

Posting Title : CHIEF OF UNIT, AIR OPERATIONS, P4
Job Code Title : CHIEF OF UNIT, AIR OPERATIONS
Department/ Office : Department of Operational Support
Location : ENTEBBE
Posting Period : 22 April 2024-21 May 2024
Job Opening number : 23-TRA-DOS-215769-R-ENTEBBE (O)
Staffing Exercise : N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Org. Setting and Reporting

This position is located in the Forward Support Deployment Hub (FSDH) of the Logistics Division, Office of Supply Chain Management in the Department of Operational Support based in the Regional Service Centre in Entebbe. The incumbent reports to the Chief of Section, FSDH or designated official. The post is based in FSDH located in Entebbe, Uganda.

The Department of Operational Support was established to provide operational advisory services to client entities across the Secretariat, including other departments, offices away from headquarters, field missions, and regional commissions. The Office of Supply Chain Management includes the Office of the Assistant Secretary -General for Supply Chain Management, Logistics Division, Procurement Division, Uniformed Capabilities Support Division, Global Service Center, and the Enabling and Outreach Service.

The Logistics Division performs a central role in the implementation of end-to-end supply chain management across the United Nations operations. The Division provides direction and advice on logistical matters, manages, monitors and assesses the delivery of strategic transportation and support services, and directs the delivery of transportation and specialist support services in the functional areas of air transport, ground transport, engineering, medical and supply, inclusive of fuel, rations and general supplies and security equipment.

The Forward Support and Deployment Hub (FSDH) is located in Entebbe, it is structured into three units: the Air Support Unit, the Movement Operations and Freight Forwarding Support Unit and the Regional Deployment Stock Unit. The FSDH aims to enhance the operational and administrative effort through the implementation of policies and technical guidance provided by OSCM; and coordination, management, and monitoring of logistics and supply chain management operations for efficient, responsive, and reliable support to regional and ad hoc operational requirements.

Responsibilities

The Chief of Air Support Unit performs the following duties:

Management of air operations:

- Manages and supervises activities of the Air Support Unit within the FSDH.
- Provides advice to management about the efficient, economical and safe use of the UN air assets.
- Establishes and maintains regional scheduled passenger and cargo movement flights and coordinates with Movement Ops & Freight Forwarding Support Unit in FSDH, Air Transport Service and Movement Control Section in HQ and client missions.
- Supervises the provision of reliable, cost effective and efficient ad-hoc air transport services for the transportation of passengers and cargo (including dangerous goods requiring special handling), VVIP, cargo, MedEvac, and other support flights on behalf of the LD/OSCM resolving conflicting priorities of supported missions.
- Analyzes client missions' air support requests and provides guidance and decision in regard to the air transport feasibility of the requested task.
- Develops plans for the efficient and cost-effective utilization of UN long and short-term air charter and standby air charter agreements (SACA) as well as the air assets of missions in the region.
- Identifies air tasks and determines how best to meet them utilizing available air charter agreements and missions' air assets.
- Coordinates ground handling services with UN missions and commercial service providers.
- Plans, reviews and develops air operations in close coordination with supported missions and UNHQ.
- Reviews cost estimates/analysis for cost comparison against short term commercial charter and other alternatives.
- Reviews and approves cost estimates provided to client missions.
- Reviews and approve flight schedules prepared by planning officers for publication.
- Works in close collaboration with the UNHQ/ATS Aircraft Contracts Management Unit to ensure FSDH goals are achieved.

Development and management of FSDH aviation standard operating procedures:

- Develops and implements aviation standard operating procedures (SOP) using references from UN Aviation Manual, ICAO, IATA and host country Civil Aviation standards, practices, procedures and regulations.
- Monitors air operations to ensure compliance with Air Tasking Orders, Standard Operating Procedures UN directives, Department of Operational Support (DOS), Aviation Manual, UN Aviation Standards for Peacekeeping and Humanitarian Air Transport Operations, UN Aviation Safety Manual, ICAO standards and recommended practices and the host country's Aeronautical Information Publications.
- Supervises the aviation risk management for UN aviation activities in accordance with established procedures.

- Closely liaises with supported mission Aviation Sections, International Organizations/Agencies concerning air transport movement matters.
- Supervises the preparation of operational plans, performance reports, and responses to internal and external audit observations.
- Supervises the development and implementation of standard operating procedures for aviation related processes.

Development and management of unit budget:

- Compiles an annual budget forecast of expenditure on aviation activities.
- Determines the cost sharing of aviation services rendered by FSDH to client missions using shared air assets and air charter agreement.
- Ensures that expenditure on aviation remains within the approved annual budget.
- Ensures that air assets utilization remains within the approved limit for any contractual year.
- Ensures that UN financial regulations and rules are complied with in all activities of the Air Operations Unit.

Monitoring and compliance:

- Monitors the accuracy and validity of data recorded in the aviation information management system.
- Evaluates services rendered to Client Missions under long-term aircraft charter agreements, stand-by air charter agreements and ground handling contracts.
- Determines technical specifications for air transport services and develop statements of work/requirements.
- Monitors application of quality control procedures for all work processes.

Management of unit human resources:

- Develops the Air Support Unit Staffing.
- Manages the allocation and rotation of appropriate work assignments for staff members in the Unit.
- Coordinates individual annual work plans, produce detailed performance assessments and evaluations for staff.
- Identifies professional training requirements of staff under command.
- Supervises the development of training courses, workshops and other related training activities and coordinates them with regional missions and UNHQ.
- Performs other related duties as required.

