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## MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	<b>Associate Air Operations Officer - (NO-B) Fixed-Term Appointment</b>
Department/Office:	<b>UN Mission in Colombia, Air Operations Centre (Unit)</b>
Location:	<b>MEDELLIN, COLOMBIA</b>
Posting Period:	<b>25 March – 05 April 19</b>
Job Opening Number:	<b>UNVMC-NJO-2019-005</b>

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#### **IMPORTANT NOTE:**

**In order to implement the United Nations System-wide Gender Parity Strategy, for this job opening preference will be given to equally qualified female candidates.**

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 form, which can be found at <https://colombia.unmissions.org/empleo> **No CVs will be accepted**) at the following e-mail address: [MCrecruitment@un.org](mailto:MCrecruitment@un.org)

**Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process, only the P11 form is sufficient.**

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

#### **Organizational Setting and Reporting**

This position is located in the Air Operations Office based in Medellin.

The Regional Associate Air Operations Officer is responsible for coordinating and tasking the mission flight operations at the regional office. The Associate Air Operations Officer is accountable to the Chief Mission Air Operations Center and to the CAVO.

#### **Responsibilities:**

- Supervise all regional flight operations, including pre-task review, aircraft planning, scheduling, tasking, and aircrew oversight.
- Work in close coordination with the Mission Air Operation Centre (MAOC).
- Develop, implement and maintain an applicable set of SOPs for the region.
- Provide for Aviation Risk Management (ARM), using the mission integrated security threat assessment reports and the established Aviation Risk Management Policy.

- Perform Flight Following, aircraft satellite tracking and ensure communications are effective at all times of the flight.
- Provide aeronautical information when local services are not established/adequate.
- Coordinate for emergency response related actions: Emergency Crash and Rescue (ECR) and Search and Rescue (SAR). To accomplish the primary objective of ensuring that United Nations aviation assets are safely, efficiently and effectively operated, the unit shall:
  - Ensure that the Air Tasking Order (ATO) is properly authorized, specifically that the contractual scope, performance capabilities of the aircraft and aircrew assigned are met and that the task is achievable within the operational risk assessment's acceptable levels for civil or military operations.
  - Ensure that the passenger and cargo manifest and aircraft flight dispatch documentation (Flight Plan) are received completed and authorized. • Ensure all aircrews are properly briefed on the assigned task and provided with the relevant flight dispatch information (weather report, risk assessment, enroute information, etc.). DFS Aviation Manual Page 54 of 276 Revision: Original/2017.
- Coordinate on common tasking with other United Nations agencies conducting air operations in the mission area. Each Aviation Section shall establish the following standard organization for the Air Operations Unit. Any deviation is dependent on the complexity of the air operation. Conducts the aviation risk management for UN aviation activities in accordance with the established procedures.
- Monitors utilization of UN air assets and analyses the statistical data obtained.
- Monitors that electronic databases are maintained in accordance with the established procedures and deadlines.
- Briefs aircrews on UN policies, aviation safety requirements and the latest applicable aviation standard operating procedures.

### **Competencies:**

**Professionalism:** Ability to apply engineering skills and to participate in engineering projects, including preparation of cost estimates, research of data and preparing graphs. Ability to identify and analyze engineering data of significant depth and complexity. 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 And 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.

**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.

**Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable

**Education:** High school diploma or equivalent is required. Training and certification as a Commercial Pilot, or a Flight Operations Officer/Flight Dispatcher, or an Aircraft Maintenance Technician, or a Ground Operations Officer, or an equivalent aviation military or police qualification is required. Training in the safety and quality management is desirable.

**Work Experience:**

A minimum of four (4) years of progressively responsible experience in air transport operations or aviation safety is required.

**Languages:** For the position advertised, fluency in English and Spanish (both oral and written) is required.