

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA

Tel: +1-212-963-2668  
Fax: +1-212-963-2669

**VACANCY ANNOUNCEMENT # 276/07/2009**

Title: **Air Operation Assistant**  
Number of posts: One  
Type of contract: Fix Term (FT) Appointment  
Category: General Service (Local)  
Grade: GSL-4  
Duty Stations: **Kabul**  
Section/Unit Air Operation  
Issuing date: 30 July 2009  
Closing date: 05 August 2009

Under the technical supervision of the Chief Air operation section, the Air Operation Assistant will be responsible for the following duties:

- Prepare daily air tasking orders (ATOs) and distribute it to all concerned staff.
- 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 to ATC Kabul.
- Liaise with pilots and site mangers for aircraft fuel uplift requirement and launch request to Supreme and UNHAS for fuel delivery.
- Assist AOO in preparing weekly flights schedule.
- Make ground handling arrangements with international vendors for UNAMA international VIP and MedEvac/CasEvac flights.
- Update Aircraft Data Base on Lotus Notes System and keep proper record of events (incidents/accidents).
- Maintain a proper record of aircraft maintenance, crew rest and duty times.
- Develop completed ATO after execution/cancellation of daily flights.
- Obtain NOTAMS and provide them to pilots and flight followers.
- 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.
- Maintain contact list for all Air Operations staff
- Technically supervise regional and provincial flight coordinators, provide them necessary assistance, guidance on aircraft tasking, scheduling and on conducting thorough risk assessment. And regularly notify Chief Air Operations Center and CAVO on all changes and support needed.
- Coordinate with regional and provincial air operations assistants on weather and security conditions as well as runway serviceability, and update pilots accordingly.

- Act as focal point for special flights requests. Receive requests from clients, priorities them, obtain necessary approvals and develop the ATO, accordingly.
- Obtain diplomatic over flight and landing clearances for all UNAMA flights traveling to neighboring countries.
- Provide guidance, briefing and other assistance for newly arrived crews.
- Assist Air Operations Section for developing/modifying/amending SOPs.
- Attend Air Operations related external meetings with Afghan CAA and ISAF Air Operations, as well as Air Safety Authorities.
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- Assist in preparation of air operations center inputs for CMS monthly reports.
- Receive Aircraft "After Mission Reports" as well as Crew Briefing reports from air terminal unit, review them and take action on outstanding issues.

**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 four years of relevant experience in air operation, 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;

**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
- & a Copy of NID - Tazkira

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

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul,  
Afghanistan,**

**OR**

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

**[unamava\\_support@un.org](mailto:unamava_support@un.org)**