

UNITED NATIONS ASSISTANCE MISSION IN AFGHANISTAN  
UNAMA  
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**VACANCY ANNOUNCEMENT # 241/07/2009**

Title:	<b>Air Operation Officer</b>
Type of contract:	Fix Term
Category:	National Professional Officer (NPO)
Level:	To be determined
Duty station:	Herat
Unit/Section:	Air Operations Section
Issuing date:	9 July 2009
Closing date:	8 August 2009

Under the direct supervision of the Chief Aviation/Air Operations Officer, the incumbent is responsible for the following duties:

**Duties and Responsibilities:**

- Manage and control all air operations activities in western regions.
- Travel to provinces and conduct aviation risk assessment, as advised by CAVO.
- Conduct meetings with airport authorities and ATC personnel to secure clearances and prepare ground for safe operations of UNAMA aircraft.
- Prepare daily operations and aircraft use reports and submit them to AirOps HQ in Kabul.
- Be ready for redeployment to another region in the country to support air operations activities, if needed.
- In coordination with Chief Air Ops, he/she is responsible for briefing of the crews on: Airlift risk assessment report and UNAMA Air Ops Standard Operating Procedures (SOPs); Ensures that all necessary flight documentation and paper work has been completed before departure; Checks that the ATO is completely and accurately completed by the pilot; Checks actual time of departure and arrival, record and discuss any deviations or delays and the reasons for it; ensures that the Risk Assessment Report is Completely filled by the pilot in command, signed and dated;
- Co-ordinates aviation operations and supervises aviation assets assigned to the mission;
- Assists in the development and implementation of Mission Aviation Standard Operating Procedures (SOPs) in compliance with current UN Air Operations Manual, Host Nation AIPs, and Annex 6 of the Convention of Airworthiness and the CAA regulations of air carrier registry;
- Supervises Long Term Air Charter Contracts and Letter of Assists (LOAs) for aviation services and aircraft support;
- Monitors Short-Term air charter operations;
- Performs inspections of aircraft and aircrews to ensure compliance with the provisions of aviation contracts for operational and administrative acceptance in accordance with the relative contracts or LOAs;
- Documentation of flying hours incurred by Mission aircrafts and produces a monthly aircraft utilization summary to be sent to the Air Transport UNHQ and preparing monthly aviation report to CAO's office as well as to NY HQ

- Ensures compliance of all regulation of the host nation CAA, Annex 6 to the Convention of Airworthiness, Company Operations Manual and UN Air Operations Manual;
- Corrects Flight Safety deficiencies;
- Section annual budget Development, budget tracking and monitoring, Budget performance and Section budget translation in NY HQ format
- Acquisition plans development, Requisitioning & financial tracking of the Section expenditures, verify/monitor purchase orders/tracking/very invoices for payment.
- Monitor, follow up and management of Section account code
- Performs other duties as assigned.

**Competencies:**

**Professionalism:** Advance technical qualifications, including authoritative knowledge and wide exposure to the full range of air operations and air safety issues; recognized expertise in the field; ability to comprehend and reconcile the diverse features of air operations; proven analytical and evaluative skills; ability to work independently. **Planning and Organizing:** Ability to establish priorities, manage and plan own work and meet deadlines; plan, coordinate and monitor the work plan of those under his/her supervision. **Communication:** Strong communication (spoken and written) skills.

**Teamwork:** Excellent interpersonal skills, including ability to operate effectively across organization boundaries; ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. **Technology Awareness:** Computer literacy; ability to manage the development and adoption of new applications for air operations.

**Qualifications:**

**Education:** University Degree (4 years) in Business Administration, Air Transportation/Aviation Management, or Aviation Engineering required. Professional Pilot License, Air Traffic Controller License or graduation from equivalent military establishment and military Air Transport flight/air traffic control training is desirable.

**Experience:** At least 5 years of progressively responsible experience. Professional training and certification in air transport, Flight Operations, Flight Safety and experience in an air-transportation related occupation such as logistics or commercial aviation is an advantage. Experience in air operations of international, peacekeeping or military nature and a thorough knowledge of UN financial rules are desirable. Experience of commercial air charter operations is also desirable.

**Language:** Fluency and spoken and written English as well as Pashto and Dari;

**Other skills:** Excellent knowledge of computer.

**Preference will be given to equally qualified women candidates.**

Applicants meeting the above qualifications are requested to submit a cover letter quoting this Vacancy Announcement title and number along with their Curriculum Vitae/P-11 form and a photocopy of University Degree to:

**Personnel Section, UN Operation Centre in Afghanistan (UNOCA), Jalalabad Road, Kabul, Afghanistan,**

OR Email to:  
[support@un.org](mailto:support@un.org)

***Only applications that clearly indicate the vacancy number on the envelope; or in the subject of the email***