Competencies

Professionalism: Knowledge of logistics operations and practices. Ability to develop logistics plans, policies, procedures and new programmes. Ability to provide technical and procedural advice in a broad range of logistics areas. Ability to develop, maintain and supervise accountability systems for materials, services and contracts management. The ability to analyze and interpret data in support of decision-making and convey resulting information to

management. 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.

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.

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.

Education

Advanced university degree (master's degree or equivalent degree) in Air Transportation/Aviation Management, Aviation Safety management, Aerospace/Aeronautical Engineering, or graduation from an equivalent military educational establishment is required. A first level university degree in combination with professional Training, certification in air transport operations, and two (2) additional years of qualifying work experience in air transport or in a related field, may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Professional certification in supply chain (CSCP), Supply Chain Operations Reference (SCOR-P), MCIPS, or equivalent is desirable.

Work Experience

A minimum of seven (7) years of progressively responsible work experience in air transport operations or aviation safety, with at least three (3) years of managerial experience in a position directly related to the coordination of complex air transport operations in the international environment is required. The minimum years of relevant experience are reduced to nine (9) years for candidates who possess a first-level university degree.

Experience in safety and quality management is desirable.

Knowledge of UN financial regulations and rules is desirable.

Experience in the use of ICAO standards and recommended practices is desirable.

Experience in international operations in a post conflict environment is desirable.

Experience in supply chain and logistics is desirable.

Experience working with data analytics and visualization tools and developing data analytics and visualization reports and dashboards is desirable.

Languages

English and French are working languages of the United Nations Secretariat. For the position advertised, fluency in oral and written English is required. Knowledge of French is desirable.

Assessment

Evaluation of qualified candidates may include an assessment exercise which may be followed by a competency-based interview.

Special Notice

- This position is funded by the Support Account. The Appointment or assignment against this position is for an initial period of one year. Extension of the appointment is subject to the extension of the mandate and/or the availability of funds.
- The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity in its staff. Female candidates are strongly encouraged to apply for this position.
- Staff members are subject to the authority of the Secretary-General and to assignment by him or her. In this context, all staff are expected to move periodically to new functions in their careers in accordance with established rules and procedures.
- Applicants from troop and police-contributing countries who are found most suitable and recommended for selection will be given due consideration for positions in a peacekeeping

operation or Headquarters support account funded positions in the Department of Peace Operations and the Department of Operational Support, taking into account their contribution to United Nations peacekeeping, in accordance with General Assembly resolutions 66/265 and 67/287.

- At the United Nations, the paramount consideration in the recruitment and employment of staff is the necessity of securing the highest standards of efficiency, competence and integrity, with due regard to geographic diversity. All employment decisions are made on the basis of qualifications and organizational needs. The United Nations is committed to creating a diverse and inclusive environment of mutual respect. The United Nations recruits and employs staff regardless of gender identity, sexual orientation, race, religious, cultural and ethnic backgrounds or disabilities. Reasonable accommodation for applicants with disabilities may be provided to support participation in the recruitment process when requested and indicated in the application.

United Nations Considerations

According to article 101, paragraph 3, of the Charter of the United Nations, the paramount consideration in the employment of the staff is the necessity of securing the highest standards of efficiency, competence, and integrity. Candidates will not be considered for employment with the United Nations if they have committed violations of international human rights law, violations of international humanitarian law, sexual exploitation, sexual abuse, or sexual harassment, or if there are reasonable grounds to believe that they have been involved in the commission of any of these acts. The term "sexual exploitation" means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. The term "sexual abuse" means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. The term "sexual harassment" means any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offence or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment, and when the gravity of the conduct warrants the termination of the perpetrator's working relationship. Candidates who have committed crimes other than minor traffic offences may not be considered for employment.

Due regard will be paid to the importance of recruiting the staff on as wide a geographical basis as possible. The United Nations places no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. The United Nations Secretariat is a non-smoking environment.

Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process.

The paramount consideration in the appointment, transfer, or promotion of staff shall be the necessity of securing the highest standards of efficiency, competence, and integrity. By accepting an offer of appointment, United Nations staff members are subject to the authority

of the Secretary-General and assignment by him or her to any activities or offices of the United Nations in accordance with staff regulation 1.2 (c). In this context, all internationally recruited staff members shall be required to move periodically to discharge new functions within or across duty stations under conditions established by the Secretary-General.

Applicants are urged to follow carefully all instructions available in the online recruitment platform, *inspira*. For more detailed guidance, applicants may refer to the Manual for the Applicant, which can be accessed by clicking on "Manuals" hyper-link on the upper right side of the *inspira* account-holder homepage.

The evaluation of applicants will be conducted on the basis of the information submitted in the application according to the evaluation criteria of the job opening and the applicable internal legislations of the United Nations including the Charter of the United Nations, resolutions of the General Assembly, the Staff Regulations and Rules, administrative issuances and guidelines. Applicants must provide complete and accurate information pertaining to their personal profile and qualifications according to the instructions provided in *inspira* to be considered for the current job opening. No amendment, addition, deletion, revision or modification shall be made to applications that have been submitted. Candidates under serious consideration for selection will be subject to reference checks to verify the information provided in the application.

Job openings advertised on the Careers Portal will be removed at 11:59 p.m. (New York time) on the deadline date.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.