

UN VOLUNTEER DESCRIPTION OF ASSIGNMENT

SSDR001497--Air Operations Assistant

The United Nations Volunteers (UNV) programme is the UN organization that promotes volunteerism to support peace and development worldwide. Volunteerism can transform the pace and nature of development and it benefits both society at large and the individual volunteer. UNV contributes to peace and development by advocating for volunteerism globally, encouraging partners to integrate volunteerism into development programming, and mobilizing volunteers. In most cultures volunteerism is deeply embedded in long-established, ancient traditions of sharing and support within the communities. In this context, UN Volunteers take part in various forms of volunteerism and play a role in development and peace together with co-workers, host agencies and local communities. In all assignments, UN Volunteers promote volunteerism through their action and conduct. Engaging in volunteer activity can effectively and positively enrich their understanding of local and social realities, as well as create a bridge between themselves and the people in their host community. This will make the time they spend as UN Volunteers even more rewarding and productive.

General Information

Country of Assignment	South Sudan
Host Institute	United Nations Mission in South Sudan
Volunteer Category	International Specialist
Number of Volunteer	1
Duration	until 30-06-2022
Expected Starting Date	Immediate
Duty Station	Bor [SSD]
Assignment Place	Non-Family Duty station

Assignment Place Remark

Assignment is non-family duty station.

Living Conditions

Living conditions vary between UNMISS duty stations. Each duty station where UNMISS has a field presence has basic residential camp facilities, which includes running water and electricity. Candidates should be aware that accommodation may be austere with the possibility of water shortages and power blackouts. On arrival in Bentiu accommodation will be on a share basis. Ablutions will also be shared. As the accommodation situation improves single unit accommodation, with an attached ablution, should become available in all locations.

All UNMISS duty stations apart from Entebbe, Uganda are considered non - family duty stations. The security level of UNMISS duty stations is classified by the UN Department of Safety and Security (UNDSS) who will brief on arrival. A number of locations in South Sudan are prone to conflict.

Primary health care services (preventive and curative) are provided in 11 United Nations Owned Equipment (UNOE) Level-I clinics, 21 Contingent Owned Equipment (COE) Level-I clinics, 5 COE Level-II medical facilities within the mission area and the establishment of

contractual agreements for Level-III and Level-III care outside the mission area. The 5 Level-II facilities available in Juba, Bentiu, Bor, Malakal and Wau, run by the Troop Contributing Countries (TCC), take referrals from the Level-I clinics and provide hospital-based care.

The climate is tropical with a rainy season in many areas, which should normally span from around April to October. Ability to live and work in difficult and harsh conditions is essential.

Assignment Details

Assignment Title Air Operations Assistant

Organizational Context & Project Description

UNMISS was established in 2011 under the auspices of the UN Department of Peacekeeping Operations (DPKO); subsequently, UNMISS mandate has been renewed through resolutions 2057 (2012), 2109 (2013), 2155 (2014), 2187 (2014), 2223 (2015), 2241 (Dec. 2015), 2304 (2016) and 2327 (2016), 2392 (Dec. 2017), 2406 (Mar. 2018), 2459 (Mar. 2019), 2514 (Mar. 2020), 2567 (Mar. 2021).

Sustainable Development Goals 16. Peace, Justice and Strong Institutions

Task description

Under the direct supervision of OIC Air Operations Bor , the UN Volunteer will undertake the following tasks:

- Pre-Planning of activities within the state, which is submitted to Mission Air Operations Center(MAOC) for approval;
- Prepare Air tasking Orders(ATOs) from the daily flight schedule (DFS) and providing them to crew for execution;
- Processing Daily Flight schedule into AIMS;
- Monitor all Flights in the states and those transiting from Juba or other Air Regions and providing timely resources to enable turn round;
- Coordinate with Local Civil Aviation Officials for smooth and efficient air operations;
- Conduct a briefing to Aircrew and state aviation personnel on Notice to Airmen (NOTAMS) and other available information concerning flight operations;
- Liaise with the Field State administrator (FAO) re all aviation requirements for the state and any TOB/COB/CSB within the state;
- Securing mine and security clearance, and threat assessment reports;
- Responsible in taking charge of of all aviation property in the state including air assets and aviation equipment;
- Provide weather reports at destinations and alternate airfields;
- Prepare report for all changes and deviations to OIC Air Operations, MAOC duty officer and Chief Air Operations;
- Prepare report and filing for all observed safety hazards in the state;
- Maintain on database of crew lists and Risk/Threat assessment forms;
- Responsible in checking Fuel status and availability both in the state and any relevant TOB/CSB;
- Prepare daily Sitreps and submit to Juba after last flight;
- Verifying the Aircraft Use Reports for state based air assets on daily basis and file information in the relevant Electronic databases in accordance with UN requirements;
- Ensure all AUR's are forwarded to Technical Compliance Unit in Juba on time;
- Monitor crew duty times and air assets flight hour utilization;
- Participate in capacity building to National staff members;
- Provide Flight following to aircraft within Bor and keeping a log;
- Checking of service ability of aviation Equipment on daily basis;
- Checking of Runway condition and submit HLS & Ramp hazard report to Juba before flight Operations;
- Provide apron management and bay allocation for accommodating different categories of aircraft during peak Hour;
- Perform any other duties as assigned by the OIC Air operations Bor, Chief Air operations or the Chief Aviation Officer.

