



United Nations Mission in Sudan  
UNMIS  
**VACANCY ANNOUNCEMENT**

**VA No. UNMIS-GS-11-008**

**VA Issuance Date: 1 May 2011**

**Deadline for Applications: 15 May 2011**

**The United Nations Mission in Sudan (Entebbe Support Base) is seeking qualified candidates for the following post(s):**

<b>Title:</b> <i>Air Operations Assistant (Aviation Planning Assistant)</i>	<b>Grade:</b> <i>GL -4</i>	<b>Region</b> <i>(please indicate preference in application): Entebbe (post no. MIS893275)</i>
<b><u>POST OPEN FOR UGANDAN NATIONALS ONLY</u></b>		
<b><i>Women are strongly encouraged to apply</i></b>		

Equally-qualified female candidates will be given priority for selection (DPKO Under-Secretary General's Policy Statement on Gender Mainstreaming). Candidates wishing to return home are also strongly encouraged to apply.

This position is located in Transportation and Movements Integrated Control Centre (TMICC) in Entebbe. The Aviation Planning Assistant reports to the Aviation Planning Officer in the Air Movements Unit.

**Duties and Responsibilities:**

Within delegated authority, the Aviation Planning Assistant will be responsible for the following duties:

- Assist the Tasking Officer in the execution of air operations;
- Assists in ensuring that all out of mission area ground handling arrangements, airport operating hours, and fuel availability are confirmed before launching flights;
- Assists in coordinating execution of special flights;
- Assists in executing CASEVAC/MEDICAL support for supported Missions;
- Assists in ensuring that air operations are conducted in compliance with Standard Operating Procedures, UN directives, the Department of Field Support (DFS) Aviation Manual, ICAO, IATA and the host country's Civil Aviation standards;
- Assists in preparing accurate data of flights to be used by other units for budget reporting and planning purposes;
- Assists in planning and disseminating flight schedules of cargo and pax, including military and police contingent movements;
- Assist in establishing and maintaining effective communications with counterparts in other offices in TMICC and other units;
- Prepare periodic activity reports.
- Develop an easy to use unit filing system.
- Draft routine correspondence.
- Maintain a record of all incoming and outgoing correspondence of the unit.
- Assist in the compilation of regular reports as required.

- Any other tasks assigned by the Supervisor.

**Competencies:**

**Professionalism:** Ability to manage processes, maintain accurate records, in administrative fields.

**Client Orientation:** Demonstrated ability to develop and maintain effective work relationships with supervisors and colleagues.

**Communication:** Ability to write in a clear and concise manner and to communicate effectively orally.

**Teamwork:** Good interpersonal skills. The candidate should have the ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Demonstrated ability to develop and maintain effective work relationships with supervisors and colleagues.

**Qualifications:**

**Education:** High school diploma or equivalent. Post-secondary education at college, university or specialized training institution is an asset. Technical or vocational certificate in movement control, multi-modal transportation, airline operations, logistics management or a related field.

**Experience:** At least four (4) years of progressively responsible experience in movement control, freight forwarding, airline operations, logistics management or a related field. Experience with

**Languages skills:** Fluency in written and spoken English. Knowledge of other UN languages is an advantage UN/NGO or other International bodies is an added asset.

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**Candidates should submit with their applications the following documents:**

- 1- Cover Letter (letter of motivation or application letter);
- 2- The United Nations Personal History form ([P-11](#));
- 3- Academic Certificate(s) and/or High School/Secondary Diploma;
- 4- Birth Certificate – if not, a combination of (i) Assessment of Age and National Passport or (ii) Assessment of Age and National ID Card (the Assessment of Age on its own is not acceptable);
- 5- Three (3) letters of reference from former employers or academic instructors for external candidates;

**By Email:**

All applicants are strongly encouraged to apply by e-mail and **MUST** include **ONLY** the VA No in the subject line of their email.

E.G. VA No. UNMIS-GS-11-008

General Services: [unmis-recruitmentgs@un.org](mailto:unmis-recruitmentgs@un.org)

**By Mail:**

Chief Civilian Personnel Officer, United Nations Mission in Sudan (UNMIS)

Ebeid Khatim Street

Khartoum, 11111,

Sudan

**By Hand:**

UNMIS Headquarters, Khartoum or through the UNMIS Regional Offices in Juba, Malakal, Wau, Rumbek, Kadugli, Ed Damazin, Abyei and El Obeid also MONUSCO, Entebbe.