

Posting Title : , G5
Job Code Title : AIR OPERATIONS ASSISTANT
Department/ Office : Department of Peace Operations
Location : ENTEBBE
Posting Period : 18 January 2023-24 January 2023
Job Opening number : 23-TRA-Department of Peace Operations-199827-J-
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 Chief of Section, FSDH reports to the Director of the Logistics Division 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

Within delegated authority, the Air Operations Assistant in the Air Support Unit will be responsible for the following duties:

- Assist in the planning, publishing and scheduling of air transportation activities for passengers and cargo in accordance with the Department of Operational Support (DOS) Aviation Manual, DOS Aviation Safety Program, Standard Operating Procedures (SOP) and Local Area Procedures.
- Assist in reviewing and integrating the flight schedules in support of regional missions into the overall plan of FSDH air movements.
- Assist in the coordination of special flight requests.
- Assist in reviewing and assessing all passenger and cargo movement requirements that are outside the scope of an individual mission but within the Africa region and provide an integrated solution.
- Assist in the planning, reviewing; tasking and coordinating projected daily tasks and air support requirements. When required, inform the crew of the aircraft assignment to perform each identified task especially when last minute changes are required.
- Monitor and keep a record of the utilization of aircraft hours and crew duty time, and aircraft scheduled maintenance.
- Assist in preparing and publishing FSDH materials, flight schedules, air task orders and issue them to flight crews. When required, conduct aircrew task briefings and debriefing.
- Coordinate with the air carrier Site Managers including ensuring that all necessary arrangements and documentation are completed and available for each assigned task.
- Ensure that all out of mission area ground handling arrangements, airport operating hours, and fuel availability is confirmed before launching flights.
- Ensure over flight landing clearances are obtained before the departure of any flight.
- Contribute to the development of the unit SOPs and implement them as required.
- Implement performance standards and improve the overall service quality/ operational standards.
- Maintain good contacts with key players in the regional transportation industry, including other UN agencies, NGOs, and government agencies for air movement related issues requiring planning and tasking.
- Assist in preparation of regular reports.
- Receive, manage and archive all records of movement related documentation including filing electronically and in hard copy
- Carry out any other duties as assigned/required.

Competencies

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

Education

High School Diploma or equivalent is required.

Job Specific Qualifications

A valid International Air Transport Association (IATA) and/or International Maritime Organization (IMO) in dangerous goods certificate is desirable.

Work Experience

A minimum of five (05) years of progressively responsible experience in air transport operations, movement control, logistics operations or related is required.

Experience using Enterprise Resource Planning (ERP) Systems such as SAP (Umoja) is desirable.

Experience in analyzing data for supply chain is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in English is required. Knowledge of another official United Nations language is desirable.

Assessment

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

Special Notice

- This position is temporarily available until 30 September 2023, with a possibility of an extension. If the selected candidate is a staff member from the United Nations Secretariat, the selection will be administered as a temporary assignment.
- This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. All staff in the General Service and related categories shall be recruited 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. A staff member subject to local recruitment shall not be eligible for the allowances or benefits exclusively applicable to international recruitment.
- While this temporary assignment may provide the successful applicant with an opportunity to gain new work experience, the selection for this position is for a limited period and has no bearing on the future incumbency of the post.
- Subject to the funding source of the position, the eligibility for this temporary job opening may be limited to candidates based at the duty station.
- This temporary job opening may be limited to "internal candidates," who have been recruited through a competitive examination administered according to staff rule 4.16 or staff selection process including the review of a central review body established according to staff rule 4.15.
- Staff members of the United Nations common system organizations who will reach the mandatory age of separation or retirement within the duration of the current temporary need

period are not eligible to apply. Submitting an application or selection for the current temporary job opening does not delay or increase the mandatory age of separation.

- Retirees above the mandatory age of separation who wish to be considered for the current temporary job opening must indicate the reason for their last separation as "retirement." Such retirees shall not be employed by the Organization, unless (a) the operational requirements of the Organization cannot be met by staff members who are qualified and available to perform the required functions; and (b) the proposed employment would not adversely affect the career development or redeployment opportunities of other staff members and represents both a cost-effective and operationally sound solution to meet the needs of the service.

. Passing the Global General Service Test (GGST) is a prerequisite for recruitment consideration in the General Services and related categories in the United Nations Secretariat. Applicants who have not passed the GGST at the time of application may be invited for the test after submitting an application. Having passed the Administrative Support Assessment Test [in English] at the United Nations headquarters, Economic Commission for Africa, Economic and Social Commission for Western Asia, United Nations Office at Geneva, United Nations Office at Vienna, International criminal tribunal for Rwanda or International Criminal Tribunal for the former Yugoslavia may be accepted in lieu of the GGST.

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.

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.