

REQUEST FOR CLASSIFICATION ACTION (for DFS use ONLY)

The identified job description is submitted for classification review.

POST NUMBER Multiple		FUNCTIONAL TITLE Associate Air Operations Officer	OFFICE CODE
REASON FOR CLASSIFICATION	<input type="checkbox"/> POST TO BE AUTHORIZED <input type="checkbox"/> VACANCY ANNOUNCEMENT <input type="checkbox"/> REVISION OF DUTIES <input type="checkbox"/> PROPOSED CHANGE IN GRADE <input type="checkbox"/> OTHER (SPECIFY): In case of recruitment: Is post reserved for target groups? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, specify:		POST ENCUMBERED BY:
			EX-INCUMBENT:

The following previously classified job descriptions are replaced in full or partly by this job description:

Comments:

Signature of Administrative Officer: 

Name: Alessandro Chiurazzi

Date: (d/m/y) 18/3/15

Mission: Chief of Recruitment Unit, FPSSS/FPD/DFS

CLASSIFICATION NOTICE

JOB DESCRIPTION NO.
JD/CP073NPO

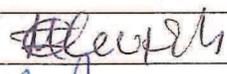
The classification of post is approved as follows:

Functional Title: Associate Air Operations Officer

Occupational Code: 1.N.01 – Job Code 10176

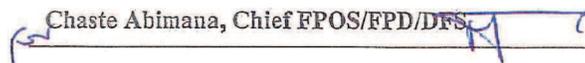
Classification Level: NO-B

Comments:

Classification Officer: Mary-Anne Gallo, Human Resources Officer, ODCU/EPOS/FPD/DFS 

Classification Officer: Bruce Shearouse, Human Resources Officer, ODCU/EPOS/FPD/DFS 

Chief, Organizational Design and Classification Unit, FPD/DFS: Morteza Mirmohammad, Chief ODCU/EPOS/FPD/DFS 

For the Director, Field Personnel Division, /DFS: Chaste Abimana, Chief FPOS/FPD/DFS 

Date: 21/4/2015

INSTRUCTIONS FOR COMPLETING JOB DESCRIPTION (FORM P.148)

General: Complete all sections of this document accurately in clear, concise language. If a question is not applicable, then mark **n.a.** Describe the work and the factors required of the post and not the characteristics, performance or qualifications of the incumbent. Attach additional sheets if necessary.

Particular sections of the form:

Section A:

1. Identification of the post: ensure the official nomenclature is used.
Office code: please use the most specific one.
2. Organizational setting: Ensure the organization chart is consistent with the information indicated in 3.1 and 3.2. The organization chart should indicate all posts that are superordinate, subordinate and co-ordinate to the post being described, and should clearly identify each post, for example by using incumbent name or post number.
5. Each post is responsible for generally four or five major duties. These duties should be presented in order of importance with a detailed explanation of how the duty is achieved. Miscellaneous tasks which take only a small percentage of time can be grouped and listed together. The following examples indicate two major duties and an explanation of how the work is accomplished.

"Co-ordinates all actions required for the effective implementation of technical co-operation projects by: 30%

- (a) monitoring project implementation at all stages, including the analysis of implementation difficulties and initiating remedial action;
- (b) preparing and/or reviewing documents and revising as required;
- (c) requesting actions for recruitment of experts and placement of fellowships and ensuring satisfactory and expeditious completion of action;
- (d) reviewing requisitions for procurement of equipment with substantive offices and following up on the status of purchase and delivery;
- (e) preparing and/or reviewing various project reports, i.e. periodic progress reports, technical contractors' agency terminal reports, and, as requested, project status reports, fiscal reports and briefing notes;
- (f) arranging for the completion of projects and ensuring all documents and books are finalized.

or

"Assists the Section Chief in administering the daily operations of the section by: 20%

- (a) reviewing incoming correspondence, documents, and transactions, forwarding to appropriate unit, ensuring prompt action is taken, and following up on the status;
 - (b) reviewing and approving documents, correspondence and authorization prepared by staff to ensure consistency in the application of rules and regulations;
 - (c) reviewing in detail the most complex cases and recommending disposition;
 - (d) acting as certifying officer and certifying non-routine obligating documents and authorizations;
 - (e) investigating and preparing all documentation for appeals to the Administrative Tribunal."
7. Decision making and consequence of errors: In general, decision making is considered as a commitment to a course of action that is not subject to detailed review. To make recommendations on the other hand requires the suggestion for courses of actions and implies that the post does not have complete or final responsibility.

Section C:

The signatures on the form confirm the certification as indicated. They do not necessarily imply full agreement on the nature of the assignments nor do they imply any decision concerning the grade level of the post.

