



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

**UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**DEADLINE FOR APPLICATIONS:** 1 JULY 2018  
**DATE OF ISSUANCE:** 25 JUNE 2018  
**FUNCTIONAL TITLE:** JOINT MISSION AIR OPERATIONS ASSISTANT  
**SECTION:** AVIATION SECTION  
**LOCATION:** MOGADISHU, SOMALIA  
**TYPE OF CONTRACT:** **INTERNATIONAL** INDIVIDUAL CONTRACTOR 1-9  
**DURATION OF CONTRACT** MONTHS  
**VACANCY ANNOUNCEMENT NUMBER:** UNSOS/AVIA-J/017/2018

**Special Notice:**

Interested applicants who are working with UNSOS/UNSOM Third Party Contractors must fulfil the obligations of their contracts with the UN Contractors in order to be eligible to apply for this vacancy. **Applicants should also clearly indicate in their application the name of their employer.**

**Organisational Setting and Reporting Relationships:**

The Individual Contractor will be reporting to Chief Aviation Section

**Responsibilities:**

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

Joint Mission Air Operation Center Kenya and Somalia

- Provide day to day Support to Joint Mission Air Operation Center
- Responsible for e-Files.
- Rotate to all Sector to ensure Joint Mission Air Operations Center is properly supported

Aviation Integrated Management System **(AIMS)**

- Focal point for all Aviation Integrated Management System activities.
- Coordinate and Laisse with Aviation Customers on Aviation Integrated Management System for air Assets, infrastructure and the sections staffing
- Together with Technical Compliance Unit **(TCU)**, Air Terminal Unit **(ATU)** and Joint Mission Air Operations Center **(JMOC)** analyse the sections requirements and prepare justification Joint Tasking Request **(JTR)** and Special Flight Request **(SFR)** in Aviation Information Management Suite **(AIMS)** on client need in line with the UNSOS mandate
- Manage and maintain the section Aviation Information Management Suite **(AIMS)** tracking and reporting tools for Result

Based Budgeting **(RBB)** data source and the Aviation Section Annual Financial report

#### Aviation Client Liaison Service

- Inform clients on the available aviation services.
- Track Air logistics contingency plans to deal with emergency situations that may result from natural or man-made crisis situations.

Performs other duties, as assigned.

#### **Work implies frequent interaction with the following:**

Internal and external clients, transport personnel, logistics personnel, contractors.

#### **Results/Expected Outputs:**

- Professional quality of work;
- All decisions from Chief Joint Mission Air Operations Center Unit implemented;
- Aircraft movement managed efficiently and safely in the relevant Sector;
- Coaching /mentoring and knowledge shared and documented while working or supervising National Staff;
- Customers' satisfaction consistently met or exceeded;
- Good judgment demonstrated in executing tasks;
- Effective organizational skills and ability to handle work in an efficient and timely manner demonstrated;
- Adherence to UN, Host Country and ICAO regulations;
- A final statement of achievements towards volunteerism for development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed.

#### **Competencies:**

• **Professionalism:** Demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; responsive and client-oriented; 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.

• **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.

• **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.

#### **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 is required.

#### **Work Experience:**

At least 5 years of progressively responsible experience in an occupational directly related to Air Operations. Experience in AMISOM/UN Aviation Services is required. Experience in a UN field mission, particularly in hardship conditions, is required.

**Language:**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. A working knowledge of French is required.

**Assessment:** 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 **1 July 2018** 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 e-mail**

**A copy of P11 to be attached.**

**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).**