



<b>Job Opening for Air Operations Assistant UNSMIL-GS5-JO005/2018</b>	
<b>Title:</b>	Airfield Assistant
<b>Level/type:</b>	G-5 / Fixed-Term Appointment
<b>Duty Station:</b>	Tripoli
<b>Section:</b>	Aviation and Movement Control Section
<b>Date of Issue:</b>	22 May 2018
<b>Deadline for applications:</b>	05 June 2018
<b><u>Women candidates are strongly encouraged to apply to the mentioned position</u></b>	
<b>HOW TO APPLY:</b>	<p><b>STEP 1: <u>INTERESTED APPLICANTS SHOULD SUBMIT THE UNITED NATIONS PERSONAL HISTORY FORM</u></b></p> <p>(P11 obtainable at the following web site: <a href="https://unsmil.unmissions.org/sites/default/files/p11-form.doc">https://unsmil.unmissions.org/sites/default/files/p11-form.doc</a>)</p> <p><b><u>ANY APPLICATIONS RECEIVED IN A FORMAT DIFFERENT TO THE UNITED NATIONS PERSONAL HISTORY FORM (P11) WILL NOT BE CONSIDERED.</u></b></p>
	<p><b>STEP 2:</b> Qualified candidates <b>MUST</b> submit their <b>P11 application</b> with all the documents listed in STEP 1 (if any) by e-mail to <a href="mailto:unsmil-hrstaffing@un.org">unsmil-hrstaffing@un.org</a>, and <b>MUST</b> include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- GS5-JO005/2018)</p>
<b>ORGANIZATION SETTING AND REPORTING:</b>	<p>This position is located within the Air Operations and Aviation Section in the Mission Support Division in the United Nations Support Mission in Libya (UNSMIL). The position is based in Tripoli, Libya. The incumbent will be under the overall supervision of the Air Operations Officer.</p> <p>UNSMIL's mandate as renewed in SC resolution 2376 (2017) of 14 September 2017 includes, as an immediate priority, support to the Libyan political process, as well as the undertaking of: (a) human rights monitoring and reporting; (b) support to key Libyan institutions; and (c) coordination of international assistance.</p>
<b>JOB DESCRIPTION:</b>	<p>The incumbent assists the supervisor in organizing aircraft ground operations on the tarmac and ensuring that they are conducted according to Air Safety procedures and in an efficient and expedient way; s/he inspects equipment and facilities and assists in monitoring the daily Air Terminal Operations Cell activities to ensure a safe and effective execution of responsibilities at assigned Duty Station.</p> <ul style="list-style-type: none"> <li>• Ensures safe refueling activities.</li> <li>• Ensures aircrafts are parked according to stablished airport operating procedures and international regulations.</li> <li>• Prevents access of non-authorized personnel in the Airfield Protected Area.</li> <li>• Ensures that driving lines, speed limitations and other requirement are respected in the Airfield Protected Area.</li> <li>• Conducts safety and security inspections on equipment and facilities in the Airfield Protected Area.</li> </ul>



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	<ul style="list-style-type: none"> <li>• Monitors and reports any deficiencies/discrepancies and incidents to the supervisor.</li> <li>• Watches that all staff and crews involved in Mission air terminal operations comply with Aviation safety regulations, standards, established procedures and processes on aircraft handling and apron/ramp safety.</li> <li>• Constantly is on the look-out for hazards to air operations, identifies hazards, and initiates corresponding corrective measures.</li> <li>• Provides recommendations and advice on improved procedures to the Air Operations Officer.</li> <li>• Assists in monitoring the daily Air Terminal Operations Cell activities to ensure a safe and effective execution of responsibilities at assigned Duty Station.</li> <li>• Provides Aircrew operating at his/her Duty Station with the Daily Flight Schedule and other required documentation and reports.</li> <li>• Provides the Air Terminal Officer with the assistance needed in monitoring Air Terminal activities at remote locations where no Aviation Section staff are assigned. Performs in-flight monitoring duties during helicopter landing sites, reconnaissance flights.</li> <li>• Monitors and arranges office items. Keeps and monitors files. Provides and submits reports, such as Statistical Reports for Air Terminals Unit, reports on Air Terminal activities, Air Movement Reports (take-off and landing times, etc.) to Flight Following, and other reports.</li> <li>• Drafting Note Verbale to MFA &amp; coordinating with protocol unit, to use VIP lounge for VIPs and assisting all VIPs at Tripoli Airport.</li> <li>• Drafting cargo/passenger manifests and other documentations.</li> <li>• Perform any other duties as assigned.</li> </ul>
<b>COMPETENCIES:</b>	<p><b>Professionalism:</b> 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><b>Accountability:</b> Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.</p>
	<p><b>Teamwork:</b> 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>



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<b>QUALIFICATIONS:</b>	<p><b>Education:</b> High school diploma or equivalent is required. Proficiency in using Microsoft (Word, Excel, PowerPoint). Holds or has held an Airline Transport Pilot License, Commercial Pilot License, Air Traffic Control License, Flight Operations Officer License, Aeronautical Engineer or Maintenance Engineer License is required. Training in Air Operations or airport ramp operations by a major Airline company or by a Civilian Aviation Licensed schools is an advantage.</p> <p><b>Experience:</b> A minimum of five (5) years of progressively responsible experience in Air Transportation Operations/Air traffic Control or related fields is required. Experience in planning and/or execution of flights in Aviation operations, Airport Ground Handling and/or passenger/cargo operations is desirable. Knowledge of United Nations aviation and MOVCON procedures is an advantage.</p> <p><b>Language:</b> English and French are the working languages of the United Nations Secretariat. For the post advertised fluency in oral and written English and Arabic is required.</p> <p><b>Women candidates</b> are strongly encouraged to apply to the mentioned position.</p>
<b>SPECIAL NOTICE:</b>	<p>Recruitment in the General Service category shall be made in the country or within commuting distance of each office, irrespective of their nationality and of the length of time they may have been in the country, and shall comply with any host country agreement in effect. Applicants who are not nationals from Libya must meet the relevant employment requirements of the host country, including fulfilling visa or work permit stipulations. An appointment shall not be granted to a person who is the father, mother, son, daughter, brother, sister, step-children or step sibling of a staff member. This restriction applies to relationships within the United Nations Secretariat and not to those with the separately administered Agencies, Funds or Programmes.</p>
<b>ADDITIONAL INFORMATION:</b>	<p><b><u>Physical requirements:</u></b> The work requires movements and walk-arounds at the airport airside, walking/standing on the tarmac for most of the day, six days a week. The work also involves walking to other offices within the compound.</p> <p>Work is conducted in an office environment and at the airfield in all weather conditions. The environment may be noisy. The position requires working with Aviation gasoline which is hazardous material and extremely flammable.</p> <p>Due to the high volume of applications received, <b>ONLY</b> those applicants who are short-listed will be notified.</p> <p><b><u>Incomplete applications or applications received after the deadline will not be considered.</u></b></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>