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## JOB POSTING DETAILS

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Posting Title:	Air Operations Assistant, GL-5
Job Code Title:	Air Operations Assistant
Opening Number:	UNMHA-2020-NJO-007
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Djibouti, Djibouti
Type of Contract:	Fixed-Term Appointment
Duration of Contract:	One year
Posting period:	10 – 24 February 2020

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

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### Special Notice:

The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

### Org. Setting and Reporting:

The position is located in the Service Delivery Pillar of the Mission Support Component of the United Nations Mission in Support of the Hudaydah Agreement (UNMHA). The incumbent will be based in Djibouti, Djibouti and will report to the Chief Aviation Officer.

### Responsibilities:

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

- 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, 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 analyse AURs (Aircraft Use Report) and prepare FHR (Flight Hour Reports) to each flight and for all types of aircraft on daily basis.

### **Competencies:**

**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 the audience; Demonstrates openness in sharing information and keeping people informed.

**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 and Organizing:** Develops clear goals that are consistent with agreed strategies; Identifies priority activities and assignments and 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:**

A High School Diploma or equivalent is required. A 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 also required.

### **Work Experience:**

A minimum of five (05) 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 position advertised, fluency in English (both oral and written) is required. Knowledge of Arabic and or French is desirable.

**Assessment:**

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

**United Nations Considerations:**

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.

**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.