
MISSION IN COLOMBIA JOB OPENING

Internal / External

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| Job Title & Level: | Aviation Safety Officer |
| Department/Office: | UN MISSION IN COLOMBIA |
| Location: | BOGOTA, COLOMBIA |
| Posting Period: | 2 weeks through 20 May 2017 |
| Job Opening Number: | Consultant |

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

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11) and copies of their educational certificates to the Recruitment Unit via email: MCreruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

Recruitment for this position is subject to funding and Mission Mandate approval.

Organizational Setting and Reporting:

This position is located in the Aviation Safety Unit within the United Nations Mission in Colombia (UNMC). The Aviation Safety officer will be based in Bogota. The Chief of Unit, Aviation Safety reports to the Chief of Mission Support (CMS).

Responsibilities

Within delegated authority, the Mission Aviation Safety Officer will carry out the following duties:

Manages and supervises the activities of the Aviation Safety Unit. Acts as an expert adviser to the Chief of Mission Support on aviation safety and aviation security matters. Develops, implements and manages the Mission Aviation Safety Programme. Develops the Aviation Emergency Response Plan and ensures that it is communicated to all officials concerned. Organizes and coordinates aviation safety drills and exercises required by the Mission Aviation Safety Programme. Monitors the integration of Aviation Risk Management into

UN aviation activities and its effectiveness/efficiency. Develops quarterly Risk Assessment Indicators and analyzes the level of safety of aviation activities within a field mission. Proposes the required corrective and preventive measures, develops aviation safety recommendations and communicates them to the officials concerned. Investigates aviation occurrences involving UN air assets and observed hazards related to aviation activities, compiles reports and analyzes statistical data. Participates, as a UN representative, in the investigation of accidents and incidents involving UN air assets and equipment. Identifies, analyzes and monitors trends that may affect the safety of UN aviation activities. Supervises initial aircraft inspections, conducts air carrier assessments and performance evaluations of civilian air operators and military aviation units. Supervises risk assessment activities for airfields and helicopter landing sites. Maintains the aviation safety database and ensures that information is recorded in accordance with the established procedures and deadlines. Provides safety briefings to personnel involved in UN aviation activities. Promotes aviation safety awareness within a field mission. Organizes and conducts Mission Aviation Safety Council meetings. Supervises the preparation of analytical/trends assessment reports. Supervises the preparation of safety bulletins and newsletters. Coordinates with other UN agencies and host country civilian and military aviation authorities on the aviation safety matters. Develops unit budget and reports on the budgetary performance of the Aviation Safety Unit at the end of each financial period. Monitors that UN financial regulations and rules are complied with in all activities of the Aviation Safety Unit. Participates in various field mission administrative bodies such as the Local Committee on Contracts, the Tenders Committee, the Local Property Survey Board and Boards of Inquiry. Supervises the development of training courses, workshops and other related training activities and coordinates them with UNHQ. Develops and implements the Aviation Safety Unit Training Plan. Performs other related duties as required.

Competencies:

Professionalism:

Demonstrated knowledge in the technical field of aviation safety, safety management, accident prevention, hazard identification, risk analysis and risk mitigation. Ability to participate in investigation of incidents and accidents. Ability to identify and analyze key issues and conduct independent research and analysis. Ability to formulate options, draw conclusions and make effective

recommendations. 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.

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.

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.

Managing Performance:

Delegates the appropriate responsibility, accountability and decision-making authority; Makes sure that roles, responsibilities and reporting lines are clear to each staff member; Accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; Monitors progress against milestones and deadlines; Regularly discusses performance and provides feedback and coaching to staff; Encourages risk-taking and supports creativity and initiative; Actively supports the development and career aspirations of staff; Appraises performance fairly.

Education:

Advanced university degree (Master's degree or equivalent) in Air Transportation, Aviation Safety Management, Aerospace/Aeronautical Engineering or Air Traffic Management, or graduation from equivalent military educational establishment is required. Training as a Commercial Pilot or Flight Operations Officer/Flight Dispatcher, or an Air Traffic Controller, or an Aeronautical/Maintenance Engineer, or an equivalent military qualification is

required. Training and certification in safety management is required. A first level university degree with a relevant combination of education, professional training, certification in aviation safety, and two (2) additional years of work experience in air transportation related occupation, may be accepted in lieu of the advanced university degree.

Languages

English and French are the working languages of the United Nations Secretariat. For the position of the Chief of Unit, Aviation Safety, fluency in oral and written English is required. Knowledge of French is an advantage.

Assessment

Evaluation of qualified candidates may include an informal interview.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. 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. (Charter of the United Nations – Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.