



# Example of Mission Support Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for a mission support. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for mission support

- Perform other administrative duties, including telephone coverage, file management, and new hire on-boarding, as required
- Acts as the principal adviser to the HoM on all matters pertaining to administrative and technical support activities and, as such, is responsible and accountable to the HoM for the effective general management of the human, financial and physical resources allocated to the mission
- Contributes to the implementation of the mission's mandate by providing the necessary managerial, logistical and administrative support required for the fulfilment of the mandate, including such areas as budget, finance, human resources management, logistics, communications, transport, air operations
- As a member of the Mission Senior Management Team, participates in the mission planning process throughout the mission lifecycle, with particular attention to support areas, and contributes to an integrated approach and consistency in the implementation of the mandate
- Ensures that the mission budget, staff, and assets are optimally allocated to support of mandate implementation across all mission components and guides any reprioritization of resources during the budget period in line with priorities that support effective mandate implementation
- Initiates the development and implementation of the mission support work plan and ensures coordination and monitoring of overall strategies and programmes for the support activities of the mission and takes the lead in securing the required human and financial resources for the mission
- Develops and implements a service optimization programme to promote

- Ensures, through collaboration with all stakeholders, the implementation of the Global Field Support Strategy including, among others, a commitment to supply chain management and integrated/shared service delivery that is client-oriented, responsive and allows for efficiencies wherever possible
- Maintains active communication with UN headquarters and the global/regional service centres supporting the mission
- Actively engages with police and military components within the mission to ensure coordinated, high quality support in accordance with their operational requirements

### **Qualifications for mission support**

- Knowledge of airports to include Washington Dulles, Reagan National, JFK, Newark, LaGuardia, Chicago, Miami and Los Angeles
- Demonstrated relationships and ability to maintain those relationships with Metropolitan Airport Authorities, protocol for "staged" vehicles to be parked while at the airport
- Ability to establish contact with Airline entities in order to expedite check-in, luggage requirements (as applicable -the necessity to claim and re-check bags with airlines for which no agreement exists between different airline carriers)
- Provide value assessments based on collection and reporting trends
- Derive network knowledge of the collection environment to meet the customer's strategic and mission prioritized needs
- Partner with system engineers to design, integrate, and deploy additional system capabilities to further the system's mission performance