External/Internal Generic Job Opening

<table>
<thead>
<tr>
<th>GJO No.</th>
<th>MINURSO-21-GJO-09</th>
<th>Date of Issuance:</th>
<th>17/11/2021</th>
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<tbody>
<tr>
<td>Post Title:</td>
<td>Air Operations Assistant</td>
<td>Deadline:</td>
<td>24/11/2021</td>
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<tr>
<td>Section:</td>
<td>Aviation Section</td>
<td>Level:</td>
<td>GL-5</td>
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**DUTIES AND RESPONSIBILITIES**

**Summary of principal functions:**

These positions are located in the United Nations Mission for the Referendum in Western Sahara. The Air Operations Assistant at this level usually reports to the Chief of Section/Unit or to an Air Operations Officer. The Air Operations Assistant is responsible for ensuring the safety and efficient air transportation to and from the field mission of both civilian and military personnel as well as equipment and goods.

**Major duties and responsibilities:**

- Plan and monitor daily flight activities under the supervision of the Chief Mission Air Operations.
- Carry out Flight operations tasks including assisting with planning and scheduling of United Nations Flights, arranging airspace and landing clearances, and ordering Ground Handling services.
- Collection of aeronautical and meteorological information; provision of pre-flight weather briefings after interpreting charts, forecasts, TAFs, METARs, reports and satellite imagery.
- Assist aircrew in their dispatch at the airport; Coordinate with the Ground Handling Agent regarding all requirements for aircrew facilitation.
- 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.
- Check weather forecast, NOTAMs.
- Ensure all mission materials, flight schedules, air tasking orders are published, issued to aircrews and concerned personnel.
- Use radios and Flight Tracking systems to monitor the position and movements of UN aircraft.
- Maintain accurate records of activities, related to flight following, aircraft dispatch and technical compliance.
- Enter reports into the radio log, complete radio logs in accordance with DFS Aviation standards.
- Complete the Operations Risk Management Checklist.
- Coordinate with local Authorities (Civil Aviation Authority, Airport Authority and Air Force Base Authority), all requirements in support of Mission air operations, including but limited to airport passes, authorizations, escorting staff in and out of the airport, plan and coordinate the maintenance hangar space, support equipment required, etc.
- Collect and analyze AURs (Aircraft Use Report) and prepare FHR (Flight Hour Reports) to each flight and for all types of aircraft on daily basis.
- Assist in tasks of Technical Compliance, quarterly inspections, aircrew briefings, metric performance reports, air terminal activities, airfield inspections, equipment replacement, etc.
## Qualifications and Experience

**Education:** High School Diploma is required. Technical or vocational certificate in Air Transportation, Safety Management, Air Traffic Control or graduation from equivalent military establishment or military/air traffic control training is desirable.

**Experience:** A minimum of five (05) years of progressively responsible experience in Air Transport Operations.

**Language:** Fluency in written and spoken English. Knowledge of French and Arabic is essential. Knowledge of another official UN language is desirable.

## Competencies

**Professionalism:** 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.

**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 the audience; Demonstrates openness in sharing information and keeping people informed

**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 applicants should complete the attached United Nations Personal History form (P.11) in English.
- 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.
- Qualified women applicants are strongly encouraged to apply, and in the selection process, preference will be given to equally qualified women candidates.
- Applicants who are short-listed will receive an acknowledgement within one month from 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.