

CORE VALUES: *INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY*

**Terms of Reference of a National Consultant in
« AVIATION MOVCON ASSISTANT »**

Total months: 9 months

Total no. of consultants: 1

Deadline for submission: 27/06/2012

Duty Station: Dakar

FUNCTIONAL STATEMENT

The Transport and Airport Ramp Assistant (TARA) is responsible for the effective manifesting, boarding of passengers, including V.I.P special flights personal baggage. He is also responsible for all airport ground movement of aircraft at the airport, preparation of flight process and managing the loading and off-loading of cargo either for air transport or road transport.

SPECIFIC DUTIES

- Finalize daily manifest correctly and distribute in a timely manner for UNOWA fixed wing and rotary aircraft and road vehicles.
- Complete the Flight Booking forms by inputting number of passengers and weight of excess personal baggage/Cargo;
- Check-in of out-going and receive in-coming passengers at the UNOWA terminals.
- Ensure waiver forms, copies of visas for neighboring are available with the manifest
- for all Non-UNOWA personnel.
- Ensure immigration procedures are completed by non-UNOWA personnel and that passenger and cargo manifests are processed through the standard immigration and customs authorities.
- Ensure safe embarkation/disembarkation of all passengers on all flights
- Coordinate with booking office on all requests.

- Ensure transportation to and fro the airport is available for passengers.
- Prepare the MOVEMENT daily report and present to Aviation compliance officer.
- Compile Passenger and Cargo movement data sheet. Compile and report periodical (monthly or weekly) movement reports
- Oversee the refueling of UNOWA vehicles, standby generators and aircraft.
- Maintain data records of all fuel distribution in a correct and transparent manner.
- Ensure fuel standby stocks in place and are secure.

QUALIFICATIONS

Qualifications for an aircraft mechanic or relevant field, or at least 10 years experience in all aspects of movement, including road, rail, and sea, air. Air terminal and air side safety and security training. Movement control experience in a military airport environment is considered advantageous. ON-JOB-TRAINING certificates will be a required

Not less than 4 years experience in international airport organization will be an advantage.

Familiarity with computer software

Good use of English and French including the ability to draft routine correspondence.

Valid Air side driving license (ICAO/ANACS)

Application

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. Curriculum Vitae (CV) or completed P-11
3. Certified Copy of Diplomas and Degrees

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

Please email your application to:

lya@un.org or diouf5@un.org

or via mail at the following address:

United Nations Office for West Africa - UNOWA
23851 Dakar Ponty
Senegal

Note: Please indicate the vacancy title & number

This announcement is available on the intranet UNOWA : Website: www.unowa.unmissions.org

Deadline for Receipt of Application: 27 June 2012