



# UNITED NATIONS SUPPORT OFFICE IN SOMALIA (UNSO)



UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY  
THIS POSITION IS OPEN TO SOMALI NATIONALS ONLY AND DOES NOT HAVE INTERNATIONAL BENEFITS  
FEMALE CANDIDATES ARE PARTICULARLY ENCOURAGED TO APPLY

**DEADLINE FOR APPLICATIONS:** 18 MARCH 2017  
**DATE OF ISSUANCE:** 19 FEBRUARY 2017  
**FUNCTIONAL TITLE:** AVIATION SAFETY ASSISTANT  
**LEVEL:** GL-5  
**SECTION:** AVIATION  
**LOCATION:** MOGADISHU  
**DURATION OF CONTRACT:** ONE (1) YEAR FIXED TERM  
**VACANCY ANNOUNCEMENT NUMBER:** UNSOS/AVS/003/2017

## Special Notice

This position is funded for an initial period of one year, extension of appointment will be subject to budgetary approval. Appointment against this post is on a local basis. The candidate is responsible for any travel expenses incurred in order to take-up the appointment. All applicants are strongly encouraged to apply on-line as soon as possible after the job opening has been posted and well before the deadline stated in the job opening.

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.

## Organizational Setting and Reporting Relationships:

This position is located in the Aviation Safety Unit, Office of Director. The Aviation Assistant at this level reports to the Chief Aviation Safety Officer (CASO).

## Responsibilities:

Within delegated authority, the Aviation Safety Assistant will be responsible for the following duties:

- Promotes safety and safety awareness.
- Reviews aviation occurrences and safety hazards encountered, and other priority issues that need to be brought to the supervisor's attention.
- Drafts vendor performances and carrier assessments reports, and prepares Aviation Safety Monthly report.
- Participates in Aviation Safety Survey; gathers and submits survey data to the supervisor.
- Prepares risk assessment indicators, identifying aviation safety hazards, and advises the supervisor.
- Monitoring the implementation of aviation safety related policies,
- Participates in the implementation of Aviation Emergency Response Plans.
- Assists in organizing the Aviation Safety Council. Prepares minutes and assists in the preparation of agenda, invitations, the production and distribution of documentation, note taking, and preparation and dissemination of minutes of meetings.
- Distributes safety literature, newsletters and consolidated reports.
- Maintains the reference library and other pertinent aviation-related documents, ensuring they are current, including ICAO Standards and Recommended Practices (SARPs), informs senior Assistants and professional officers of technical problems concerning the submission and registration process and assists in resolving these problems.
- Drafts routine communications related to the Aviation Safety Programme.
- Assists in liaison with the relevant National aviation authorities.
- Monitors the training requirements of the unit.
- Logs reports in the Aviation Inspection and Recommendation Lotus Notes based module as required.
- Assists in logging technical reports in the ECCAIRS database.
- Performs other duties as required.

## Work implies frequent interaction with the following:

Aviation safety, Transport, Movcon and Aviation staff, and Nation aviation authority personnel.

## Results Expected:

Support the CASO in the maintenance of a well-organized and efficient Aviation Safety Unit providing safety of all aviation components and ensuring that UN and international standards and recommend practices are adhered to. Well implemented and managed Aviation Safety Programme in place and Aviation Emergency Response Plans developed and regularly exercised. The provision of timely advice on aviation safety related issues and UN rules, regulations and safety procedures to all field mission staff.

## Competencies:

**Professionalism:** Demonstrated knowledge in the technical field of aviation and aviation safety; ability to work independently. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## Qualifications:

**Education:** High school or equivalent diploma is required. Technical or vocational certificate in aviation-related activities (air operations, air traffic control, maintenance, dispatch, etc.), or graduation from equivalent military establishment or military flight/air traffic control training is required. Professional pilot license or aeronautical engineering license or air traffic controller's license is desirable.

**Experience:** A minimum of five (05) years of technical experience in air transportation or air traffic control operations, aviation safety or aviation engineering of which at least one year should be of comparable experience at the international level. Field peacekeeping experience is an advantage. Aviation Safety experience is desirable.

**Language:** English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and Somali (both oral and written) is required. Knowledge of other UN language is an advantage.

**Other:** Proficiency in using Microsoft Office applications (Word, Access, Excel, and Power Point) is required.

## Assessment

**Method:** Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.

## How to Apply:

Qualified candidates may submit their applications including their United Nations Personal History form (P.11) to the address mentioned below on or before the deadline. The P.11 is on the <https://unsos.unmissions.org/jobs>. Applications submitted after the **deadline 18 March 2017** will not be accepted. CVs will not be accepted.

**Email: [recruitment-unsoa@un.org](mailto:recruitment-unsoa@un.org)**

**Please quote, Vacancy Announcement Number and Functional Title in the subject of the email**

**Kindly attach a copy of P11, High School Diploma 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).