
JOB POSTING DETAILS

Posting Title:	Air Operations Assistant, G-6
Job Code Title:	Air Operations Assistant
Opening Number:	UNMHA-2020-NJO-005
Department/Office:	United Nations Mission to Support the Hudaydah Agreement - UNMHA
Location:	Amman, Jordan
Type of Contract:	Fixed-Term Appointment
Duration of Contract:	One (1) year
Posting period:	26 January – 9 February 2020

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

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 Amman, Jordan 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:

- Assist in planning and coordinating routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights and military operational flights and other air transportation activities;
- Reviews Air Mission Requests and advises the supervisor on the most suitable air asset(s) to be assigned to a task to achieve safety; cost efficiency and effectiveness in the mission support

- Compiles the daily projected Air Tasking Orders (ATOs) in accordance with requested tasks; publishes and communicates ATOs to all relevant elements in accordance with the established procedures and deadlines;
- Participates in coordinating the integrated search and rescue operations for UN air assets and other aircraft upon requests;
- Handles and coordinates diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meal/transportation arrangements for aircrews;
- Proposes and plans aircraft parking locations in coordination with local airport authorities, MovCon and loading/unloading team and helps to ensure that the ramp area is clear of items that could cause Foreign Object Debris (FOD) damage;
- Monitors fuel upload and ensures that re-fuelling operations are in accordance with the host country and safety standard procedures;
- Carries out handling, loading and processing of dangerous cargo as per ICAO, CAA, IATA and UN established regulations, policies and procedures;
- Reviews aircraft weight, balances records, loads manifests and reports any irregularities;
- Verifies Cargo Manifest;
- Monitors and ensures that aircrafts are properly parked as per ICAO, CAA, IATA and UN established regulations, policies and procedures;
- Monitors Passengers embarking and disembarking in coordination with MovCon personnel and local staff;
- Monitors ramp access per guidance contained in the Aviation Manual and local Directives;
- Performs other related duties as required.

Core Competencies:

Professionalism: Proven analytical and evaluation skills. Thorough knowledge of all forms of air transportation activities. Thorough knowledge of aviation safety requirements. Ability to work independently in managing difficult and time sensitive situations as well as conflicting priorities; demonstrated analytical and evaluative skills. 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.

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. A Pilot License is desirable.

Work Experience:

A minimum of seven (7) years of progressively responsible experience in Air Transport Operations is required. Technical compliance experience is desirable.

Languages:

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

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.