



MINURSO
INTERNAL / EXTERNAL POSITION SPECIFIC JOB OPENING

Job Opening No.	MINURSO-22-PSJO-07	Date of Issuance	13 December 2022
Post Title	Air Operations Assistant	Deadline	12 January 2023
Section	Aviation Section	Level	GL-5
Location	Laayoune		
Duties and Responsibilities			
<p>This position is located in the United Nations Mission for the Referendum in Western Sahara (MINURSO), Laayoune. The Air Operations Assistant at this level reports to Air Operations Officer/Chief Aviation Officer. The incumbent will carry out all flight operations tasks; coordinate all passenger services, management of Movement of Personnel (MOP's), preparation and management of passenger manifests, coordination with Ground Handling Agents at all locations and ensuring that all relevant procedures and regulations are followed.</p>			
<p>Responsibilities: Within delegated authority, the Air Operations Assistant will perform the following duties:</p>			
<ul style="list-style-type: none">• Carry out flight operations tasks including assisting with scheduling of UN flights, arranging necessary clearances and ordering ground handling services• Complete the Operations Risk Management Checklist. Provide to air operations all necessary passenger inputs as a part of the flight schedule for all MINURSO flights.• Check weather forecast and Notice to Airman (NOTAMs)• Assist with the collection and analysis of data as well as preparation of data presentations and reports for information sharing, responding to queries, knowledge management, planning and decision making.• Assist with visualizations and updating information material such as web pages or brochures.• Collect and analyses Aircraft Use Reports (AUR) and prepare Flight Hour Report (FHR) to each flight and for all types of aircraft on daily bases.• Enter reports into the Radio log, complete radio logs in accordance with Daily Flight Schedule Aviation standards.• Coordinate with the Ground Handling Agents for all issues related to operations with Mission aircraft, including but not limited to the following: cleaning services, ground handling equipment, refueling, transportation and verification of service ordered.• Receive completed e-MOP for all MINURSO Travelers in the Field Support Suite (FSS) and ensure that all Military personnel, United Nations Police (UNPOL), CONTRACTRES, VISITORS and UNHCR, who are not listed automatically in the FSS, to build list in excel sheets and upload it in to FSS.• Perform any other duties as assigned by the Air Operations Officer/Chief Aviation Officer (CAVO).			

Qualifications and Experience
<p>Education: High school diploma or equivalent is required.</p> <p>Work Experience: A minimum of (5) years of relevant experience in aviation field is required. One (1) year or more of experience in data analytics or related area is desirable.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required; knowledge of other UN language is desirable.</p>
Competencies
<p>Professionalism: The ability to perform analysis, modeling and interpretation of data in support of decision-making. 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.</p> <p>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</p> <p>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.</p>
Applicants
<p>Interested applicants should complete the attached United Nations Personal History form (P.11) in English.</p> <ul style="list-style-type: none"> • Applications must be forwarded electronically at the email address: minurso-vacancies@un.org • Please note that hand carried applications, incomplete P.11s and curriculum vitae (CV) will not be accepted. • Please indicate the Job Opening number you are applying for in the cover letter/e-mail subject. • Qualified Women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified female candidates. • Applicants who are short-listed will receive an acknowledgement within one month from the Job Opening deadline.
<p>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.</p>
<p>For Job Openings with MINURSO and Personal History Form (P.11), please visit the following website: https://minurso.unmissions.org/job-openings</p>