



**Job Opening for Air Operations Assistant / MOVCON
UNSMIL-GS-4-01/2017 (Open for 15 days)**

Title:	Air Operations Assistant
Level:	G-4
Available Posts:	3 Positions
Duty Station:	Tunis
Section:	Aviation Section
Date of Issue:	13 April 2017
Deadline for applications:	03 May 2017

Women candidates are strongly encouraged to apply to the mentioned position

HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11 obtainable at the following web site: http://tinyurl.com/unsmil-p11)</p>
	<p>STEP 2: Qualified candidate MUST submit his/her application with all the documents listed in STEP 1 by e-mail to unsmil-hrstaffing@un.org copy to divinep@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL-GS-4-01/2017)</p>
Job Description:	<p>This Position is located in the Division of Mission Support in the Air Operations Section (UNSMIL). Under the supervision of the Air Operations Officer, the responsibilities of the Air operations Assistant include (but are not limited to) the following duties:</p> <ul style="list-style-type: none"> • Assists in coordinating routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights; • Assists in flight following and coordinating the integrated search and rescue operations for UN air assets; • Assists in planning aircraft parking locations; • Assists in coordinating diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meal/transportation arrangements for aircrew; • Assists in monitoring fuel upload; • Operates if necessary Airport Mechanical Handling Equipment (MHE); • Carries out handling, loading and processing of dangerous cargo; • Reviews aircraft weight and balance records, load manifests and takes necessary actions to follow up; • Assists in verifying cargo and passenger manifest; • Assists in ensuring that aircraft are properly parked; • Assists in monitoring passengers embarking and disembarking in coordination with MovCon personnel and local airport staff; • Assists in monitoring ramp access; • Performs other related duties as tasked by the supervisor.



Competencies:	<p>Professionalism: 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.</p>
	<p>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.</p>
	<p>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.</p>
	<p>Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.</p>



Qualifications	<p>Education: High school diploma or equivalent is required. 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 desirable.</p> <p>Experience: A minimum of 3 years of experience in planning and execution of flights in Aviation operations, Airport Ground Handling or passenger/cargo booking, check-in and/or ticketing are required. Knowledge of United Nations aviation and MOVCON procedures is an advantage.</p> <p>Language: English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English and French are required. Knowledge of Arabic is desirable.</p> <p>Women candidates are strongly encouraged to apply to the mentioned position.</p>
Additional information	<p>Due to the high volume of applications received, ONLY those applicants who are short listed will be notified. <u>Incomplete applications or applications received after the deadline will not be considered.</u></p> <p>The necessity for ensuring the highest standards of efficiency, competence and integrity remain the paramount considerations in the employment of personnel. To ensure fairness and transparency, selection will be made on a competitive basis through a selection panel.</p>