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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING

### Internal / External

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Job Title & Level:	Associate Air Operations Officer, NO-B
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Aviation Unit
Location:	Bogota, COLOMBIA
Posting Period:	27 May – 10 June 2022
Job Opening Number:	UNVMC-NJO-2022-025. Temporary Appointment for six (6) months with the possibility of extension

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

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### **IMPORTANT NOTE:**

The Human Resources Unit invites all interested and qualified candidates to apply to the announced position. All interested candidates should submit their applications using the P11 form, which can be found at <https://colombia.unmissions.org/empleo>, or Personal History Form (PHP) **(CVs will NOT be accepted)**. Please review that your application, either **P-11 or PHP** is **properly signed** and has information on your contact details: email address and telephone numbers. You must send your application to the following e-mail address: [mcrecruitment@un.org](mailto:mcrecruitment@un.org).

Please be advised that only applications using the UN P-11 or PHP form will be reviewed. Please do not submit any additional certificates/diplomas, employment letters and other documents at this stage of the application process. **Kindly ensure that you include the job opening number for the above position in your e-mail application.** Only short-listed candidates will be contacted.

**Only Colombian Nationals are eligible to apply for this Job Openings.**

**If you are an internal candidate with a Fixed Term, Continuing or Permanent Appointment within the UN Secretariat, please attach the last 2 performance evaluations to your application. If you are employed by an entity of the United Nations Common System, please indicate your category and level.**

*As per the Secretary General's Gender Parity Strategy, the United Nations Secretariat is committed to achieving 50/50 gender balance. Female candidates are strongly encouraged to apply for this position.*

*#United\_for\_Gender\_Parity. Candidates interested to work for the United Nations Verification Mission in Colombia may wish to check out our Realistic Job Preview videos to get an idea of the living and working conditions in different duty stations in Colombia.: <https://www.youtube.com/playlist?list=PL-8SckVjq-e3073SwTDG1VQf1oLTWfUQ4>*

*The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or*

*disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.*

### **Organizational Setting and Reporting Relationships:**

This position is located in the United Nations Verification Mission in Colombia (UNVMC), Aviation Unit (AU). The incumbent will report to the Chief of Unit, Air Operations (P-4).

### **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.). UN Aviation Manual.
- 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 database 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.
- Ensures that all UNVMC policies are applied and followed thoroughly across all processes, including adherence to UNVMC code of conduct and ethics, and integrates a gender-sensitive approach in all functions.

## **Core values:**

**Professionalism:** Knowledge of travel related processing requirements; ability to recognize and act in the face of conflicting priorities. 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.

**Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision-making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.

**Respect for diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.

## **Competencies:**

**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:**

Advanced university degree (Master's degree or equivalent) in Air Transportation/Aviation Management, Air Traffic Management, Aviation Safety Management, Aeronautical/Aerodrome Engineering, or graduation from an equivalent military educational establishment is required.

Training and certification as a Commercial Pilot, or a Flight Operations Officer/Flight Dispatcher, or an Air Traffic Controller, or an Aeronautical/Maintenance Engineer, or an Aerodrome Engineer, or a Ground Operations Officer, or an equivalent military qualification is required. A first level university degree with a relevant combination of education, professional training, certification in air transport operations, and two (2) additional years of work experience in air transport related occupation, may be accepted in lieu of the advanced university degree

**Experience:**

A minimum of two (2) years of progressively responsible experience in air transport operations or aviation safety on a position directly related to the coordination of air transport operations in the national or international environment is required.

**Languages:**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English and Spanish is required. Knowledge of another official United Nations language is an advantage.

**NOTE:** Fluency equals a rating of "fluent" in all four areas (read, write, speak, understand) and "knowledge of" equals a rating of "confident" in two of the four areas.

**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 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.

The United Nations is taking steps to improve gender parity at all levels. We are committed to an inclusive culture and exciting opportunities for women in security therefore, female applicants are highly encouraged to apply.

**No Fee**

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.