

United Nations Mission in Liberia
(UNMIL)

RE-ADVERTISED: Vacancy Announcement- Internal/External

Vacancy#: UNMIL-ADM-CSS-AVS-12-2037	Deadline: Monday 16, April 2012
Post Title: Air Operations Officer (One Position)	Level: NO-C
Organizational Unit: Planning and Scheduling Unit – Aviation Section	Location: Monrovia
Initial Appointment: Initial one (1) year subject to funding of the post and satisfactory performance.	IMIS Post#: 81750 Indicative Minimum Annual Gross Salary: USD 30,093.00
<p>UNMIL invites qualified external/internal applicants to apply for the position highlighted above. Applicants are requested to complete form P.11 available at UNMIL Human Resources Section and attach copies of the following: Proof of Liberian nationality (Birth certificate/ Passports), educational certificates and reference letters from previous employers. Incomplete P.11 forms will not be processed. Please note that you can also apply by email to unmilrecruitment@un.org . Kindly note that applications upon receipt will be reviewed and only short-listed candidates will receive acknowledgement.</p>	

Description of Main Duties:

Within delegated authority, and under the direct supervision of the Chief Aviation Officer, the Air Operations Officer will carry out the following duties:

- Carry out the activities of the planning and scheduling Unit tasks and ensure that the Unit conducts its activities in accordance with the published UN Aviation Standard Operating Procedures (SOPs). Attends "briefing" and discusses/coordinates flight schedule with Movement Control (MovCon) for confirmation of its requirements in consultation with principal components on satisfying air transport needs.
- Draft, publish and disseminate daily and monthly flight schedule in coordination with stakeholders. In consultation with the Unit Chief/ OIC, reviews and assign aviation tasks to the appropriate aircraft and crews in such a manner as to ensure safe, efficient, reliable, flexible, and cost effective air support taking into consideration type of aircraft, fuel capacity, and compatibility of landing sites and availability of refueling facilities, contract/ allocated flight hours, maintenance requirements, aircrews rest, compatibility of helipads and combining flights where possible before final submission to Chief Aviation/ Chief Air Operations.
- Review all operational and logistical Air mission flight requests; Produces daily and monthly flight schedules. Manage special mission and VIP flight-requests; Review, plan and coordinate daily projected task orders and air support requirements.
- Create and disseminate to all relevant parties the updated daily and monthly flight schedules, after consultation with the Unit Chief/ OIC according to the requirement/requests received. Drafts Monthly Flight Schedules and updates if required.
- Prepare and publish all daily flight schedules and schedule changes in their appropriate physical locations and on the MOVCON/Air Ops bulletin board in Lotus Notes. Prepares a consolidated daily flight schedule and distributes it in hard copy and/or electronically to DMS, CAVO, air operations center and other users.
- Generate Air Tasking Orders that are timely, precise, and effective for publication on the Share Drive.
- Check Security and Threat in planned destinations taking into consideration during flight planning stage.

- Comply with the latest weather forecast, special operations, advisories on Airfield/ helipad database, special conditions/ operations (External load, carriage of human remains / money / prisoners, tactical operations), restrictions and issued NOTAMS from the host government.
- Ensures Director of Mission Support (DMS) approval for all flights as requested.
- Keeps records and plans for future coming missions.
- Obtains over-flight/ landing clearances for out of mission flights.
- Performs other duties as requested.

Competencies: Professionalism - Advanced technical qualifications, including authoritative knowledge and wide exposure to the full range of fixed wing and helicopter air operations and air safety issues; ability to advise senior management and other senior officials on approaches and techniques on highly complex/sensitive issues; recognized expertise in the field; demonstrated capacity for intellectual leadership and ability to integrate knowledge with broader strategic, policy and operational objectives and translate it into a results-oriented work programme; ability to comprehend and reconcile the diverse features of air operations; to plan and develop a unified aviation system to meet the needs of the mission to recognize the capabilities of the various aircraft and determine the most advantageous mode of shipment in terms of cost, safety and efficiency; demonstrate original and creative thinking, independent judgment and discretion in advising on and handling major policy, project and other issues/problems; strong negotiating skills and ability to influence others to reach agreement on difficult issues, contracts and assistance agreements with aviation contractors, vendors, national government representatives and others; excellent knowledge of institutional mandates, policies and guidelines pertaining to air operations and related matters;

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.

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 Aviation Management, Aerospace/Aeronautical Engineering, Air Transportation Management or Air Traffic Control, or graduations from equivalent military establishment or military flight/air traffic control training. Training as a Professional Pilot or Aeronautical Engineer or Air Traffic Controller or Flight Dispatcher qualification, or equal military certification, is desirable. A first level university degree with a relevant combination of education, professional training, certification in air transport, and managerial experience in air transportation-related occupation, may be accepted in lieu of the advanced university degree.

Experience: A minimum of five (5) years for Masters Degree or seven (7) years for Bachelors Degree of progressively responsible experience, with at least 2 years at the international level. Managerial experience in air operations of international, peacekeeping or military nature is required. Knowledge of UN financial rules and regulations is desirable. Managerial experience of air charter operations is desirable.

Languages: Fluency in spoken and written Standard English; knowledge of a second UN language is an advantage.

NOTE: THIS IS A RE-ADVERTISED POSITION. CANDIDATES WHO HAVE APPLIED PREVIOUSLY NEED NOT RE-APPLY

Preference will be given to equally qualified women candidates.

Completed detailed applications documentation as specified above referring to

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UNMIL Recruitment Unit, Human Resources Management Section, UNMIL Headquarters, 7th Floor – Pan African Plaza, Tubman Boulevard, Monrovia