

**United Nations Military Observer Group in India and Pakistan (UNMOGIP)**  
**JOB OPENING – Travel & Shipping Assistant – GS- 4 (GTA) ISLAMABAD**

Issuance Date: 21 May 2023

Deadline Date: 20 June 2023

Type of contract: General Temporary Appointment

Department: Human Resources & Travel Section

Title: Travel & Shipping Assistant

Grade: GL-4 (GTA)

Duty Station: Islamabad, Pakistan

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**Org. Setting and Reporting:**

The position is in the United Nations Military Observer Group in India and Pakistan (UNMOGIP). The Travel & Shipping Assistant perform the duties under the direct supervision of the Senior Travel Assistant and Human Resources Assistant. Within delegated authority, the Travel & Shipping Assistant will be responsible for the following duties:

**Travel Responsibilities:**

- Organize the travel of Uniformed Personnel to and from a wide range of member states, and arrange emergency travel services to staff after normal working hours including weekends and holidays as required.
- Reviews, calculates, and approves entitlements for all official travel including self-ticketing.
- Daily monitoring of UMOJA travel inbox, review and timely approve travel requests.
- Process Travel Requests and Expense Reports in UMOJA and reviews the supporting documentation with UN Rules and Regulations and provide guidance to staff on processing travel requests and expense reports when required.
- Verifies invoices and supporting documentation received from travel agencies before submitting them to Finance Section for payment.
- Reviews unliquidated obligations received before the end of the year from Budget Section.
- Performs other duties as required.

**Shipping Responsibilities:**

- Arrange shipping of Uniformed Personnel personal effects as well as arrange pre-pack survey and packing of personal effects for international staff on entitlement travel.
- Follow up with international vendor for shipping documents to process official consignments.
- Review documents and submit request for Exemption Certificates and follow up and keep track and respond on queries that may arise with MoFA.
- Forward relevant shipping documents and exemptions to the freight agents and make necessary follow ups for timely clearance of supplies at the ports of entry.
- Checking customs clearance and vendor invoices prior to submission for processing of payment.
- Maintain proper relation with our counterparts to ensure smooth collaboration and cooperation with UNMOGIP.
- Perform all other duties as required.

### **Travel & Shipment Contract & other Duties:**

- Initiate insurance claims actions, upon receipt of supporting documents from the clearing agents.
- Generates various related reports from UMOJA and follow-ups and submits quarterly vendors performance reports in IFS and CPRT.
- Perform all other duties as required.

### **Competencies:**

**Professionalism:** Knowledge of travel and shipment related processing requirements; plans, manages and resolves conflicting priorities. 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.

**Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

### **Qualifications:**

#### **Education:**

High school diploma or equivalent is required.

#### **Experience/Skills:**

At least five (05) years of progressively responsible experience in travel and shipping management, routing, travel reimbursement and customs clearance or related area is required.

Course work/training in travel & transportation management are highly desirable. Experience in the use of Enterprise Resource Planning (ERP) systems, such as Umoja, SAP or equivalent is desirable.

Experience working for an international or multinational organization with a complex travel and shipment policy is desirable.

**Language:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of another official United Nations language is an advantage.

**Assessment:**

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

**Closing date: 20 June 2023**

Applicants must apply by completing UN Personal History Profile (PHP) and forward the completed UN PHP application together with cover letter to [unmogip2@un.org](mailto:unmogip2@un.org), Only applications received on the PHP format by the closing date will be accepted.

Please complete the UN Personal History Profile (PHP) on INSPIRA at <https://inspira.un.org/>.

Instructions on completing the PHP are available in below link.

[https://unmogip.unmissions.org/sites/default/files/instructions\\_on\\_how\\_to\\_create\\_php\\_in\\_inspira.pdf](https://unmogip.unmissions.org/sites/default/files/instructions_on_how_to_create_php_in_inspira.pdf)

**Qualified female candidates are strongly encouraged to apply.**

**United Nations Considerations:**

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term “sexual exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term “sexual abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term “sexual harassment” means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator’s working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to

participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

The screening and evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications, including but not limited to, their education, work experience, and language skills. Applicants will be disqualified from consideration if they do not demonstrate in their application that they meet the evaluation criteria of the job opening and the applicable internal legislations of the United Nations. Applicants are solely responsible for providing complete and accurate information at the time of application: no amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to a reference-checking process to verify the information provided in the application.

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNT.**