



VACANCY ANNOUNCEMENT: UNOWA/HRS/VA/004/14

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

To serve as: AIR OPERATION ASSISTANT

Title Position	Air Operation Assistant
Number of posts	01
Type of contract	Fixed Term
Category	G5
Duty station	Dakar, Senegal
Unit/Section	Transport and Air Operation Section
Issuing date	17/02/2014
Closing date	03/03/2014

The United Nations Office for West Africa (UNOWA) is entrusted with the overall mandate of enhancing the contributions of the UN towards the achievement of peace and security in West Africa. This includes governance, mainstreaming security sector reform into development strategies, defining an integrated sub regional approach to humanitarian, human rights and gender issues, curbing corruption, poverty alleviation, addressing youth unemployment as well as cross-border illicit trafficking and organized crime. These emerging destabilizing issues can be considered as new threats to security.

Organizational Setting:

The position is located in UNOWA's Mission support. The work implies interaction with all UNOWA staff.

Functional Responsibilities: Under the direct supervision of Aviation Officer the incumbent will be responsible for the following duties:

- Assist in establishing, maintaining, and updating a professional Aviation Planning Flights while ensuring a timely flow of all information related to air mission requests from all sections and team sites to Air ops planning section.
- Receive and review all Air Mission Requests, as directed by the Aviation Officer & Flight Operation Unit Supervisor to produce daily and weekly flight schedules and generates tasking orders for the Air Crews. Prepare and carry out flight crew briefing/debriefing and to all concerned in accordance with current flight schedule taking into consideration of the air Tasking Order and Flight Schedule, operational risk assessment reports, Standard operating procedures, national regulations and NOTAMs.
- In consultation with the Aviation officer he will assign aviation tasks to the appropriate aircraft and crews in such a manner as to insure safe, efficient, reliable, flexible, and cost



effective air support for UNOWA. Create and disseminate to all relevant parties the updated daily, weekly, and monthly flight schedules according to the requirement/requests received from other Units.

- Receive MOP then finalize daily manifest correctly and distribute to the appropriate crews in a timely fashion and manner. Complete the Flight Booking forms on the aviation data base by inputting number of passengers and weight.
- Check-in of out-going and receive in coming of passengers at UNOWA terminal while ensuring passengers are fully identified and that they carry all the appropriate documentation. Ensure that all travel formalities are completed by all passengers. Ensure safe embarkation/disembarkation of all passengers on all flights. Prepare the Movcon daily report and present to Aviation Officer. Compile Passenger and Cargo movement data sheet.
- Compile monthly aviation and movement control reports including eMAR, Passenger data and aircraft utilization reports. Receive and process crew reports including processing on newly arriving crew. Update crew files and documents to ensure currency of documentation.
- Provide support in the various areas of surface transportation management of the mission vehicle fleet. Ensure vehicle maintenance and driver compliance of UN regulations.
- When required, performs other related duties in support of the other activities of the unit, which includes surface transport, movement control and facility management and maintenance.

Competencies:

- **Professionalism:** Knowledge of the full range of communications approaches, tools, and methodologies essential to planning and executing effective campaign strategies and programmes, e.g. campaign management, media operations, marketing and promotion, audience outreach, message targeting. Ability to rapidly analyze and integrate diverse information from varied sources. Ability to identify public affairs issues, opportunities and risks in an international environment. Ability to diplomatically handle sensitive situations with target audiences and cultivate productive relationships. Knowledge of relevant internal policies and business activities/issues. Ability to produce a variety of written communications products in a clear, concise style. Ability to deliver oral presentations to various audiences. 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.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and



exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **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..

Qualifications:

Education: High School Diploma or equivalent is required. Technical or vocational certificate in Air Transportation, Safety Management, Air Traffic Control or graduation from equivalent military establishment or military/air traffic control training is required. UN On-The Job Training will be an added advantage

Experience: At least 5 years of experience in aviation, transport, logistics or related area. Experience in UN peacekeeping transport operations. Understanding of security and safety operations will be an asset.

Language: English and French are the working languages of the United Nations. For the post advertised, fluency in oral and written French and English is required. Knowledge of another official United Nations language will be an advantage.



Application:

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

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

- Motivation letter
- Completed P-11 form (please note that the P11- Form is available on UNOWA Website)
- Copy of Diplomas and Degrees
- Certificate of National Identity from Senegalese authorities

You can send your application by e-mail at unowa-cnmc-hr@un.org or via postal mail at the following address: United Nations Office for West Africa - UNOWA - 23851 Dakar Ponty Senegal by indicating clearly the vacancy number and title of post.

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

Please note that only short-listed candidates will be contacted.