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## UNITED NATIONS VERIFICATION MISSION IN COLOMBIA JOB OPENING Internal / External

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Job Title & Level:	Air Operations Assistant, GS-5
Department/Office:	UN VERIFICATION MISSION IN COLOMBIA, Aviation Unit
Location:	Bogota, COLOMBIA
Posting Period:	02 September – 01 October 2022
Job Opening Number:	UNVMC-NJO-2022-035. Fixed-Term for one year with 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 or Foreign with valid working permit in Colombia 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-8SckVjg-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 in Bogota. The incumbent will report to the Mission Air Operations Officer.

- Carry out Flight operations tasks including assisting with scheduling of UN Flights, arranging airspace and landing clearances, and ordering Ground Handling services.
- Assist aircrew in their dispatch at the airport, Coordinate with the Ground Handling Agent regarding all requirements for aircrew facilitation.
- Coordinate with the Ground Handling Agents for all issues related to operations with Mission aircraft, including but not limited to the following: cleaning services, ground handling equipment, refuelling, transportation, and verification of service ordered.
- Check weather forecast, NOTAMs.
- Use radios and Flight Tracking systems to monitor the position and movements of UN aircraft.
- Maintain accurate records of activities, related to flight following, aircraft dispatch and technical compliance.
- Enter reports into the radio log, and complete radio logs in accordance with DFS Aviation standards.
- Complete the Operations Risk Management Checklist.
- Coordinate with local Authorities (Civil Aviation Authority, Airport Authority and Air Force Base Authority), all requirements in support of Mission air operations, including but limited to airport passes, authorizations, escorting staff in and out of the airport, planning and coordinating the maintenance hangar space, support equipment required, etc.
- Collect and analyse AURs (Aircraft Use Report) and prepare FHR (Flight Hour Reports) for each flight and for all types of aircraft on daily basis.
- 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.
- Performs other related duties as required.

## **Core value**

**Professionalism:** 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.

## **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.

**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.

## **Education**

High School Diploma or equivalent is required. Technical or vocational certificate in Air Transportation, Safety Management, Air Traffic Control or graduation from equivalent military establishment or military/air traffic control training is required. Additional knowledge on Aircraft ground handling operations is desirable.

## **Experience**

A minimum of five (5) years of progressively responsible experience in Air Transport Operations 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 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.

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.

**IMPORTANT: Global General Staff Service Test (GGST) will be required for this position. Longlisted candidates will be invited to present the computer-based GGST test online.**

**The following candidates do not need to take or retake the GGST:**

**(a) Serving staff members (irrespective of the type of appointment) in any UN Common System Organization who have passed the Clerical Test/ASAT or GGST.**

**(b) Candidates who have passed the GGST in one of the official UN languages within the last five years of applying for the JO (Job Opening) or TJO (Temporary Job Opening) with a language requirement other than the one in which the candidate took the GGST in the past.**

**If you fall within one of the foregoing categories, please indicate it in your application.**