



Individual Contractor (IC) Opening for Air Operations Assistant UNSMIL-IC-IC005/2018 (Open for 07 days)	
Title:	Air Operations Assistant
Level:	IC (GL-5)
Duty Station:	Tripoli
Section:	AVIATION / MOVCON
Date of Issue:	25 February 2018
Deadline for applications:	5 March 2018
<u>Women candidates are strongly encouraged to apply to the mentioned position</u>	
HOW TO APPLY:	<p>STEP 1: Interested applicants should submit the United Nations Personal History Form (P11) obtainable at the following web site: https://unsmil.unmissions.org/sites/default/files/p11-form.doc</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 elayashy@un.org and MUST include only the JO No. in the subject line of their e-mail (e.g. UNSMIL- IC-X-XX/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; • Ensures established procedures are in place and aviation safety regulations are followed; • 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; • Carries out handling, loading and processing of dangerous cargo; • Reviews aircraft weight and balance records, load manifests and takes necessary actions to follow up; • Ensures that loading of the aircraft is conducted in accordance to the published daily schedule and cargo 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; • Organizes passengers' boarding and disembarking; • Organizes loading and unloading cargo into/from the aircrafts; • Prepare flight documentation, statistics and ensures accuracy • Assists in monitoring ramp access;



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	<ul style="list-style-type: none"> • Checks in passengers against passenger manifest, issues boarding passes and organizes passengers transfer for aircraft boarding; • Facilitates immigration and customs formalities for passengers; • Ensures that passengers' baggage is weighted, measures, labeled, manifested and loaded into the aircraft; • Ensures the General Release from Liability Form (waiver) for non-UN passengers is in place and retained before boarding; • Reports time of take-off and landing of UN aircraft to air Ops; • Receive the Aviation Risk management check list from aircrews and informs Air-Ops. Center of safety concerns if any; • Provides assistance to VIP passengers if required; <p>Performs other related duties as tasked by the supervisor.</p>
<p>COMPETENCIES:</p>	<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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.</p> <p>Knowledge of warehousing practices and stock taking. Ability to cultivate client relationships and deal with local vendors. Maintains confidentiality.</p>
	<p>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.</p>
	<p>Accountability: 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>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>



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QUALIFICATIONS:	<p>Education: High school diploma or equivalent is required</p> <p>Experience: A minimum of 5 years of experience in planning and execution of flights in Aviation operations, Airport Ground Handling, Ramp management, aircraft crew or air traffic controller are required. An experience as licensed aircraft crew or air traffic controller as well as knowledge of United Nations aviation and MOVCON procedures, are 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 is 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.</p> <p><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>