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## JOB OPENING

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Functional Title & Level:	<b>Airfield Assistant (GS-4)</b>
Duty Station:	<b>Port-au-Prince</b>
Posting Period:	<b>22 - 28 September 2017</b>
Job Opening Number:	<b>MINUJUSTH-GJO-2017-050</b>

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### 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 **Airfield Assistant (GS-4)** 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 members 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](mailto: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 **Airfield Assistant (GS-4)** typically reports to the Airfield Officer or the Chief of Section or Chief of Unit.

## Responsibilities

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

- Assist in monitoring the daily Air Terminal Operations Cell activities to ensure a safe and effective execution of responsibilities at assigned Duty Station.
- Provide the Air Terminal Officer with the assistance needed in monitoring Air Terminal activities at remote locations where no Aviation Section staff are assigned. Perform in-flight monitor duties during helicopter landing sites reconnaissance flights.
- Monitor and arrange office items, keeping and monitoring files, providing and submitting reports, such as Statistical Reports for Air Terminals Unit, reports on Air Terminal activities, Air Movement Reports (take-off and landing times, etc.) to Flight Following, and other reports and office duties as required.
- Liaise with and assist aircrew operating at his/her Duty Station, and provide them with the Daily Flight Schedule and other required documentation and reports.
- Liaise with MOVCON for passengers and cargo handling and any other duties performed on the apron or at the Air Terminal. Inform MAOC/Flight Following ops room on Aircraft readiness for flight and delivery of the Manifests from tarmac to MAOC. Liaise with local airport authorities, Airfield Services Unites and others for required services to facilitate an efficient operation of the Airfield and Air Terminals Unit.
- Provide recommendations and advice on improved procedures to Air Terminal Officer and Chief Air Operations.
- Inspect the equipment and facilities and report any deficiencies to the Airfields & Air Terminal Officer and Chief Air Operations.
- Coordinate with local airport authorities for the safe, expedient and efficient conduct of aircraft ground operations.
- Constantly be on the look-out for hazards to air operations, and once identified institute corresponding corrective measures. Watch that all staff and crews involved in Missions air terminal operations comply with Aviation safety regulations, standards, established AATU procedures and process on aircraft handling and apron/ramp safety.
- Perform any other duties as assigned.

## 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.
- **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.

- **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **Education**

High school diploma or equivalent required. Technical or vocational certificate in Air Transportation, Safety Management, or Air Traffic Control.

## **Work Experience**

A minimum of three (3) years of progressively responsible experience in Air Transportation Operations or related fields.

## **Languages**

English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written English or French is required. Working knowledge of the other language is desirable.

## **Assessment**

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