

Posting Title : AIR OPERATIONS OFFICER, P3  
Job Code Title : AIR OPERATIONS OFFICER  
Department/ Office : Department of Operational Support  
Location : ENTEBBE  
Posting Period : 16 May 2023-22 May 2023  
Job Opening number : 23-TRA-DOS-208893-J-ENTEBBE (O)  
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 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**

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

- Manage and administer all provision of support activities related to airfields projects and equipment.
- Plan, review and develop airfield infrastructure in close coordination with missions to be served and UNHQ in the areas of Management Service Agreement, Air Traffic Management/Communication Navigation System and Aviation Ground Support Equipment.
- Provide assistance to oversee the management of airfield development plan and rehabilitation projects for field missions in collaboration with ICAO.
- Provision of training of staff to conduct airfield and ground handling, pallet loading, helicopter under-slung loads, cargo handling operations, including use of airport fire vehicles, aviation ground support equipment and main handling equipment.
- Lead, supervise, mentor, develop and evaluate staff and design training skills enhancement initiatives to ensure effective transfer of skills.
- Negotiate and coordinate with relevant stakeholders for the repair and maintenance of aprons, runways, helipads, taxiways, hangars, UN air terminal buildings, airfield access, fuel farms, lighting stands, drainage, grass cutting, bird control, fencing, for services, air traffic control structures, air navigation aids, GNSS and other infrastructure needs.
- Conduct periodic inspections of airfields and helipads of the mission area and establish relationships with the personnel of ground handling companies and Civil Aviation Authorities.
- Establish systems contracts for all types of airfields, air terminal and air/ground support equipment for field mission(s) support.
- Through the Fire Marshals ensure provisions of firefighting and rescue services at heliports/airfields.
- Coordinate with the host country's airports authority and Civil Aviation Authority on issues and matters concerning operation of airfields/helipads.
- Monitor the physical state of landing sites helipads, assigned buildings, hangars and other relevant assets.
- Ensure accurate placement of all helipad firefighting equipment and proper grounds maintenance.
- Ensure that proper refueling facilities are provided and procedures are in place.
- Through the meteorological officer/assistant ensure that meteorological services are available at the airfield/helipad.
- Provide advice of any landing Zone surface problems
- Perform other functions as assigned.

## **Competencies**

#### Professionalism:

Knowledge of diverse air transport operations, including phases on the Invitation to Bid, Request for Proposals, Letters of Assist, etc. Ability to review alternative options and select most effective and cost efficient mode of transport of equipment, supplies and personnel to and from field missions. Ability to provide technical leadership; strong negotiating skills and ability to influence others to reach agreement. Knowledge of institutional mandates, policies and guidelines pertaining to transport operations and related matters. Ability to complete in-depth analyses and to formulate conclusions and recommendations. 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 & 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' need 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 project; meets timeline for delivery of products or services to client.

### **Education**

Advanced university degree (Master's degree or equivalent) 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 one of the above specified fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### **Job Specific Qualifications**

Commercial Pilot License (CPL), Air Traffic Control License (ATC), Flight Operations Officer License or Aeronautical Engineer or Maintenance Engineer License, or an equivalent license from the military air transport establishment is required.

An Airline Transport Pilot License (ATPL) or its military equivalent is desirable.

### **Work Experience**

A minimum of five (5) years of progressively responsible experience in air transport operations or aviation safety, with at least five (3) years of managerial experience on a position directly related to the coordination of complex air transport operations in the international environment is required.

Experience in aviation safety and aviation quality management is desirable.

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

Experience in managing international air transport operations in a field operation of the United Nations (inclusive of peacekeeping operations, special political missions, agencies, funds and programmes), or of other similar international organizations is desirable.

Experience with data analysis and business intelligence reporting is desirable.

### **Languages**

English and French are the working languages of the United Nations Secretariat. For the position being advertised, fluency in English is required. Knowledge of another UN official 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 for 3 months with a possibility of 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.

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.

