

TERMS OF REFERENCE

Position:	Operational Airport Terminal Services Manager
Duty station:	Juba
Application start:	06/02/2023
Application end:	23/02/2023

**OVERVIEW OF CTG GLOBAL**

CTG staff and support humanitarian projects in fragile and conflict-affected countries around the world, providing a rapid and cost-effective service for development and humanitarian missions. With past performance in 17 countries – from the Middle East, Africa, Europe, and Asia, we have placed more than 20,000 staff all over the world since operations began in 2006.

CTG recruits, deploys, and manages the right people with the right skills to implement humanitarian and development projects, from cleaners to obstetricians, and mechanics to infection specialists, we're skilled in emergency response to crises such as the Ebola outbreak in West Africa. Key to successful project delivery is the ability to mobilize at speed; CTG can source and deploy anyone, anywhere, in less than 2 weeks and have done so in 48 hours on several occasions.

Through our efficient and agile HR, logistical and operational services, CTG saves multilateral organizations time and money. We handle all our clients' HR related issues, so they are free to focus on their core services.

Visit www.ctg.org to find out more

OVERVIEW OF THE POSITION AND KEY RESPONSIBILITIESOverview of the position:

We are currently, seeking for an Operational Airport Terminal Services Manager to oversee the operations at the Juba Terminal. The candidate must be a dynamic, multi-functional, an independently motivated person who supports the Movement Control Section with professionalism, dedication, and client orientation skills. The areas of expertise required are in the multimodal transport sector, travel and dispatch management and Movement Control (MOVCON), Air transport, air traffic control and safety

Objectives of the role and key responsibilities:

- **Cargo Handling**
 - Cargo handling/processing, load preparation, palletization etc.
 - Aircraft and truck loading and unloading, including container stuffing/un-stuffing.
 - Cargo movements to/from and within UNMISS cargo warehouses by UNMISS-provided equipment (pallet jacks, including manual handling). It is clarified that the Contractor's personnel will not be required to drive or operate any Heavy Mechanical Handling Equipment or Machinery.
 - Other related freight operations at existing UNMISS terminal facilities.
- **Passenger Handling**
 - Passenger check-in at existing UNMISS terminal facilities
 - Passenger departure processing
 - Boarding gate operations.
 - Passenger marshalling/ushering (between terminals and aprons)

- Passenger arrival processing (escorting to/from terminals)
- **Baggage Handling.**
 - Baggage weighing/tagging.
 - Baggage services/ loading/ offloading onto/from aircraft (and buses /trucks /dollies, etc.)

REQUIRED QUALIFICATIONS AND EXPERIENCE

Qualifications and Experience:

- High School certificate / diploma in the relevant sectors
- Three or more years of experience in MOVCON related Services
- Proficiency in travel and dispatch management and Movement Control (MOVCON), Air transport, air traffic control and safety
- Ability to simultaneously monitor and control multiple duties
- Good working knowledge of Microsoft Office suite (Word, Excel, Power Point) programs
- Ability to work independently in managing difficult

Languages:

- Fluency in English
- Knowledge in Arabic is an asset

APPLICATION PROCESS

In order to apply for this role please submit your CV and cover letter to southsudan@ctg.org - please make sure the subject of your email states the position or your application might be overlooked.

For hardcopy application, please submit your CV and cover letter to CTG office, Rock City, Suk Mumur Road, Juba, South Sudan

Qualified female candidates are encouraged to apply for this role.

IMPORTANT REQUEST

- Kindly avoid naming your CV as CV, Updated CV, or by Job title or organization name
- For hard copy deliveries kindly include position applied for on the envelope.

