

**REQUEST FOR CLASSIFICATION AND RECRUITMENT
GENERAL SERVICE AND RELATED CATEGORIES**

DATE RECEIVED: _____
OFFICERS: _____

REASON FOR CLASSIFICATION	<input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> BUDGET APPROVAL <input type="checkbox"/> OTHER (SPECIFY): _____	POST ENCUMBERED BY	EX INCUMBENT
		ANTICIPATED DATE OF VACANCY	DURATION OF THE POST
IDENTIFICATION OF THE POST <i>(USE OFFICIAL NOMENCLATURE)</i>	POST NUMBER Multiple	DUTY STATION Multiple	CURRENT FUNCTIONAL TITLE
1. DEPARTMENT/SECRETARIAT/OFFICE Field Mission/s		SECTION	
2. DIVISION/CENTRE		UNIT	
3. BRANCH/SERVICE		ST/SGB/ORGANIZATION REFERENCE	OFFICE CODE

SIGNATURES

(Attach a complete and current organization chart showing the organizational structure of the post being described before obtaining the signature of the incumbent.)

1. SUPERVISOR <i>(Certification of correctness of job description)</i> <i>Rin</i> JAYACHANDRA RAJU, chief TEBA NAME AND TITLE DATE: 18/5/15	3. EXECUTIVE or ADMINISTRATIVE OFFICER <i>Emmen Saeed</i> Emmen Saeed, O/CP104GS NAME AND TITLE DATE: 14/9/15
2. CHIEF of SECTION/BRANCH or DIRECTOR <i>(Authorization of approval)</i> <i>Khaled Kassab</i> KHALED KASSAB, CAVO NAME AND TITLE DATE: 18/5/15	4. INCUMBENT <i>(This is an accurate description of my post)</i> _____ NAME AND TITLE DATE

The signatures confirm the certification as indicated. They do not imply any decision concerning the grade level of the post.

CLASSIFICATION NOTICE - The classification of the post is approved as follows:

FUNCTIONAL TITLE Air Operations Assistant	JOB DESCRIPTION NO. JD/CP104GS
OCCUPATIONAL CODE 2.2.06.d - Job Code 8252	CLASSIFICATION LEVEL GS-5
COMMENTS	
CLASSIFICATION OFFICER <i>Khadiyatun Mukti</i> NAME: KHADIZATUN MUKTI, HRO, ODCU/FPOS/FPD/DFS	CLASSIFICATION OFFICER <i>Emmen Saeed</i> NAME: EMMEN SAEED, HRO, ODCU/FPOS/FPD/DFS
CHIEF, ORGANIATIONAL DESIGN AND CLASSIFICATION UNIT, FPD/DFS <i>M. Mirmohammad</i> NAME: M. MIRMOHAMMAD, CHIEF ODCU/FPOS/FPD/DFS	Date: 27/7/15
FOR THE DIRECTOR, FIELD PERSONNEL DIVISION/DFS <i>Chaste Abimana</i> NAME: CHASTE ABIMANA, CHIEF FPOS/FPD/DFS	

SECTION A - To be completed by the incumbent of the post, if any. *(If this section cannot be filled out by the incumbent, it may be completed by the supervisor).*

1. Summary of principal functions.

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centers and Offices as applicable. The Air Operations Assistant at this level usually reports to the Chief of Section/Unit or to an Air Operations Officer. The Air Operations Assistant is responsible for ensuring the safety and efficient air transportation to and from the field mission of both civilian and military personnel as well as equipment and goods.

2. Major duties and responsibilities. Describe in order of importance what is done and how it is done. Please indicate the approximate percentage of time devoted to each function.

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| <ul style="list-style-type: none"> • Carry out Flight operations tasks including assisting with scheduling of UN Flights, arranging airspace and landing clearances, and ordering Ground Handling services. • Assist aircrew in their dispatch at the airport; Coordinate with the Ground Handling Agent regarding all requirements for aircrew facilitation. • Coordinate with the Ground Handling Agents for all issues related to operations with Mission aircraft, including but not limited to the following: cleaning services, ground handling equipment, refuelling, transportation and verification of service ordered. • Check weather forecast, NOTAMs. | 40 |
| <ul style="list-style-type: none"> • Use radios and Flight Tracking systems to monitor the position and movements of UN aircraft. • Maintain accurate records of activities, related to flight following, aircraft dispatch and technical compliance. • Enter reports into the radio log, complete radio logs in accordance with DFS Aviation standards. | 40 |
| <ul style="list-style-type: none"> • Complete the Operations Risk Management Checklist. • Coordinate with local Authorities (Civil Aviation Authority, Airport Authority and Air Force Base Authority), all requirements in support of Mission air operations, including but limited to airport passes, authorizations, escorting staff in and out of the airport, plan and coordinate the maintenance hangar space, support equipment required, etc. | 10 |
| <ul style="list-style-type: none"> • Collect and analyse AURs (Aircraft Use Report) and prepare FHR(Flight Hour Reports) to each flight and for all types of aircraft on daily basis. | 10 |