Furthermore, UN Volunteers are required to:- Strengthen their knowledge and understanding of the concept of volunteerism by reading relevant UNV and external publications and take active part in UNV activities (for instance in events that mark International Volunteer

Day)- Be acquainted with and build on traditional and/or local forms of volunteerism in the host country- Provide annual and end of assignment reports on UN Volunteer actions, results and opportunities using UNV's Volunteer Reporting Application- Contribute articles/write-ups on field experiences and submit them for UNV publications/websites, newsletters, press releases, etc.- Assist with the UNV Buddy Programme for newly-arrived UN Volunteers- Promote or advise local groups in the use of online volunteering, or encourage relevant local individuals and organizations to use the UNV Online Volunteering service whenever technically possible.

Results/Expected Outputs

- The AURs and ATS Monthly reports are processed error free and in timely manner;
- The crew Flown hours and duty time are properly monitored;
- The Aircraft utilization statistics are compiled on time and accurately;
- Flight information service provided is timely to all Aircraft operating within the state;
- Results achieved within set timeframe; readiness to bear responsibility for failure to fulfil duties.
- Demonstrated ability to show vision and express an opinion; desire and capacity to achieve results; to participate in projects and work groups and contribute to performance improvement.
- The development of capacity through coaching, mentoring and formal on-the-job training, when working with (including supervising) national staff or (non-) governmental counter-parts, including Implementing Partners (IPs); • Age, Gender and Diversity (AGD) perspective is systematically applied, integrated and documented in all activities throughout the assignment • A final statement of achievements towards volunteerism for peace and development during the assignment, such as reporting on the number of volunteers mobilized, activities participated in and capacities developed

Qualifications/Requirements

Required Degree Level Secondary education

Education - Additional Comments

Should have proven training in the Aviation Industry; Flight Dispatch certificate; Air traffic control certificate; Cabin crew certificate and Flight Operations certificate are all desirable,

Required experience 36 months

Experience Remark

At least 3 Years of experience in the Aviation industry (Flight Operations/Dispatch certificate, Air traffic Control certificate are desirable).

Language

- English (Mandatory) , Level - Fluent

Area of Expertise

- Air transport, air traffic control and safety Mandatory

Area of Expertise Requirement

Computer skills: Solid computer skills, including full proficiency in various MS Office applications (Excel, Word etc.)

Need Driving Licence Yes

Competencies & Values

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We are inspiration in action

The United Nations Volunteers (UNV) programme is administered by the United Nations Development Programme (UNDP).

- Accountability
- Adaptability and Flexibility
- Commitment and Motivation
- Commitment to Continuous Learning
- Communication
- Integrity
- Planning and Organizing
- Professionalism
- Respect for Diversity
- Working in Teams

Conditions of Service and other information

Condition of Service

[Click here to view Conditions of Service](#)

Conditions of Service for International Specialist:

Note on novel coronavirus – COVID-19.

The rapidly changing nature of novel coronavirus COVID-19 has placed significant and increasing restrictions on the freedom of movement of people across the globe, within countries and across borders. Such restrictions make it very difficult for international UN Volunteers to begin their assignments at their assigned duty station and UNV cannot guarantee assignments will proceed as normal.

Candidates for international UN Volunteer assignments during this period may be exceptionally granted alternative working arrangements to work from their place of recruitment until restrictions are lifted. This is at the discretion of the host entity. Candidates proceeding to interview are recommended to discuss the likelihood of travel and possible alternative arrangements with the host entity. If selected, candidates should carefully consider the circumstances before accepting UNV's offer.

