



**VACANCY ANNOUNCEMENT**

**MINUSMA Aviation Section recruits:**

<b>VACANCY ANNOUNCEMENT</b> N°:  <b>MINUSMA-AVIATION- IC-07-15-001</b>	<b>TITLE:</b>  <b>AIR OPERATIONS ASSISTANT</b>	<b>Duty Stations: Mali</b>  <b>Bamako, Gao, Tessalit, Timbuktu, Kidal, Mopti</b>
	<b>NUMBER OF POSTS: 15</b>	<b>Date issued: 27 July 2015</b>
	<b>DURATION: 9 MONTHS</b>  <b>RENUMERATION: BETWEEN UDS \$180 &amp; \$240 PER WORKING DAY PLUS DAILY SUBSISTANCE ALLOWANCE (VARIABLE AMOUNT)</b>	<b>Closing date: 9 August 2015</b>  <u><b>Applications received after the closing date will not be accepted</b></u>
	<b>FOR ONLY INTERNATIONAL CANDIDATES</b>	

**I. RESPONSABILITIES**

Within the delegated authority, the Air operations Assistants will carry out the following duties :

- Plans and coordinates air transportation activities / air operations with respect to Mission's/Organization's requirements and in accordance with the DPKO Aviation Manual, DFS Aviation Safety Program, Standard Operating Procedures (SOPs), International Regulations and Local Area Procedures.
- Provides inputs to the management on the efficient, economical and safe of the UN air assets by bringing deficiencies to the attention of an Officer, and monitors technical and safety performance of aviation assets assigned to the Mission.
- Liaises with relevant aviation authorities for the coordination of flight clearances.
- Assists in the development and implementation of the Mission Aviation SOPs in compliance with current DPKO Aviation Manual, Host Nation Aeronautical Information Publications (AIPs), Annex 6 to the Chicago Convention and the CAA regulations of the country of registry of air carrier by making recommendations to the Officer.
- Performs inspections of aircraft and aircrews to ensure compliance with the provisions of aviation contracts for operational and administrative acceptance in accordance with the long term aircraft charter agreements or letters of assists (LOAs).
- Monitors compliance of aircraft worthiness and certification, and produces aircraft performance, carrier assessment and contract completion reports, and all required operational orders, flight requests, reports, statistical analysis and operational estimations.
- Oversees ramp activities, coordinates and monitors all ground activities at airfields and helicopter landing sites.
- Conducts tracking and flight following of the air assets and coordinates SAR, CASEVAC/MEDEVAC Operations, if required.
- Through the designated personnel, ensures the provision of firefighting and rescue services at Heliports/airfields, liaises with companies contracted by UN.
- Coordinates with the host country's airports authority and CAA on issues and matters concerning flight operations and operation of airfields/helipads.

- Monitors the physical state of landing sites, helipads, assigned buildings, hangars and other relevant Assets/equipment in the assigned area of responsibility.
- Carries out administration of all activities related to quality assurance and standardization, including risk management.
- Conducts budget related activities such as management and preparation of the allotments, sub-Allotments and re-deployment of funds when necessary in order to ensure that funds are available to carry out the Section's activities, and prepares aviation budget performance reports and other reports, as required.
- Monitors the Field Post Management system as maintained by the Human Resources Section and prepares monthly staffing/incumbency reports.
- Monitors and evaluates compliance with the DFS Aviation Safety Programme.
- Performs other related duties as required.

## **II. COMPETENCIES**

**Professionalism:** Proven analytical and evaluation skills; Thorough knowledge of all forms of air transport activities; Thorough knowledge of air operations related safety requirements; Ability to work independently in managing difficult and time sensitive situations as well as conflicting priorities; Shows pride in work and in achievements; Demonstrates professional competence and mastery of subject matter 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 inputs by genuinely valuing other's 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 constancies when planning; Monitors and adjusts plans and actions as necessary; Uses time efficiently.

## **III. QUALIFICATIONS, & REQUIRED EXPERIENCE**

**Education:** High school diploma is required; Certification in Air Transportation, Aeronautical Engineering, Air Traffic Control or Flight Dispatch, or graduation from the equivalent Military training organization is required.

**Experience:** A minimum of eight (8) years of progressively responsible experience in aviation including at least four (4) years in an occupation directly related to coordination of air transport operations.

**Language:** English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in spoken and written French or English is required. Knowledge of both languages is an asset.

### **Submission of applications:**

1. Interested candidates with the required qualifications are invited to submit their applications including (i) the updated United Nations Personal History Form (P11), (ii) a cover letter and (iii) the authentic certificates of work experiences by email to: **minusma-recruitment@un.org** no later than 9 August 2015.
2. Any other form or evidence submitted after recruitment of the candidate will not be accepted
3. It is mandatory to write the number of the Vacancy Announcement in the subject box of the email:  
**MINUSMA-AVIATION- IC-07-15-001 – AIR OPERATION ASSISTANTS FOR AVIATION SECTION**
4. The current vacancy announcement is available on our website at: [www.minusma.unmissions.org](http://www.minusma.unmissions.org).

### **Important Note:**

1. In compliance with the United Nations rules and regulations on gender balance, applications from female candidates are strongly encouraged.
2. These positions are open to International candidates only.

THE UNITED NATIONS DOES NOT CHARGE ANY FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION SUBMISSIONS AND PROCESSING, INTERVIEW OR TRAINING OR ANY KIND OF FEES. UNITED NATIONS DOES NOT SHOW ANY INTEREST TO THE INFORMATION RELATED TO BANK ACCOUNTS OF CANDIDATES