

Posting Title : Air Operations Assistant, G5
Job Code Title : AIR OPERATIONS ASSISTANT
Department/ Office : United Nations Mission in the Republic of South Sudan -
created by GA Resolution 1996 (2011)
Location : Juba
Posting Period : 3 December 2024-1 January 2025
Job Opening number : 24-TRA-UNMISS-248241-R-Juba (M)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located within Aviation Section of the United Nations Mission in South Sudan (UNMISS) and based in Juba. The incumbent reports directly to the Chief Airport Operations, Airfields/Air Terminals AATU).

Responsibilities

Within delegated authority, the Air Operations Assistant will be responsible for the following duties:

- Assists in coordinating routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights and military operational flights in accordance with the UN Aviation Manual, The UN Aviation Safety Manual, The UN Aviation standards for air transport Operations, ICAO Standards, and recommended practices (SARPs) and related SOPs.
- Assist aircrew in their dispatch at the airport and Coordinate with the Ground handling agent regarding all requirements for aircrew facilitation.
- Assists with the coordination of diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meal/transportation arrangements for aircrews.
- Assist in issuing and disseminating NOTAMS, HLS database, Advisories and Circulars
- Assist in preparing and dispatching Aviation Equipment to the states/regions as required.
- Assists in planning aircraft parking locations.
- Assists in monitoring fuel upload.
- Operates Airport Mechanical Handling Equipment (MHE)

- Coordinate with Local authorities (Civil Aviation Authority, Airport Authority and Military or National Police) all requirements in support of Mission air Operations, including but not limited to airport passes, authorizations, escorting staff in and out of the airport. Plan and coordinate the maintenance hangar space, support and equipment required.
- Enter reports into the radio log and complete logs in accordance with the DOS AVSTADS.
- Use radios and Flight tracking systems to Monitor the position and movements of UN aircraft
- Assists in ensuring that aircraft are properly parked.
- Assists in monitoring passengers embarking and disembarking in coordination with Movcon personnel and local airport staff.
- Assists with the coordination of the Foreign Object Debris (FOD) activities at airfields and air terminals.
- Performs other related duties as tasked by the supervisor.

Competencies

PROFFESIONALISM.

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.

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.

PLANNING & 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

High school diploma or equivalent is required.

Job Specific Qualifications

Technical aviation qualification such as, Commercial Pilot License, Air Traffic Control

License, Flight Operations Officer License, Aircraft Maintenance Engineer license or Aeronautical Engineer 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

Work Experience

A minimum of five (5) years of progressively responsible experience in air transportation operations or related fields is required. The minimum number of years of relevant experience is reduced to three (3) for candidates who possess a first-level university degree or higher degree

Languages

English and French are the working languages of the United Nations Secretariat. Fluency in English (both oral and written) is required.

Assessment

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

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

Qualified women that meet the requirements of this job opening are particularly encouraged to apply and will be given full consideration in accordance with the United Nations efforts to increase women participation in its workforce.

This position is located in Juba. Please note that anyone selected will be required to report for duty in that location on the agreed date AND will also be expected to arrange their own accommodations, there is no UN provided accommodation. If the selected candidate is unable to report to the identified Duty Station, the contract will be considered void

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places 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. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions.

Applicants are urged to carefully follow all instructions available in the online recruitment platform, *inspira*, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative

issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in inspira to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

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.