



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

Mission Circular No. / 2020 - 0577 -

29 September 2020

TO: All UNFICYP, OSASG and CMP Personnel

FROM: Joel Cohen
Chief of Mission Support

SUBJECT: Job Opening # 141818 – Air Operations Assistant (GL4)

1. Please find herewith, the details for the following job opening:

<u>Post Title</u>	<u>Office/ Section</u>
Air Operations Assistant, G4, JO# 141818	Aviation Unit

2. Candidates are required to complete their respective Personal History Profile (PHP) in the Inspira Platform (internal candidates should register and log in through <https://inspira.un.org>, while external candidates should register and log in through <https://careers.un.org>) and submit their application through the Inspira platform **no later than 24 October 2020**.
3. Applicants are strongly encouraged to follow “Applicant Guide” under the “Manuals” section in Inspira, when completing their Personal History Profile.

NOTE: This message is a notification. Please open/launch the PDF attachment which serves as the only official communication in this respect. Thank you.

PDF Attachment:

No file attached

Internal Distribution: UNFICYP\unficyp-sasg-cmp-all staff

External Distribution:



UNITED NATIONS PEACEKEEPING FORCE IN CYPRUS

P.O. BOX 25644, 1311 NICOSIA, CYPRUS – TEL: 357-22-614410 FAX: 357-22-614600

28 September 2020

Post Title:	Air Operations Assistant	Work Base:	UNPA
Office:	Aviation Unit	Category:	General Services
Job Opening#:	141818	Level:	GL-4
Duty Station:	Nicosia HQ and Sectors	Deadline:	24 October 2020
Type of Contract:	Fixed-Term		

For further details related to the Job Opening, interested applicants are encouraged to visit the following link:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=141818&PostingSeq=1

Posting Title : AIR OPERATIONS ASSISTANT, G4
Job Code Title : AIR OPERATIONS ASSISTANT
Department/ Office : United Nations Peacekeeping Force in Cyprus
Location : NICOSIA
Posting Period : 25 September 2020-24 October 2020
Job Opening number : 20-TRA-UNFICYP-141818-R-NICOSIA (M)
Staffing Exercise : N/A

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

Org .Setting And Reporting

This position is located in the United Nations Peacekeeping Force in Cyprus, Nicosia. The incumbent will report to the Chief of Unit, Air Operations or to his/her designate.

Responsibilities

- Assists in coordinating routine (regular passenger/cargo , logistics resupply) flights, special (casualty and medical evacuation, VIP) flights, and military operational flights.
- Assists in flight following and coordinating the integrated search and rescue operations for UN air assets.
- Assists in coordinating diplomatic over flight/ landing clearances, ground handling support and hotel accommodation/meal\transportation arrangements for aircrews.
- Assists in planning aircraft parking locations.
- Assists in monitoring fuel upload.
- Operates Airport Mechanical Handling Equipment (MHE).
- Carries out handling, loading and processing of dangerous cargo.
- Reviews aircraft weight, balances records, loads manifests and takes necessary follow up actions.
- Assists in verifying passenger and cargo manifest.
- Assists in ensuring that aircrafts are properly parked.
- Assists in monitoring passengers embarking and disembarking in coordination with MovCon personnel and local airport staff.
- Assists in monitoring ramp access.
- Performs other related duties as tasked by the supervisor

Competencies

Professionalism: Proven analytical and evaluation skills. Thorough knowledge of all forms of air transportation activities. Thorough knowledge of aviation safety requirements. Ability to work independently in managing difficult and time sensitive situations as well as conflicting priorities; demonstrated analytical and evaluative skills. 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 the audience. Demonstrates openness in sharing information and keeping people informed.

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

HR diploma or equivalent is required.

Work Experience

A minimum of three (3) years of progressively responsible experience in Air Transportation Operations or related fields is required.
Experience at an international environment is desirable.

Languages

Fluency in English is required.

Assessment

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

Special Notice

Applicants in the General Service Category shall meet the relevant employment requirements of the host country (Republic of Cyprus), including fulfilling visa and work permit stipulations.

The United Nations Secretariat is committed to achieving 50/50 gender balance and geographical diversity 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.