



**UNITED NATIONS SUPPORT OFFICE IN SOMALIA
(UNSOS)**

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY
THIS POSITION IS OPEN TO LOCAL RECRUITMENT AND DOES NOT HAVE INTERNATIONAL ALLOWANCES
OR BENEFITS. FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY**

DEADLINE FOR APPLICATIONS : 25 OCTOBER 2021
DATE OF ISSUANCE : 26 SEPTEMBER 2021
FUNCTIONAL TITLE : AIR OPERATIONS ASSISTANT
LEVEL : GL - 6
SECTION : AVIATION SECTION
LOCATION : MOGADISHU
DURATION OF CONTRACT : ONE YEAR FIXED-TERM APPOINTMENT
VACANCY ANNOUNCEMENT NUMBER : UNSOS/AVA/022/2021

Special Notice:

This position is funded for an initial period of one year. Extension of appointment will be subject to budgetary approval. This position is subject to local recruitment pursuant to United Nations staff rule 4.4. All staff in the General Service and related categories shall be recruited in the country or within commuting distance, irrespective of their nationality and of the length of time they may have been in the country. Local laws governing employment for non-nationals will be observed by the United Nations. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.

Interested applicants who are working with UN Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

Organizational setting and reporting relationships:

The position is located in the United Nations Support Office in Somalia (UNSOS) within the Aviation Section. The incumbent will be based in Mogadishu and report to the Chief Airfields Support Unit.

Duties and Responsibilities:

Within the delegated authority, the Air Operations Assistant will be responsible for the following duties:

- Ensure the appropriate Personal Protective Equipment (PPE) is always used in airside area. UNSOS is responsible to provide required items on regular basis.
- Assist with monitoring of Passengers and cargo handling activities executed by Movement Control (MOVCON) Section and / or designated Ground Handling Services Company in Aden Adde International Airport (AAIA), Mogadishu.

- Assist in planning aircraft parking locations in coordination with designated AAIA Airport Operating Company and helps to ensure that the ramp area is clear of items that could cause Foreign Object Debris (FOD) damage.
- Monitor and ensure that aircrafts are properly parked as per ICAO, Host Country and the UN established regulations, policies and procedures.
- Track and record all UNSOS aircraft movement in Mogadishu and report to Chief Airfields Support Unit all movement delays specifying the reasons.
- Review the aircraft weight and balance records, loads manifests and reports any irregularities.
- Ensure that all passenger and baggage movement in airside is supervised by designated Aviation Security Service (AVSEC) personnel. Any instances of unescorted movement of passengers, baggage or cargo shall be immediately reported to Chief Airfields Support Unit or AMISOM Airport Commander for urgent actions.
- Monitor ramp access per guidance contained in the DFS Aviation Manual and local directives.
- Notify Chief Airfields Support Unit on any Ramp incident / accident and assist in activation of Mission Emergency Response Plan (ERP).
- Record the serviceability of UN Owned Ground Handling Equipment and report any deficiencies to Chief Airfields Support Unit.
- Coordinate with UNSOS Fuel Section the periodic refueling of UN Owned Ground Handling Support equipment on regular basis.
- Monitor fuel upload and ensure that re-fueling operations are in accordance with host country and safety standard procedures. Assist in coordination with UNSOS Fuel Unit for removal of (Petroleum, oil and lubricants) POL wastes from Airside.
- Report to Chief Airfields Support Unit any observed deficiencies of Aden Adde International Airport (AAIA) infrastructure.
- Participate in remote Helicopter Landing Sites inspection trips when tasked by Chief Airfields Support Unit.
- Assist Chief Airfields Support Unit in conducting Basic Airside Safety Training, Air Liaison Officers Training, etc. on whenever required basis.
- Perform other related duties as required.

Competencies:

PROFESSIONALISM: Show 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; show persistence when faced with difficult problems or challenges; remain calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

TEAMWORK: Work collaboratively with colleagues to achieve organizational goals. Solicit input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Support 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.

PLANNING AND ORGANIZATION: Develop clear goals that are consistent with agreed strategies;

Identifies priority activities and assignments; adjust priorities as required. Allocate appropriate amount of time and resources for completing work, foresee risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Use time efficiently.

Qualification and Experience

Education: High school diploma or equivalent 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.

Experience: A minimum of seven (07) years of progressively responsible experience in Air Transportation Operations or related fields.

Language: English and French are the working languages of the United Nations Secretariat. For this position fluency in English (both oral and written) is required.

Assessment Method: Evaluation of qualified candidates for this position may include a substantive assessment which will be followed by a competency-based interview.

How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History Profile (PHP) to the address mentioned below quoting vacancy announcement number and functional title on the subject line on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the deadline **25 October 2021** will not be accepted.

Curriculum Vitae (CVs) will not be accepted. Only shortlisted candidates will be contacted.

Email: recruitment-unsoa@un.org

Kindly attach a copy of High School Certificate, Passport and or National Identification Card. These are required as part of your application for consideration of eligibility. Please note CID and NISA Certificates are required at a later stage of the recruitment process.

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING).