

Posting Title : AIR OPERATIONS OFFICER, FS6  
Job Code Title : AIR OPERATIONS OFFICER  
Department/ Office : Department of Operational Support  
Location : ENTEBBE  
Posting Period : 30 December 2020-5 January 2021  
Job Opening number : 20-TRA-DOS-145340-J-ENTEBBE (M)  
Staffing Exercise : N/A

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

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### **Org .Setting And Reporting**

This position is located in the Transportation and Movement Integrated Coordination Centre, at the Regional Service Centre Entebbe (RSCE) in Entebbe, Uganda, within the Office of Supply Chain Management (OSCM), Department of Operational Support (DOS).

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, the Enabling and Outreach Service and the Umoja Coordination Service.

The Regional Service Centre in Entebbe, Uganda (RSCE), was established in July 2010, following the adoption of General Assembly resolution 64/269. The Centre provides efficient, client-oriented and scalable services with the goal of moving transactional, non-location dependent administrative functions to the Centre from its client entities. This includes transactional elements of human resources, finance, multimodal movement and control, personnel and cargo transport and information and communications technology (ICT) support. In addition to these services, the Office of the Chief RSCE and support offices through the Deputy Chief RSCE provides overall guidance on the operations of the RSCE including strategic planning, communication, budgeting, human resources management, property management, quality assurance and business intelligence, conference services, record keeping and archive management, and audit response and risk management.

For more information, please visit <https://rsce.unmissions.org>.

The Transportation and Movement Integrated Coordination Centre (TMICC) was established to provide consolidation, integration, coordination and optimization in transportation and movements solutions of personnel and cargo to and between UN field missions, using all available transportation means and working in close collaboration with client missions and other stakeholders. The incumbent reports to the Chief, Air Transport Services, Logistics Division in New York or his designated official.

## **Responsibilities**

Within delegated authority, the Air Operations Officer will be responsible for the following duties:

- Monitors that air operations are conducted in compliance with Air Tasking Orders (ATOs), Standard Operating Procedures (SOPs), UN directives, Department of Operational Support (DOS) Aviation Manual, UN Aviation Standards for Peacekeeping and Humanitarian Air Transport Operations. (UN AVSTADS), UN Aviation Safety Manual, ICAO standards and recommended practices and the host country's Aeronautical Information Publications (AIPs).
- Reviews and approves Air Mission Requests and ensures that the most suitable air asset(s) is/are assigned to a task to achieve the maximum safety, cost efficiency and effectiveness in the mission support.
- Consolidates and reviews all operational and logistical mission flight requests.
- Coordinates plans and verifies the daily projected Air Tasking Orders (ATOs) for conformance and compliance with the requested tasks resolves conflicting priorities and ensures that ATOs are published and communicated to all relevant elements in accordance with the established procedures and deadlines.
- Prepares and publishes mission materials, flight schedules and air task orders and issues them to Flight crews.
- Participates in the development of aviation standard operating procedures (SOPs) in compliance with the DOS Aviation Manual, TCAO, TA and the host country's AIPs.
- Ensures that flight crews are briefed and conversant with UN policies, flight safety procedures and latest applicable aviation standard requirements. Confirms that appropriate reference documents are readily available and accessible to all Hight crew members and aviation personnel.
- Manages routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights and military operational flights.
- Coordinates the integrated search and rescue operations for UN air assets and other aircraft upon request.
- Supervises timely coordination of diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meals, transportation arrangements for aircrews.
- Coordinates weather observation, forecasting and dissemination of weather information.
- Liaises closely with other Sections/Missions, international organizations/agencies concerning aviation movement matters.
- Liaises with other UN units/sections, non-government and government organizations and intergovernmental agencies on aviation matters.
- Verifies and analyses the detailed TM1CC Statement of Requirements to UNHQ for aircraft

acquisition.

- Coordinates the responses to UNHQ aircraft technical evaluations to ensure that vendor's proposals meet technical requirements under the service delivery model.
- Prepares operational plans, performance reports, and responses to internal and external audit observations.
- Prepares inputs, data and estimates for budget reporting and planning purposes.
- Acts for the Chief Air Mode Unit in his/her absence.
- Performs other related duties as required.

### **Competencies**

**Professionalism:** Knowledge of UN financial regulations and rules. 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.

**Planning and 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.

**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.

Training and certification as a Commercial Pilot or a Flight Operations Officer/Flight Dispatcher, or an equivalent military qualification is required.

Air Transportation/Aviation Management, Aviation Safety Management, Aerospace/Aeronautical Engineering, or graduation from an equivalent military educational establishment is desirable.

### **Work Experience**

A minimum of ten (10) years of progressively responsible experience in air transport operations or aviation safety with at least three (3) years of supervisory 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 five (5) years for candidates who possess a first level university degree. Experience in the development and implementation of the safety and quality management systems 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.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position advertised, fluency in English language is required. Knowledge of French 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 for 3 months 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.
- 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.

## **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.