



JOB OPENING

Functional Title & Level:	Air Operations Assistant (GS-5)
Duty Station:	Multiple
Posting Period:	24-30 August 2017
Job Opening Number:	MINUJUSTH-GJO-2017-007

Special Notice

The purpose of this job opening is to generate a roster of qualified and available candidates to fill anticipated job openings for the **Air Operations Assistant (GS-5)** positions. The entire assessment process takes approximately two months; candidates who are successful in the assessment process will be placed on the roster and will be notified accordingly. Candidates who are not successful during the assessment will not be placed on the roster. They will be notified at a later stage. Placement on the roster does not guarantee selection. Start date of these positions is subject to the availability of funding source.

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply. Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.

All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email at minujsth-recruitment@un.org. Blank PHP and supplementary sheets are available at the MINUSTAH Bulletin Board and at the MINUSTAH website <https://minustah.unmissions.org/offres-demploi>.

Important: Functional title and job opening number MUST be indicated in the subject of your e-mail application in order to be considered for review.

Organizational Setting and Reporting

These positions are located in United Nations Mission for Justice Support in Haiti, (MINUJUSTH). The **Air Operations Assistant (GS-5)** typically reports to the Chief of Section or, Chief of Unit, though this may vary depending on the mission structure and location of these post.

Responsibilities:

These duties are generic and may vary depending on the specific position location.

- 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, refueling, 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, 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, plan and coordinate the maintenance hangar space, support equipment required, etc.
- Collect and analyze AURs (Aircraft Use Report) and prepare FHR (Flight Hour Reports) to each flight and for all types of aircraft on daily basis.
- Any other duties as may be required.

Competencies

- **Professionalism:** Shows pride in work and 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.

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.

Work Experience

A minimum of five (05) years of progressively responsible experience in Air Transport Operations.

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English and French, (both oral and written) is required; Knowledge of other United Nations official languages is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by competency-based interview.