



United Nations Assistance Mission for Afghanistan (UNAMA)
INTERNAL/EXTERNAL VACANCY ANNOUNCEMENT

Vacancy No.	22/02/2016
Post Title	Air Operations Assistant
Level	GL-6 (Fixed-term)
Organizational Unit	Air Operations Section
Location	Kabul HQ
Number of post	01
Issuing Date	25/02/2015
Closing Date	10/03/2015

Important note: UNAMA will only accept properly completed and signed Personal History Form's (P.11) received by the due date. **CVs or resumes will not be considered nor will late submissions.**

DUTIES AND RESPONSIBILITIES

Under the supervision of the Chief Mission Air Operation Center (CMAOC), the Air Operations Assistant will be responsible for the following duties:

- Conducts flight following to all UN aircrafts in the mission area and abroad during an official mission.
- If the tracking system doesn't work, requests information on the aircraft altitude and position by grid.
- Informs MAOC Duty Officer (DO) as soon as deviation of the plan/route is detected (path and altitude), requesting confirmation from air crew (reason of deviation and intention); the planned route must be resumed as soon as possible.
- Maintains proficiency in the operations of all air communications equipment.
- Maintains the Radio Communications Log sheet.
- Maintains the Flight Following mission Log sheet.
- Conveys operational messages as directed by MAOC supervisor, Chief MAOC or CAVO.
- Informs all relevant parties of the actual and estimated times of the aircraft.
- Informs air crew of the slot times /PPR clearances, weather and security condition at airport of destination before and during each flight.
- Informs DO on current operations, significant deviations in the schedule, any requests for change in route, passenger/cargo manifest, or any emergencies.
- Assists MAOC in requesting slot /PPR clearances for UN flight to appropriate airspace control authority.
- Assists in planning and coordinating routine (regular passenger/cargo, logistic resupply) flights, special (casualty and medical evacuation, VIP) flights and other air transportation activities.
- Complies the daily projected Air tasking Order (ATO) in accordance with the requested tasks; publishes and communicates ATOs to all relevant elements as per established procedure and deadlines.
- Participates in coordinating the integrated search and rescue operations for UN air assets and other aircrafts upon request.
- Handles and coordinates diplomatic overflight/landing clearances and ground handling support for aircrew.
- Proposes and plans aircraft parking locations in coordination with local airport authorities and others stakeholders.
- Coordinates with the Air Terminal Unit about the operations and if necessary

adjust timings for an aircraft.

- Carry out any other duties as directed by CMAOC/CAVO.

QUALIFICATIONS AND EXPERIENCE

Education: High School diploma or equivalent. Technical or vocational certificate in Air Transportation, Safety Management, Air Traffic Control or graduation from equivalent military establishment or military/air traffic control training.

Work Experience: A minimum of seven (7) years of progressively responsible experience in Air Transportation Operations or related fields.

Languages: Fluency in written and spoken English, Dari and Pashto.

UN CORE VALUES AND COMPETENCIES

Professionalism: Shows pride in work and achievements. Demonstrates professional competence and mastery of the subject. 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 perspective and ensuring the equal participation of women and men in all areas of work.

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 the audience. Demonstrates openness in sharing information and keeping people informed.

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.

APPLICATIONS

Applicants must accurately complete, sign and date the United Nations Personal History form (P.11) and forward the duly completed signed P.11 copy by e-mail to: unamava_support@un.org

Applicants should indicate VA Number and Post Title on the email subject line when submitting duly completed and signed P.11 Form. UNAMA will not consider any applications received without VA Number and Post Title in the email subject line and after the closing date of the VA. Incomplete P.11 will not be accepted.

Please note that any information provided on the P.11 form will be considered binding.

The selected candidates will be subject to a reference checks process to verify the information provided in the P.11 form.

Qualified female candidates are encouraged to apply

Only applicants who are short-listed will receive an acknowledgement within two weeks from the deadline indicated on the VA.

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.