



## African Union – United Nations Hybrid Operation in Darfur

### Job Opening

**Post Title:** Assistant Air Operations Officer

**Post Level:** NO-A

**Location:** Khartoum

**Job Opening Number:** UNAMID-JO-KRT-17-0001

**Job Opening Deadline:** 2 February 2017

### **Organizational Setting and Reporting**

The position is located in Khartoum. The Assistant Air Operations Officer will be reporting to the Air Operations Officer under overall supervision of Chief Aviation Officer/Chief or Sector Air Operations Officer / Unit Supervisor.

### **Duties and responsibilities:**

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

- Researches, monitors and evaluates air operations activities and ensures that they are conducted in compliance with Air Tasking Orders (ATOs), Standard Operating Procedures, UN directives, Department of Peacekeeping Operations (DPKO) Aviation Manual, ICAO, IATA and the host country's Aeronautical Information Publications (AIPs).
- Supervises, monitors and administers all ground activities at airfields and helicopter landing sites.
- Ensures, through the Fire Marshal, the provision of fire-fighting and rescue services at heliports/airfields.
- Coordinates the operations at airfields/helipads with the host country's CAA and airports authorities.
- Coordinates weather observation, forecasting development and dissemination of weather information.
- Ensures that flight crews are briefed and conversant with UN policies, flight safety procedures and latest applicable aviation standard requirements.
- Assists in carrying out Aviation Risk Management and Threat Assessment processes, as necessary for flight operations.
- Performs flight following and flight tracking process on radio and available satellite tracking systems.
- Assists in flight planning, scheduling and preparation of daily flight schedules.

- Assists in development and implementation of mission aviation standard operating procedures (SOPs) in compliance with the DPKO Aviation Manual, ICAO, IATA and the host country's AIPs.
- Assists in coordinating integrated Search and Rescue air operations.
- Liaises with other Sections, international organizations/agencies on aviation matters.
- Assists in preparing inputs, data and estimates for budget reporting and planning purposes.
- Performs other related duties as required.

### **Qualifications and Experiences:**

#### **Education:**

First level university degree in Aviation Management, Aerospace/Aeronautical Engineering, Air Transportation Management or Air Traffic Control, or graduations from equivalent military establishment, is required. Training as a Commercial Pilot, or Air Crew, or Aeronautical Engineer, or Air Traffic Controller, or Flight Dispatcher qualification, or equal military certification, is required.

#### **Experience:**

Two years of progressively responsible experience in aviation management, at the international level on a position directly related to coordination of complex air transport operations. Experience monitoring short-term air charter operations is desirable. Knowledge of UN financial rules and regulations is desirable. Experience working in a UN Organization, peacekeeping or other field operations would be an advantage.

#### **Language:**

Fluency in written and spoken English and Arabic is required. Knowledge of other local language is an asset.

### **Competencies:**

#### **Professionalism:**

Knowledge of transport operations, rules and policies governing international transport operations, including safety. 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.

#### **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.

### HOW TO APPLY

Interested applicants should submit their applications together with:

- 1) Cover letter setting out how the qualifications and experience match the requirements of the position
- 2) Completed and signed United Nations Personal History form ([P-11](#))
- 3) A copy of own Birth Certificate, Sudanese Resident Certificate, National passport, Secondary and/or University Diploma, copies of previous employment certificate(s) and three references from previous employers by ONE of the following methods: (All Applicants **MUST** indicate the **job opening number, Post Title and the Duty Station** of which they are applying, on the Subject line [by email] or on the Envelope [by Mail/by Hand].)

**By e-mail:** All applicants are strongly encouraged to apply by e-mail: UNAMIDJO-KRT@un.org

**By Hand:** Deliver to: UNAMID Regional Office in: Khartoum Regional Office House No. 3/46 El Nefadi Street Al- Manshiya.

**IMPORTANT:** Please refer to the Qualifications and Experience and Competencies sections above and make sure that you are eligible to apply.

**In line with the UN policy on gender balance, FEMALE CANDIDATES ARE ENCOURAGED TO APPLY**

### **WARNING TO APPLICANTS:**

**THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, TRAINING OR ANY OTHER FEES). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON BANK ACCOUNTS.**

**UNAMID does not provide accommodation to locally recruited staff (national Staff), since they are expected to be with commuting distance within the locality of recruitment.**