



## UNITED NATIONS SUPPORT OFFICE IN SOMALIA

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

DEADLINE FOR APPLICATIONS:	22 SEPTEMBER 2016
DATE OF ISSUANCE:	16 SEPTEMBER 2016
FUNCTIONAL TITLE:	AIR OPERATIONS ASSISTANT
SECTION:	AVIATION SERVICES SECTION
LOCATION:	KISMAYU, MOGADISHU, BELATWEYNE, BAIDOA, BALEDOGLE
TYPE OF CONTRACT:	INTERNATIONAL INDIVIDUAL CONTRACTOR
DURATION OF CONTRACT	1 – 9 MONTHS
VACANCY ANNOUNCEMENT NUMBER:	UNSOS/AVI/012/2016

### **Special Notice:**

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

### **Organization Setting and Reporting Relationships:**

These positions are located in UN Support Office in Somalia sectors in Kismayu, Mogadishu, Belatweyne, Baidoa and Baledogle. The incumbents will report to the Chief of Unit in Aviation.

### **Description of tasks:**

- Plans the Sector Daily Flight Schedule which is submitted to Mission Air Operations Centre for approval.
- Make an Air Tasking Order from the Daily Flight Schedule and give to air crew for execution.
- Monitors all flight in the sectors.
- Coordinates with local Civil Aviation Authorities officials.
- Briefs the aircrew and sector aviation staff members on Notice to Air Men (NOTAMS) and other available information concerning flight operations.
- Liaise with the Sector Administrative Officer (SAO) all aviation requirements for the sectors and its team sites.
- Secures security clearance, threat assessment reports.
- Take charge of all aviation property in the sector to include the air assets and aviation equipment.
- Coordinates with other units and agencies pertaining air operations matters.
- Provides weather conditions at destinations and alternate airfields.
- Reports all changes and deviations to Mission Air Operation Centre.
- Reports all safety hazards in the sectors.
- Maintains a database of crew lists and risk assessment forms.
- Checks fuel status and availability both in the sector and its team sites.
- Maintains a file of all documents and prepares daily situation reports.

- Maintain a data base for flight hours and missions performed.
- Monitors the maintenance of aircraft, flight hours and crew duty time.
- Among other responsibilities, sector Air Ops Officers could be required to elaborate and submit their own Sector Standard Operation Procedures (SOP).
- Perform all other duties as required by Mission Air Operations Centre.

## **Competencies**

**professionalism:** demonstrate 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, 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 in incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, 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; foresee risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Teamwork:** Ability to establish and maintain effective working relations with people of different national, linguistic and cultural backgrounds with sensitivity and respect for diversity. Willingness to solicit inputs and learn from others, to place team agenda before personal agenda. Willingness to share credit for team accomplishments and joint responsibility for team shortcomings.

## **Qualifications:**

**Educational Level:** High school Diploma or Equivalent.

**Technical training:** Air traffic services, Aeronautical Information Services and Telecommunications.

**Work experience:** At least 5 years of progressively responsible experience in an occupational directed to Air Operations.

**Language:** English and French are the working languages of the United Nations Secretariat. Fluency in oral and written English is required. A working knowledge of French and Arabic is desirable.

**Other:** Technical Training in Air Traffic Services, Aeronautical information Services, Aeronautical Telecommunications, Dispatch and Planning. Proficiency in MS Word and Excel. Possession of valid Air Traffic License and Driving License and Sound Security Awareness. Training from equivalent military institution.

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

**Additional Information:** Candidates who are not selected, but whose performance in the interview process nevertheless demonstrate themselves to be suitable for a similar function may be kept on a roster for up to 12 months. Candidates placed on the roster may be considered for selection against future vacancies for the same function and level.

**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 <http://www.unsosmissions.org/> jobs. Applications submitted after the deadline 22 September 2016 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).