

INTERNAL/ EXTERNAL VACANCY NOTICE
(1 POST)

Vacancy No.	MINURSO-15-L-016	Date of Issuance	17 December 2015
Post Title:	Air Operations Assistant	Deadline	30 December 2015
Section	Aviation	Level	GL-5
Location	MINURSO HQ, Laayoune	Post No	RSO 878999

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Air Operations Officer, the duties and responsibilities of the incumbent include but are not limited to the following:

- Prepare, coordinate and schedule air transportation activities in the Mission in accordance with the Department of Field Support (DFS) Aviation Manual, MINURSO Aviation Standard Operation Procedures and local area procedures.
- Receive and analyze air mission requests.
- Collect aeronautical and meteorological information updates; provide pre-flight weather briefings after interpreting charts, forecasts, meteorological reports and satellite imagery.
- Analyze and monitor operation of Mission aircraft by using aircraft satellite tracking system for plotting, position reporting, altitudes, speed, warnings, archive database, detail interactive electronic geographical maps and retrieval and verification of historical data on demand.
- Verify Aircraft Utilization Reports and prepare monthly aviation report for submission to Air Transport Section at UNHQ for the purpose of billing and payments. Maintain electronic records and statistics of aircraft movements.
- Compile and execute flight schedules in the most economic, safe and effective manner in line with Mission requirements and in close cooperation with Military component.
- Perform flight monitoring duties whenever required. Keep track of UN aircraft within and outside the Mission area. Record information on arrival and departure times of aircraft, persons on board, fuel endurance of MINURSO and other UN Missions/ agencies flights.
- Maintain continuous watch on assigned communication channels/ frequencies.
- Prepare requests and obtain flight clearances. Liaise with local and other international aviation agencies in relation to flight clearances.
- Ensure air mission materials, flight schedules, air tasking orders are timely published and issued to flight crews and concerned personnel.
- Conduct in-processing briefing to new comers and training of Air Terminal Officers.
- Pass flight information to Team Sites and liaise with Mission offices in relation to aviation activities.
- Convey administrative and operational messages to aircrews.
- Keep informed Air Operations Officer/ Chief Aviation Officer (CAVO) on significant matters pertaining to aircraft operations.
- Record relevant information in Flight Following Log books.
- Provide required assistance and coordinate activities of aircrews in case of significant weather abnormalities, emergencies or casualty evacuation.
- Participate in activation and conducting of Search and Rescue operation.
- Coordinate movement of UN aircraft with the Host Country Air Traffic Control (ATC) and Civil Aviation Authorities (CAA), if required.
- Maintain updated aeronautical documentation.
- Perform duties of flight monitor, if required.
- Perform other duties as tasked by Air Operations Officer and CAVO.

QUALIFICATIONS AND EXPERIENCE

Education:

Certificate of completion of high school is required. Technical certification (License) in Air Transportation, Air Traffic Control or Flight Dispatch or graduation from the equal military institution is a requirement.

Work Experience:

Five (5) years of work experience in aviation industry, two (2) years of which is in an occupation directly related to coordination in air transportation operations.

Language:

Fluency in written and spoken English. Working knowledge of French and or Arabic is an advantage.

Other Requirements:

Working knowledge of Microsoft Office applications (Word, Excel/Access, Power Point).

COMPETENCIES

- **Professionalism** – Through knowledge of all forms of air transportation activities; thorough knowledge of air operations related processing and safety requirements; good knowledge of safe transport of dangerous goods and safety management systems, search and rescue, aircraft accident and incident investigation; Shows persistence when faced with difficult problems or challenges, proven analytical and analytical skills- 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; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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- **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; maintains a high sense of confidentiality.
- **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.

APPLICANTS

- Interested candidates should complete the attached United Nations Personal History form (P.11) in English and forward it electronically at the following email address: minurso-vacancies@un.org
- Please indicate the post and vacancy number you are applying for.
- Incomplete P.11s will not be processed.
- Women candidates are encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline for submission of applications.

The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.