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3. **Guidelines:** Indicate the rules, regulations, manuals, procedures, precedents, instructions, policies or other guidelines - written or unwritten - which apply to the work; describe the extent to which the incumbent is permitted to *INTERPRET* or *DEVIATE* from guidelines and to propose or establish new guidelines.

Technical guidelines are generally available in Aviation SOP, DPKO Aviation manual, IATA, ICAO and must not deviate from guidelines and training received by section.

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4. **Consequence of Work:** Indicate the kind of decisions or recommendations made and how they affect the work of the organizational unit. Describe the consequence of errors.

In case of wrong data entry such as flying hours or expiry dates of the medical certificates for UN crew, of course it will lead to reports with false indication or unsecure flight.

5. **Work Relationships:** Indicate the *purpose*, *level* and *frequency* of contacts both inside and outside the organization.

TITLE AND LEVEL	PURPOSE AND FREQUENCY
INSIDE THE ORGANIZATION:	
Staff members of the Air Operations Unit/Section within a field mission at all grades.	Coordination of work activities. Daily
Mission staff at all levels	Client service delivery. Daily
OUTSIDE THE ORGANIZATION:	
Civil Aviation and other national authorities.	Coordinate air transportation activities. Daily

6. Responsibility for the work of others: Indicate the number, title and level of those for whose work you are responsible. Describe the nature of your responsibility, such as distribution and review of assignments, training, approval of leave, performance appraisal, etc.

NUMBER	TITLE	LEVEL	NATURE OF RESPONSIBILITY
N/A	N/A	N/A	N/A

7. Physical requirements

- (a) Describe the physical requirements of the work, such as lifting x lbs., walking, standing, sitting, etc. Describe how and when these requirements exist and how often per day, week, etc.

The work requires standing at the airport depending on the volume of flight operated (2/3 time per week) and supervise the check-in process and remain until the aircraft is departed.

- (b) Describe the conditions of the work place, such as work in a machine room where extensive noise occurs, work out of doors in all weather conditions, damages or hazards present in the operation of the equipment or in the workplace.

Working in a very extensive noise condition on the airport Ramp. On flight days pass through the X-Ray machines several times a day.

SECTION B - To be completed by the supervisor of the post.

1. Purpose: Describe the overall purpose, objectives, or goals of the post.

The purpose of the position is to ensure the effective coordination of aircraft Ramp Operations in receiving and dispatching passengers and cargo movement. The incumbent coordinates with Ground Handling Agents on all issues related to operations to field mission aircraft, including but not limited to following: cleaning services ground handling equipment, refueling, transportation and verification of services ordered. S/he Carries out Flight operations tasks including scheduling of UN flights, arranging airspace and landing clearances.

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2. **Review over work:** Describe the way work is assigned (e.g. specific assignments with related instructions, or continuing responsibility, etc.) and the extent the work is reviewed (whether by the supervisor or others) while in progress or upon completion.

Task are assigned on a Daily/Weekly basis, where also teleconferences are held when required, instructional guides are provided via the section SOP, Administrative and Information Circulars.

3. **Qualifications required to perform the assigned duties of the post**

- (a) Skills/knowledge: Indicate kind of, type and length of training required for the post including skill in equipment operation.

High School Diploma or equivalent is required.

Technical or vocational certificate in Air Transportation, Safety Management, Air Traffic Control or graduation from equivalent military establishment or military/air traffic control training.

- (b) Experience: Indicate the *type* and *length* of practical experience required.

A minimum of five (05) years of progressively responsible experience in Air Transport Operations.

- (c) Languages required: Identify the languages required and the nature of their use (for example, typing, correction of grammar and punctuation, informal translation).

English and French are the working languages of the United Nations Secretariat. Fluency in English or French, (both oral and written) is required; Knowledge of the other is desirable.

4. **If the job description is to be used for requesting a review of the classification level, indicate the changes that have occurred in the duty assignment.**

N/A