
MISSION IN COLOMBIA JOB OPENING

Internal / External

Job Title & Level:	AIR OPERATIONS ASSISTANT
Department/Office:	UN MISSION IN COLOMBIA/Headquarters
Location:	BOGOTA, COLOMBIA
Posting Period:	2 weeks (from 17 to 30 April 2017)
Job Opening Number:	MC-NJO-2017-008

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

The Human Resources Section invites all interested and qualified candidates to apply for the announced position. All interested candidates should submit their applications (Personal History Profile - P11) and copies of their educational certificates to the Recruitment Unit via email: MCrecruitment@un.org.

Please include also the job opening number of the above position in your e-mail application. Acknowledgment will be sent to short listed candidates only.

The applications that do not refer in the subject the job Opening number, as well as those that do not come in format P11 will not be consider.

Recruitment of this position is subject to funding and Mission Mandate approval.

Organizational Setting and Reporting:

The position is located in the United Nations Mission in Colombia based in Bogota. The Air Operations Assistant will report to the Chief of Unit.

Responsibilities

Under the direct supervision of the Chief Aviation Officer, the incumbent will perform the following duties:

- To be able to assist the Chief Aviation Officer (CAVO) and to perform duties for the efficient operation of the different units in Aviation Section.
- To maintain the ICAO, IATA and UNDPKO aviation standards for Aviation Section Operations.
- Coordinate all operational and logistic activities between MAOC, FF, ATU & TCU Units, whenever is required and instructed by his/her supervisor or by CAVO.

- To Plan and coordinate the daily and projected tasking support requirements of the Mission regarding ground / air operations.
- To plan, coordinate and execute the Mission flights.
- Processing Special Flight Request (SFR) tasks and scheduling air assets as required in a cost/efficient manner.
- Liaison with other UNMC Section or Units as required.
- To control, coordinate and assist if required the airfields services contractors.
- To perform Airfields, Helipads and HLS periodical assessments and monitor the physical state of each landing site, assigned building, hangars and other relevant assets.
- Responsible for the supervision and coordination of ramp services at the airport, airfield and HLS; and be attentive to all information coming from the crews regarding Foreign Objects Damage (FOD) on the TARMAC.
- To be able to coordinate with the Fuel contractor the availability of fuel for planning purposes.
- Ensure through the Fire Marshal that provision of the firefighting and rescue services and equipment they need is present at all airfield/HLS where the UN air assets are operating.
- To supervise or conduct the loading of passengers and cargo as per UN regulations and SOP.
- Air crews briefings as instructed by his/her supervisor.
- To advise and represent his/her supervisor when required by the ground/air operations or as instructed by CAVO.
- Enforce and monitor UN rules and guidelines related to air operations, aviation safety and MOVCON.
- To assist to draft in all Aviation Units administrative documentation as instructed by CAVO.
- Perform all other duties as assigned by the Chief Aviation Officer.

Competencies

Professionalism: Advanced technical qualifications, including authoritative knowledge and wide exposure to the full range of fixed-wing and helicopter air operations and aviation safety issues; ability to advise senior management on approaches and techniques related to highly complex/sensitive issues; recognized expertise in the field; demonstrated capacity for intellectual leadership and ability to integrate knowledge with broader strategic, policy and operational objectives and translate it into a results-oriented work programs; ability to comprehend and reconcile the diverse features of air operations; ability to plan and develop a unified aviation system to meet the needs of the Mission; knowledge of the technical capabilities of the various aircraft. 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.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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 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.

Education

High school degree plus two years minimum basic education/training in the area of Aviation, Air traffic controller or Meteorologist. Good knowledge of computer tools like: Word, Excel, PowerPoint.

Experience

At least 3 years of progressively responsible experience, with at least 2 years at the national level on a position directly related to coordination of complex air transport operations.

Languages

English and Spanish are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written Spanish is required. Knowledge of English language is an advantage.

Assessment

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

Short-listed applicants may be evaluated through a competency-based interview and/or other assessment methods.

United Nations Considerations

Candidates will be required to meet the requirements of Article 101, paragraph 3, of the Charter as well as the requirements of the position. The United Nations is committed to the highest standards of efficiency, competence and integrity for all its human resources, including but not limited to respect for international human rights and humanitarian law. Candidates may be subject to screening against these standards, including but not limited to whether they have committed or are alleged to have committed criminal offences and/or violations of international human rights law and international humanitarian law. 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.