
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title, Level & number of posts:	AIR OPERATIONS ASSISTANT (GL-5)- (two positions)
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA/Aviation Unit
Location:	Bogota & Villavicencio, COLOMBIA
Posting Period:	19 December to 30 December 2017
Job Opening Number:	MC-NJO-2017-060

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: MCrecruitment@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 Unit within the United Nations Verification Mission in Colombia (UNVMC) based in Bogota. The Air Operations Assistant will report to the Chief Aviation Unit.

Responsibilities

Under the direct supervision of the Chief Aviation Officer. The incumbent will perform the following duties:

- To be able to assist the Chief Aviation Officer (CAVO) and to perform duties for the efficient operation of the different units of Aviation Section
- To maintain the ICAO, IATA and UNDPKO aviation standards for Aviation Section Operations.
- Coordinate all operational and logistic activities between MAOC, FF, ATU&TCU Units, whenever is required and instructive by his/her supervisor or by CAVO.

- To plan and coordinate the daily and projected tasking support requirements of the Mission regarding ground /air operations.
- To plan, coordinate and execute the Mission flights
- Processing the Special Flight Request (SFR) task and scheduling air assets as required in a cost /efficient manner.
- Liaison with other UNVMC section or Units as required.
- To control, coordinate and assist if required the airfield services contractors.
- To perform Airfields, Helipads and HLS periodical assessments and monitor the physical state of each landing site, assigned building, hangars and other relevant assets.
- Responsible for the supervision and coordination of ramp services at the airport, airfield, and HLS; and be attentive to all information coming from the crews regarding Foreign Object Damage (FOD) on the TARMAC.
- To be able to coordinate with the fuel contractor the availability of fuel for planning purposes.
- Ensure through the Fire Marshall that provision of the firefighting and rescue services and equipment they need is available at all airfield/HLS where the UN assets are operating.
- To supervise or conduct the loading of passengers and cargo as per UN regulations and SOP.
- Air crew briefings as instructed by his/her supervisor.
- To advise and represent his/her supervisor when required by the ground /air operations or as instructed by CAVO.
- Enforce and monitor UN rules and guidelines related to air operations, aviation safety and MOVCON.
- To assist to draft in all Aviation Units administrative documentation as instructed by CAVO.
- Perform all other duties as assigned by the Chief Aviation Officer.

Competencies:

Professionalism:

Confirmed technical qualifications , including knowledge and exposure to the full range of fixed-wing and helicopter air operations and aviation safety issues; ability to advise the supervisor on approaches and techniques related to highly complex/sensitive issues; ability to comprehend and reconcile the diverse features of air operations;. 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.

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

Education

High school degree is required. Certification or training in the area of Aviation, Air traffic controller or Meteorologist is required. Good knowledge and or certification in computer software tools like Word, Excel, and Power point is desirable. Knowledge of other systems or administrative programs is an advantage.

Experience

At least five (5) years of progressively responsible experience in Aviation, Air traffic controller or similar field is required. At least 2 years at the national level in a position directly related to coordination of air transport operations.

Languages

English and French are the working languages of the United Nations Secretariat. For the position of the Air Operations Assistant, fluency in oral and written Spanish and English is required.

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.