



The United Nations Office for West Africa (UNOWA) is looking for a highly motivated, team player and result oriented person to serve as:

NATIONAL AIR OPERATION OFFICER

Duty Station: Dakar

Duration: One year renewable

Level: NOC

Deadline for Submission of Applications: **15 April 2011**

Description of Duties:

Under the direct supervision of the chief Aviation Officer/Chief of Unit, The National Air Operation Officer is responsible of the following duties: These duties are generic and may differ depending on the requirements of the field mission):

- Effect and assist in all duties related to quality assurance and standardization including risk management support,
- Coordinate aviation operations compliance activities and monitor technical a; Prepare trends analyses, conducts assessment and initiate/recommend corrective action;
- Conduct periodic inspections of Airports, airfields and helipads and ensure that all surveys are in accordance with the UN air Transport policy and Mission SOPs.
- Carry out regular inspection on aircraft, ground support facilities and airport equipment in order to ascertain whether they meet the applicable standards
- Carry out all budget and finance related issues of the aviation assets assigned to the mission.
- Assist in maintaining a mission documentation library and ensure Documentation Control and that SOPs, policy, guidelines and procedures are in place and easily accessible
- Ensure all aircraft are airworthy and properly certified; ensure that flight crews possess the appropriate flight proficiencies, Conduct field
- Management of UN Aviation aircraft contracts for Civilians and Letters of Assist issued by UNHQ NY to ensure all provisions are carried out within operational, contractual and safety parameters.
- Perform aviation surveys (ex. aircraft inspection, Certificates and aircraft inside Equipments and UNOE inventory);
- Responsible for the completion of the Monthly Aviation Summary and Letter of Assist report for the total number of flight hours, passengers, cargo, fuel

- consumption, occurrences and sorties performed by all Fixed and Rotary Wing Aircraft operating for UNOWA/CNMC under Long Term Agreements;
- Process SFR and Provide cost Calculation of Non-UNOWA/CNMC flight, Passengers, Cargo And MEDEVAC
 - Prepare cost recovery for Non-UNOWA/CNMC flights including others Mission Support.
 - Ensure that MOD and PO (in Mercury) raised for cost of aircrew subsistence allowance, air transportation services, aircraft landing fees and ground handling charges for UN agencies and other implementation partners including Outside mission area are charged according to establish budget for maintenance and support flight,
 - Coordinate with NY-HQ (ATS) and liaise with others UN Missions for outside mission support flight for reimbursement purpose.
 - Coordinate with, Finance, Procurement and Contract Management Section that rules and procedure are maintained.
 - Perform other functions as assigned by the chief of Aviation and the chief of the Unit.

Competencies:

- **Professionalism:** Proven analytical and evaluative skills; ability to work independently.
- **Planning and Organizing:** Ability to establish priorities, manage and plan own work and meet deadlines.
- **Teamwork:** Excellent interpersonal skills, including ability to operate effectively across organization boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Technology Awareness:** Computer literacy, ability to manage the development and adoption of new application for air operations
- **Communication:** Highly developed spoken and written communication skills, including the ability to explain activities and regulations; ability to explain difficult issues and positions; ability to produce a variety of written reports and data productions in a clear and concise style in both English and French.

Qualifications and Experiences

- **Educations:** University Degree in Aviation Management, Airspace management, air traffic control or Graduation from equivalent military establishment or training institution. An equivalent combination of relevant education, professional training, certification in Air transport Management,
- **Experiences:** experience in an Air Transportation related occupation such as planning and operations management will also be considered. A minimum of 7 years of relevant experience in aircraft operations, infrastructure and

equipment management Experience in Finance or aviation management operations is also beneficial.

Application

The position is opened to ECOWAS countries

Preference will be given to equally qualified women candidates.

Applicants meeting the above qualifications are requested to submit the following only:

1. Cover letter, a one-page Statement of Interest explaining why you consider yourself qualified and motivated for this particular position
2. Certificate of Nationality or copy of passport or Identity Card
3. Curriculum Vitae (CV) or completed P-11
4. Certified Copy of Diplomas and Degrees

Note: Before applying for the post, we kindly request candidates to carefully review the Vacancy Announcement to ensure that they meet the Minimum requirement

Please email your application to:

diouf5@un.org

or

Post it to UNOWA at
23851 Dakar Ponty

Note: Please indicate the vacancy title & number