- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- Sound knowledge of Information Technology, including website and GIS applications
- Where transportation operations involve aircraft, management experience in air transport assets are an advantage but not essential.
- Sound knowledge of military logistics an advantage but not essential.
- Management experience in more than one mode of transportation an advantage but not essential.
- Previous UN disaster relief experience in logistics supply and transport desirable.

6.7.3.1. Post Title: Report Analysis Officer

Level: P2/P3 or Consultant equivalent

Duty: The Report Analysis Officer is responsible to the Information Management Officer for ensuring that all incoming reports are analysed by the relevant UNJLC logistician and forwarded as a consolidated report to higher echelons, as may be required.

Qualification requirements

- Sound knowledge of logistics essential.
- At least 5 years of experience in transportation and supply management.
- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- Sound knowledge of Information Technology, including use of relevant computer programmes.
- Where transportation operations involve aircraft, experience in dispatching air transport assets are an advantage but not essential.
- Sound knowledge of military logistics an advantage but not essential.
- Experience in more than one mode of transportation an advantage but not essential.
- Previous UN disaster relief experience in logistics operations desirable.

6.7.3.2. Post Title: Database Management Officer

Level: P2/3 or Consultant equivalent

Duty: Under the supervision of Information Management Officer, the responsibility of the data manager is to analyze, design and maintain the UNJLC database and the quality of its data.

Qualification Requirements:

- BA / BS Degree (preferably majoring in Computer Science/Information Technology)
- Strong knowledge on the programming practices used in the development of database application system
- Strong technical knowledge of application design in Microsoft Access 2000 and data maintenance in Oracle
- 1-3 years of working experience with strong involvement in database maintenance / design.

6.7.4. POST TITLE: ICT Officer

Level: P4/P3 or Consultant equivalent

Duty: The Information and Telecommunications Officer is responsible to the Chief, UNJLC for establishing, maintaining and operating an efficient and effective telecommunications and data processing system for supporting the ICT needs of the Centre. Detailed functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter 2.

Qualification requirements

- Fully qualified and familiar with the technical aspects of the most recent Telecommunications and Information Technology and Systems.
- Thorough knowledge of most common UN Agencies ICT systems essential.
- At least 5 years of experience in TC/IT essential
- Experience in field operations essential.
- Sound knowledge of ICT needs for Logistics Management essential.

6.7.5. POST TITLE: Infrastructure Officer

Level: P3/4 or consultant equivalent

Duty:

The Infrastructure Officer is responsible to the Chief UNJLC for serving as the focal point for collecting and providing information on accessibility. Conditions and choke points of the road and rail network in the crisis area.

Qualifications:

University Degree in one or more of the following Education: disciplines: economics, civil engineering, agriculture, international affairs, business administration, social sciences. Development studies or a field relevant to international development assistance.

Experience:

At least 5/7 years post graduate, progressively responsible experience in public sector management, development projects, emergency assistance, and/or operational aspects of national, bilateral or multilateral food aid or commercial transactions.

6.7.6. POST TITLE: Supply/Warehousing Officer

Level: P3 or Consultant equivalent

Duty: The Supply Officer is responsible to the Chief, UNJLC for establishing, maintaining and operating an efficient and effective logging and tracking system for those Food and Non-Food items which are assigned for monitoring by the UNJLC. Detailed functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter II.

Qualification requirements

- Sound knowledge of commercial logistics essential.
- At least 5 years of experience in transportation and supply management.

- Where transportation operations involve aircraft, management experience in air transport assets are essential. The incumbent should possess at least 1500 hours as an aircraft commander in military aviation and/or hold or have held an Airline Transport Pilot License (ATPL).
- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- Sound knowledge of military logistics an advantage but not essential.
- Management experience in more than one mode of transportation an advantage but not essential.
- Previous UN disaster relief experience in logistics supply and transport desirable.

6.7.7. POST TITLE: Office Administrator

Level: P2 or Equivalent Consultant

Duty: The Office Administrator is responsible to the Deputy Chief UNJLC (?) for establishing and maintaining efficient administrative and financial procedures for the UNJLC. This will require liaison with the relevant officers of the custodian Agency and in certain circumstances, with the administration departments of Participating Agencies or with the UNJLC unit in Rome.

Qualification Requirements:

- Sound knowledge of the administrative and financial procedures of the custodian Agency.
- At least 3 years post graduate, progressively responsible, job related experience in business administration/general administration, commerce, human resources or private sector management.
- Sound knowledge of bookkeeping and account management an advantage but not essential.

6.7.8. POST TITLE: UNJLC Field Coordinator

Level: P3 or Consultant equivalent

Duty: Under the overall direction of the Chief, United Nations Joint Logistics Centre (UNJLC), the Field Coordinator is responsible for establishing and maintaining an efficient and effective Satellite Joint Logistics Centre comprising Movement Control Duties at air, sea, rail and road terminals within the designated region of responsibility. Detailed functions and responsibilities are laid down in the UNJLC Field Operations Manual, Chapter II.

Qualification requirements

- Sound knowledge of commercial logistics essential.
- At least 8 years of experience in transportation and supply management.
- Where transportation operations involve aircraft, management experience in air transport assets is essential.
- A working knowledge of transport legislation and regulations, international standards and recommended practices essential.
- Sound knowledge of military logistics an advantage but not essential.
- Commercial distribution management experience desirable but not essential.

6.7.9. POST TITLE: CM Coord Officer