In cases where the UN Host Entity partner has requested the UN Volunteer to perform their assignment remotely, the Post Adjustment Multiplier (PAM) and related entitlements to be paid may be adjusted to the temporary duty station from where the UN Volunteer has been requested to work if requested by the UN Host Entity.

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The contract lasts for the period indicated above with possibility of extensions subject to availability of funding, operational necessity and satisfactory performance. However, there is no expectation of renewal of the assignment.

A UN Volunteer receives a Volunteer Living Allowance (VLA) which is composed of the Monthly Living Allowance (MLA) and a Family Allowance (FA) for those with dependents (maximum three).

The Volunteer Living Allowance (VLA) is paid at the end of each month to cover housing, utilities, transportation, communications and other basic needs. The VLA can be computed by applying the Post-Adjustment Multiplier (PAM) to the VLA base rate of US\$ 1,682. The VLA base rate is a global rate across the world, while the PAM is duty station/country-specific and fluctuates on a monthly basis according to the cost of living. This method ensures that international UN Volunteers have comparable purchasing power at all duty stations irrespective of varying costs of living. The PAM is established by the International Civil Service Commission (ICSC) and is published at the beginning of every month on the ICSC website <http://icsc.un.org>.

For UN Volunteer entitlements, kindly refer to the link <https://vmam.unv.org/calculator/entitlements>

In non-family duty stations that belong to hardship categories D or E, as classified by the ICSC, international UN Volunteers receive a Well-Being Differential (WBD) on a monthly basis.

Furthermore, UN Volunteers are provided a settling-in-grant (SIG) at the start of the assignment (if the volunteer did not reside in the duty station for at least 6 months prior to taking up the assignment) and in the event of a permanent reassignment to another duty station.

UNV provides life, health, permanent disability insurances as well as assignment travel, annual leave, full integration in the UN security framework (including residential security reimbursements).

UN Volunteers are paid Daily Subsistence Allowance at the UN rate for official travels, flight tickets for periodic home visit and for the final repatriation travel (if applicable). Resettlement allowance is paid for satisfactory service at the end of the assignment.

UNV will provide, together with the offer of assignment, a copy of the Conditions of Service, including Code of conduct, to the successful candidate.

Supervision, induction and duty of care of UN Volunteers (Roles and Responsibilities of Host Entities)

UN Volunteers should be provided equal duty of care as extended to all host entity personnel. Host entity support to the UN Volunteer includes, but is not limited to:

- Introductory briefings about the organisation and office-related context including security, emergency procedures, good cultural practice and orientation to the local environment;
- Support with arrival administration including setting-up of bank accounts, residence permit applications and completion of other official processes as required by the host government or host entity;
- Structured guidance, mentoring and coaching by a supervisor including a clear workplan and performance appraisal;
- Access to office space, equipment, IT support and any other systems and tools required to complete the objectives of the assignment including a host entity email address;
- Access to shared host entity corporate knowledge, training and learning;
- Inclusion of the volunteer in emergency procedures such as evacuations;
- Leave management;
- DSA for official travel, when applicable;

- All changes in the Description of Assignment occurring between recruitment and arrival or during the assignment need to be formalized with the United Nations Volunteer Programme;

- Investigate misconduct: sharing reports with the UNV;

- Provide emergency assistance, e.g. the death of volunteer or medical evacuation, in collaboration with UNV. Accept letters of guarantees or potential liabilities for covering medical costs not claimable under medical insurance in extraordinary situations (e.g. isolation facilities` services during pandemics).

Application Code SDR001497-9325

Application procedure

*** Not yet registered in the UNV Talent Pool?**

Please first register your profile at <https://vmam.unv.org/candidate/signup>. Important: After creating your account, complete all sections of your profile and submit it. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink. Lastly, select the special call to which you would like to apply.

*** Already registered in the UNV Talent Pool?**

Please first update your profile at <https://vmam.unv.org/candidate/profile>. Then go to 'My Page' at <https://vmam.unv.org/candidate/mypage> and click on the 'Special Calls' hyperlink to select the special call to which you would like to apply.

Application deadline: 28 April 2021

doa.apply_url <https://vmam.unv.org/candidate/show-doa/U1NEUjAwMTQ5Nw==>

Disclaimer

United Nations Volunteers is an equal opportunity programme which welcomes applications from qualified professionals. We are committed to achieving diversity in terms of gender, nationality and culture.