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# Example of Mission Support Job Description

Our growing company is hiring for a mission support. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for mission support

* Develops, prepares, coordinates and monitors overall logistic support plans including logistics forecasting, supply schedules, priorities or requirements, and resolution of urgent, complex operational needs
* Ensures adequate logistics support to military, police, security and substantive components of the mission, and considers and approves cooperation and provision of logistics support to other UN AFPs operating in the mission area
* Supervises Section budget, its preparation and execution
* Monitors and coordinates all multifunctional logistic requirements between UN HQ and the mission
* Acts as the principal liaison between the mission and Headquarters staff for logistics matters and coordinates day to day support of logistics operations
* Briefs the officials of Mission Support on a daily basis on the ongoing operation/requests and field situation
* Advises senior management on logistics operations, structures and staffing levels to ensure that they are at all times adequate to meet the requirements of the logistics strategy
* Leads logistics reconnaissance missions to various locations in the field in order to monitor the logistics support
* Develops a training program for logistics staff in coordination with the military and police components and the various administration sections
* Manages all civilian, military and police logistics staff assigned to him throughout the mission area

## Qualifications for mission support

* Provide support to the Engineering staff for testing and validation of new software releases and network connections
* Support Configuration Management functions (Incidents, Assets) utilizing BMC Remedy
* Respond to customer voice and electronic support requests
* Respond to real time, mission critical situations (response defined in minutes)
* Participate in internal and external scheduled exercises
* Create, maintain and update mission relevant documentation