

Posting Title : AIR OPERATIONS OFFICER, P3
Job Code Title : AIR OPERATIONS OFFICER
Department/ Office : United Nations Interim Force in Lebanon
Location : NAQOURA
Posting Period : 14 December 2021-28 December 2021
Job Opening number : 21-TRA-UNIFIL-170509-F-NAQOURA (M)
Staffing Exercise : N/A

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

Org. Setting and Reporting

This position is located within the United Nations Interim Force in Lebanon (UNIFIL). The Air Operations Officer will be based in Naqoura and will report to the Chief Aviation Officer.

Responsibilities

Within delegated authority, as Deputy Chief Mission Air Operations Center (MAOC), and in charge of Current Operations, the Air Operations Officer will be responsible for the following duties :

- Manages and supervises the activities of the Mission Air Operations Center (Unit) in the absence of the Chief MAOC .
- Monitors that air operations are conducted in compliance with Air Tasking Orders (ATOs), Standard Operating Procedures (SOPs), UN directives, Department of Peace Operations (DPO) / Department of Operational Support (DOS) Aviation Manual, UN Aviation Standards for Peacekeeping and Humanitarian Air Transport Operations (UN AVSTADS), UN Aviation Safety Manual, ICAO standards and recommended practices and the host country's Aeronautical Information Publications (AIPs).
- Reviews and approves Air Mission Requests and ensures that the most suitable air asset(s) is / are assigned to achieve a task with maximum safety, cost efficiency and effectiveness in the mission support.
- Verifies with Chief Planning, the daily projected Air Tasking Orders (ATOs) for conformance and compliance with the requested tasks, resolves conflicting priorities and ensures that ATOs are published and communicated to all relevant elements in accordance

with the established procedures and deadlines.

- Manages routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights and military operational flights.
- Manages the integrated search and rescue operations for UN air assets and other aircraft upon request.
- Supervises timely coordination of diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meal/transportation arrangements for aircrews.
- Conducts the aviation risk management for UN aviation activities in accordance with the established procedures.
- Monitors utilization of UN air assets and analyses the statistical data obtained.
- Liaises with other UN units/sections, non-government and government organizations and intergovernmental agencies on aviation matters.
- Develops and implements the standard operating procedures for the related aviation processes.
- Ensures that aircrews are briefed and conversant with UN policies, aviation safety requirements and the latest applicable aviation standard operating procedures.
- Monitors that appropriate reference documents are current, readily available and accessible to all aircrew members and aviation personnel.
- Develops inputs for budget proposals for the mission's air transport operations.
- Develops inputs for the Mission's Statement of Requirements to UNHQ for aircraft acquisition.
- Provides responses to UNHQ during aircraft technical evaluations to ensure that vendor's proposals meet technical requirements.
- Supervises the preparation of operational plans, performance reports, and responses to internal and external audit observations.
- Analyzes, in coordination with the Mission Aviation Safety Officer (MASO), the aviation safety reports, identifies necessary corrective and preventive measures and informs the Chief Aviation Officer on the required actions.
- Manages the allocation and rotation of appropriate work assignments.
- Coordinates the individual annual work plans and produces detailed performance assessments and evaluations for the subordinate staff members.
- Develops and coordinates training courses, workshops and other related training activities.
- Performs other related duties as required.

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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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.

Accountability: Takes ownership of all responsibilities and honours commitments. Delivers outputs for which one has responsibility within prescribed time, cost and quality standards. Operates in compliance with organizational regulations and rules. Supports subordinates, provides oversight and takes responsibility for delegated assignments. Takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Judgement/Decision-making:

Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; Gathers relevant information before making a decision; Considers positive and negative impacts of decisions prior to making them; Takes decisions with an eye to the impact on others and on the Organization; Proposes a course of action or makes a recommendation based on all available information; Checks assumptions against facts; Determines that the actions proposed will satisfy the expressed and underlying needs for the decision; Makes tough decisions when necessary.

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.

Education

Advanced university degree (Master's degree or equivalent) in Air Transportation/Aviation Management, Air Traffic Management is required. Aviation Safety Management, Aerospace/Aeronautical Engineering, or graduation from an equivalent military educational establishment is required. A first-level university degree with a relevant combination of education, professional training, certification in air transport, and two (2) additional years of experience in air transportation related occupation, may be accepted in lieu of the advanced university degree.

Job Specific Qualifications

Training and certification as a Commercial Pilot, or a Flight Operations Officer/Flight Dispatcher, or an Air Traffic Controller or an equivalent military qualification is required.

Work Experience

A minimum of five (5) years of progressively responsible experience in air transport operations or aviation safety is required.

At least three (3) years of experience on a position directly related to the coordination of complex air transport operations in the international environment is required

Experience in the safety and quality management is desirable.

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

Experience in international operations in a post conflict environment is desirable.

Experience in managing military air operations is highly desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For the position (s) advertised, fluency in oral and written English is required. Knowledge of French is desirable.

Assessment

Previously rostered candidates are not subject to any further assessment and as such, will not be invited for such an assessment. Evaluation of qualified candidates may include informal interviews

Special Notice

This "Recruit from Roster" job opening is only open to roster applicants who are already placed on pre-approved rosters, following a review by a United Nations Central Review Body. Only roster applicants who were placed on rosters with similar functions at the same level are considered to be eligible candidates. Eligible applicants receive an email inviting them to apply. Rostered applicants are encouraged to apply only if they are interested and available to take up the position at the duty station/s specified in the Job Opening. Applying to this job opening carries an expectation to accept the offer, if selected.

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.