

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN
UNAMA

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VACANCY ANNOUNCEMENT # 185/06/2009

Title:	Air Operation Assistant
Number of posts:	One
Type of contract:	Appointment for Limited Duration (ALD)
Category:	General Services (Local)
Grade:	GSL /5
Duration:	First three months (probationary period – renewable)
Duty station:	Herat
Unit/Section:	Regional Administration/Movcon
Issuing date:	04 June 2009
Closing date:	18 June 2009

Under the technical supervision of the Chief Air operations Center/CAVO and under the administrative supervision of the RAO, the Air Operation Assistant will be responsible for the following duties:

Duties:

- Distribute ATO to all concerned staff, in his area.
- Assist in processing special flights requests and prioritize them, then submit to AirOps HQ Kabul.
- Conduct risk assessment and obtain security clearance for each flight well prior to actual time of execution of the intended flight.
- Obtain PPR (Prior Permission Required) from coalition forces controlling certain Afghanistan airfields.
- Prepare and submit flowcharts as needed.
- Liaise with pilots and site mangers for aircraft fuel uplift requirement and launch request to Supreme and UNHAS for fuel delivery, as needed.
- Assist AOO in preparing weekly flights schedule, as appropriate.
- Obtain diplomatic over flight and landing clearances for all UNAMA flights traveling to neighboring countries, when advised.
- Obtain NOTAMS and provide them to pilots and flight followers.
- Coordinate with provincial air operations assistants on weather and security conditions as well as runway serviceability, and update pilots accordingly.
- Maintain a proper record of aircraft maintenance, crew rest and duty times.
- Communicate with all regions for arrival and departure of aircraft, and closely monitor the aircraft with AMIGO BASE and flight coordinators in the regions.
- Coordinate with fuel provider and airport controllers in regions for unexpected changes of timing.
- Receive Aircraft after Mission Reports as well as Crew Briefing reports from air terminal unit, review them and take action on outstanding issues.
- Provide guidance, briefing and other assistance for newly arrived crews.
- Attend Air Operations related external meetings with Afghan CAA and ISAF Air Operations, as well as Air Safety Authorities, as needed.

- Maintain contact list for all Air Operations staff.
- Proved risk assessment to Pilots and keep records.
- Maintain proper filing of all daily transactions.
- Make daily reports to AirOps HQ in Kabul
- Perform any other duties as and when required.

Competencies:

Professionalism: A knowledge of institutional mandates, policies and guidelines pertaining to UN movement control operations and related matters.

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor own work plan and those under his/her supervision. Ability to work under pressure with tight deadlines and strong problem solving skills.

Communication: Proven and sustained communication skills in English (verbal and written) skills Ability to prepare reports and articulate options and depend recommendation

Teamwork: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic Environment with sensitivity and respect for diversity.

Technological awareness: Knowledge of standard UN applications (Lotus Notes, excel, PowerPoint, Mercury& Galileo) and developments in movements technology

Qualifications:

Education: High school or equivalent Diploma; supplemental course/ training in business administration, economics or equivalent combination of professional academic qualification.

Experience: A minimum of six years of relevant experience in Movement Control, multi-modal transportation, logistic management or related fields. Experience in other United Nations field service or similar environment would be highly desirable.

Language: Fluency in both written and oral English, Dari and Pashto; knowledge of a second official UN Language an advantage

Applicants meeting the above qualifications are requested to submit the following only:

A one-page Covering Letter expressing your interest/ suitability for this Post

Curriculum Vitae (CV) & the P-11

Copy of High School Diploma

Note: We request that you kindly review the VA carefully to check that you are meeting the minimum requirement for the post, and then apply. Only those applications will be reviewed that clearly indicate the vacancy number and the Job Title in the email subject line; if the application is being sent via email or on the envelope; if it is being sent in hard copies.

If you are sending your applications in Hard Copies, Please address them to:

**Personnel Section, National Staff Unit, United Nations Operations Center in Afghanistan
(UNOCA), Jalalabad Road, Kabul, Afghanistan,**

OR

UNAMA Herat Regional Office

If you are sending your applications in Soft Copies, please Email your application to:

unamava_support@un.org