



JOB OPENING

Functional Title & Level:	Associate Air Operations Officer (NO-B)
Org. Unit	Aviation Section
Duty Station:	Port-au-Prince
Posting Period:	6-12 October 2017
Job Opening Number:	MINUJUSTH-GJO-2017-046

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 **Associate Air Operations Officer (NO-B)** positions. Candidates who are successful in the assessment process will be placed on the roster. The selected candidate will be **EXPECTED TO COMMENCE WORK ON 16 OCTOBER 2017**. 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.

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 ONLY their Personal History Profile (PHP) 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 United Nations' Security Council adopted resolution 2350 (2017) deciding the creation of MINUJUSTH which is mandated to assist the Government of Haiti to strengthen rule of law institutions in Haiti; further support and develop the Haitian National Police; and engage in human rights monitoring, reporting, and analysis among others.

The **Associate Air Operations Officer (NO-B)** typically reports to the Air Operations Officer or Chief of Unit, Aviation Section.

Responsibilities

Within limited delegated authorities, the incumbent of the post will be responsible for the following duties:

Air Operations Centre (Unit) duties:

- Monitors that air operations are conducted in compliance with Air Tasking Orders (ATOs), Standard Operating Procedures (SOPs), UN directives, Department of Peacekeeping Operations (DPKO)/Department of Field Support (DFS) Aviation Manual, UN Aviation Standards for Peacekeeping and Humanitarian Air Transport Operations (UN AVSTADS), UN Aviation Safety Manual, ICAO standards and recommended practices and the host country's Aeronautical Information Publications (AIPs).
- Reviews and approves Air Mission Requests and ensures that the most suitable air asset(s) is/are assigned to a task to achieve the maximum safety, cost efficiency and effectiveness in the mission support.
- Verifies the daily projected Air Tasking Orders (ATOs) for conformance and compliance with the requested tasks, resolves conflicting priorities and ensures that ATOs are published and communicated to all relevant elements in accordance with the established procedures and deadlines.
- Manages routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights and military operational flights.
- Coordinates the integrated search and rescue operations for UN air assets and other aircraft upon request.
- Supervises timely coordination of diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meal/transportation arrangements for aircrews.

Technical Compliance and Quality Assurance Unit duties:

- Monitors air carriers' and military aviation units' conformance and compliance with the terms and conditions of the applicable long-term aircraft charter agreements and letters of assist.
- Provides recommendations to the Technical Compliance Officer on the necessity for extension or termination of civilian long-term aircraft charter agreements and military letters of assist in accordance with the established deadlines.
- Participates in the initial aircraft inspections conducted by the Mission Aviation Safety Officer and verifies that the agreed aircraft specifications are complied with.
- Initiates the quarterly civilian air operators' performance evaluation reports, military letter of assist semi-annual performance evaluation reports and end-of-contract performance evaluation reports in accordance with the established deadlines.
- Monitors that applicable aircraft documentation/certificates are valid and current.
- Monitors that agreed periods of aircraft non-availability due to maintenance and/or aircrew sickness are complied with and valid maintenance/medical release certificates are provided.
- Monitors that aircrew members possess valid licenses and certificates, and meet the requirements agreed in the applicable long-term aircraft charter agreements and letters of assist.
- Verifies monthly aircrew attendance records.
- Conducts internal audits in accordance with the approved unit's/section's Internal Audit Program and Internal Audit Plan.
- Conducts random checks and inspections of civilian air operators and military aviation units.

Air Fields/Air Terminals Unit duties:

- Supervises the provision of reliable, cost effective and efficient ground handling support (including emergency crash and rescue support) to the air operations activities of a field mission.
- Supervises the Foreign Object Debris (FOD) activities at airfields and air terminals.
- Supervises the aviation security activities related to operations at airfields/air terminals used for UN air operations.
- Participates in the integrated search and rescue operations for the UN air assets and other aircraft upon request and coordinates the availability and operational readiness of the required personnel and equipment.
- Verifies that airfields/air terminals and landing sites are equipped for UN air operations in accordance with the requirements of the DPKO/DFS Aviation Manual and UN AVSTADS.
- Participates in the coordination of the aviation infrastructure rehabilitation projects with the civil and military aviation authorities of a host country.
- Participates in the development of technical specifications for goods and services, provides inputs to the responses to bids and technical evaluations to ensure that vendor's proposals meet technical requirements.
- Participates in the coordination of the requisition process with purchasing authorities.
- Monitors contracts for the provision of ground handling support and participates in the evaluation of vendor's performance in coordination with the Contracts Management Unit and/or the Procurement Section.
- Conducts inventories and physical annual checks of relevant aviation equipment.
- Conducts the aviation risk management for UN aviation activities in accordance with the established procedures.
- Monitors utilization of UN air assets and analyzes 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.
- Monitors that appropriate reference documents are current, readily available and accessible to all aircrew members and aviation personnel.
- Analyzes, in coordination with the Aviation Safety Unit/Section, the aviation safety reports, identifies necessary corrective and preventive measures and informs the Officer on the required actions.
- Liaises with other UN units/sections, non-government and government organizations and intergovernmental agencies on aviation matters.
- Participates in the development of the standard operating procedures for the related aviation processes.
- Participates in the development of budget proposals for the mission's air transport operations.
- Participates in the development of the detailed Mission's Statement of Requirements to UNHQ for aircraft acquisition.
- Provides inputs to the responses to UNHQ during aircraft technical evaluations to ensure that vendor's proposals meet technical requirements.
- Participates in the preparation of operational plans, performance reports, and responses to internal and external audit observations.
- Performs other related duties as required.

Competencies

- **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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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 other informed.
- **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.

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. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Work 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. Experience in the safety and quality management is desirable. Knowledge of UN financial regulations and rules is desirable. Experience in the use of ICAO standards and recommended practices is desirable. Experience in international operations in a post conflict environment is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position(s) advertised, fluency in oral and written English and French is required.

Assessment

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