

Posting Title : AIR OPERATIONS ASSISTANT, G5  
Job Code Title : AIR OPERATIONS ASSISTANT  
Department/ Office : United Nations Interim Force in Lebanon  
Location : NAQOURA  
Posting Period : 4 October 2022-2 November 2022  
Job Opening number : 22-Transportation-UNIFIL-191563-R-NAQOURA (M)  
Staffing Exercise : N/A

---

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

---

### **Org. Setting and Reporting**

This position is located in the Airfield management Unit, Aviation Section, United Nations Interim Force in Lebanon (UNIFIL), Naqoura. The incumbent will report to the Chief Airfield management Unit or his/her designate.

### **Responsibilities**

Within the limits of delegated authority, the Air Operations Assistant will be responsible for the following duties: Carry out Flight operations tasks including assisting with scheduling of UN Flights, Ground Ops and facility management at UNIFIL HQs Heliport and rest of UNIFIL Area of Operations. Arranging airspace and landing clearances, and coordinating aviation maintenance activities with UNIFIL concerned sections. Assist aircrew in their dispatch at the Heliport; monitor passengers and cargo boarding and disembarkation, coordinate Ground Handling Ops and ensure compliance to flight line procedures. Carry out Ground Handling Ops including but not limited to the following: cleaning services, ground handling equipment maintenance, monitor aircraft refueling and ramp movements. Check weather forecast, NOTAMs. Use radios and Flight Tracking systems to monitor the position and movements of UN aircraft. Maintain accurate records of ground activities and mission Helipads related information. Complete the Aviation Risk Management Checklists for Mission HQs and remote helipads as required. Coordinate with local Airport Authorities and Mission Helipad Managers all requirements in support of Mission ground operations, including but not limited to airport passes, authorizations, escorting staff in/out of the airport, plan and coordinate the maintenance hangar space, support equipment required, etc. Collect and analyze Mission Helipad reports on daily and weekly basis. Conduct regular helipad inspection in HQ's and in the Area of Operations in order to ensure that mission Helipads are

meeting safety requirements. Monitor and verify refueling of UN aircraft ensuring that the process conducted in safe manner. Receive and dispatch all UNIFIL and Non UNIFIL Flights landing in and taking off Mission Helipads. Conducting regular FOD inspection and report any FOD incidents. Provision of Escort to VIP passengers and other concerned people who are visiting UNIFIL helipads for different operational and maintenance purposes. Performs any other duties assigned by Chief Airfield Management Unit. Information control: Assist in gathering, process, and dissemination of all information to appropriate terminal functions. Report all aircraft mishaps and incidents to include, but not limited to, foreign object damage, damage incident to loading operations, and other aircraft damage to the Air Field Management Officer. Immediately advise Chief Aviation Officer/ Chief Air Field Management of any unusual event or incident, emergency, or other significant event involving aircraft. Notify the Chief Air Field Management with landing, block-in, block-out, and takeoff time.

## **Competencies**

**Professionalism:** 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of work.**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.**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.

## **Education**

High School Diploma or equivalent is required. Additional Technical or vocational certificate in Air Transportation, Safety Management, Air Traffic Control or graduation from equivalent military establishment or military / air traffic control is desirable.

## **Job Specific Qualifications**

## **Work Experience**

A minimum of five (5) years of progressively responsible experience in at least one of the following occupations directly related to the air transport operations is required: Airport/Ground Handling Operations and/or Airfield Management. Experience in providing training on helicopter landing site management and on ground operations in general is desirable. Working knowledge of FOD prevention program, Aviation Risk Management, Specialized Aviation Fire Fighting and Rescue Services and Dangerous Goods handling is desirable.

## **Languages**

English and French are working languages of the United Nations Secretariat. For Air Operations Assistant position, fluency in English (both oral and written) is required. Knowledge of other UN official languages is desirable.

## **Assessment**

Evaluation of qualified candidates may include an assessment exercise, which will be followed by competency-based interview.

## **Special Notice**

Recruitment against this position is on a local basis; applicants in the General Service category shall meet the relevant employment requirements of the host country (Lebanon), including fulfilling visa or work permit stipulations. If you fulfill the visa and work permit stipulations for Lebanon, please specify in your cover letter and attach a copy of your visa and work permit under 'attachments' of your application in Inspira. The United Nations Secretariat is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position.

## **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.