DO NOT WRITE IN THIS SPACE

DATE RECEIVED: _____
OFFICERS: _____
LEVEL: _____

SECTION A: May be completed by the incumbent of the post

1. IDENTIFICATION of the post:

1.1 Department/Secretariat/Office **Field Mission/s**

Division/Centre

Branch/Service

Section

Unit

Office Code:

1.2 Functional Title: **Associate Air Operations Officer** Post Number: **Multiple**

Duty Station: Multiple

Occupational Code: 1.N.01

2. a) ST/SGB/Organization Reference:

b) Programme Budget Reference: _____

3. ORGANIZATIONAL SETTING: Attach a complete and current organization chart for the organizational structure of the post being described. Indicate clearly the work relationships to other posts.

3.1 Professional posts DIRECTLY supervised:

<u>Functional Title</u>	<u>Classification Level</u>	<u>Number of Posts</u>
Assistant Air Operations Officer	NO-A	1-2

Total number of professional posts supervised *directly*, and through subordinate supervisors: _____

1-3

3.2 Total number of posts in other categories supervised: _____

5-10

3.3 Title and classification of supervisor's post:

Air Operations/Technical Compliance/Airfield Officer, P-3/P-4

4. Summary of the assigned duties:

These positions are located in the United Nations Field Peacekeeping Operations, Special Political Missions, Service Centres and Offices if applicable. The Associate Air Operations Officer is responsible for:

1. Provision of air transport services in support of activities of a field mission in accordance with the functional responsibilities of the Air Operations Centre (Unit), or Technical Compliance and Quality Assurance Unit, or Airfields/Air Terminals Unit;
2. Development of inputs for the relevant aviation standard operating procedures;
3. Development of inputs for aviation budget;
4. Coordination with the host country civil and military aviation authorities.

5. Describe the main DUTIES AND RESPONSIBILITIES of the post, indicate WHAT is done and HOW it is done. Duties should be presented in order of importance. Please indicate the appropriate percentage of time devoted to each duty to total 100%. %

Air Operations Centre (Unit) duties: • Monitors that air operations are conducted in compliance with Air Tasking Orders (ATOs), Standard Operating Procedures (SOPs), UN directives, Department of Peacekeeping Operations (DPKO)/Department of Field Support (DFS) Aviation Manual, UN Aviation Standards for Peacekeeping and Humanitarian Air Transport Operations (UN AVSTADS), UN Aviation Safety Manual, ICAO standards and recommended practices and the host country's Aeronautical Information Publications (AIPs). • Reviews and approves Air Mission Requests and ensures that the most suitable air asset(s) is/are assigned to a task to achieve the maximum safety, cost efficiency and effectiveness in the mission support. • Verifies the daily projected Air Tasking Orders (ATOs) for conformance and compliance with the requested tasks, resolves conflicting priorities and ensures that ATOs are published and communicated to all relevant elements in accordance with the established procedures and deadlines. • Manages routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights and military operational flights. • Coordinates the integrated search and rescue operations for UN air assets and other aircraft upon request. • Supervises timely coordination of diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meal/transportation arrangements for aircrews. 25

Technical Compliance and Quality Assurance Unit duties: • Monitors air carriers' and military aviation units' conformance and compliance with the terms and conditions of the applicable long-term aircraft charter agreements and letters of assist. • Provides recommendations to the Technical Compliance Officer on the necessity for extension or termination of civilian long-term aircraft charter agreements and military letters of assist in accordance with the established deadlines. • Participates in the initial aircraft inspections conducted by the Mission Aviation Safety Officer and verifies that the agreed aircraft specifications are complied with. • Initiates the quarterly civilian air operators' performance evaluation reports, military letter of assist semi-annual performance evaluation reports and end-of-contract performance evaluation reports in accordance with the established deadlines. • Monitors that applicable aircraft documentation/certificates are valid and current. • Monitors that agreed periods of aircraft non-availability due to maintenance and/or aircrew sickness are complied with and valid maintenance/medical release certificates are provided. • Monitors that aircrew members possess valid licenses and certificates, and meet the requirements agreed in the applicable long-term aircraft charter agreements and letters of assist. • Verifies monthly aircrew attendance records. • Conducts internal audits in accordance with the approved unit's/section's Internal Audit Program and Internal Audit Plan. • Conducts random checks and inspections of civilian air operators and military aviation units. 25

Air Fields/Air Terminals Unit duties: • Supervises the provision of reliable, cost effective and efficient ground handling support (including emergency crash and rescue support) to the air operations activities of a field mission. • Supervises the Foreign Object Debris (FOD) activities at airfields and air terminals. • Supervises the aviation security activities related to operations at airfields/air terminals used for UN air operations. • Participates in the integrated search and rescue operations for the UN air assets and other aircraft upon request and coordinates the availability and operational readiness of the required personnel and equipment. • Verifies that airfields/air terminals and landing sites are equipped for UN air operations in accordance with the requirements of the DPKO/DFS Aviation Manual and UN AVSTADS. • Participates in the coordination of the aviation infrastructure rehabilitation projects with the civil and military aviation authorities of a host country. • Participates in the development of technical specifications for goods and services, provides inputs to the responses to bids and technical evaluations to ensure that vendor's proposals meet technical requirements. • Participates in the coordination of the requisition process with purchasing authorities. • Monitors contracts for the provision of ground handling support and participates in the evaluation of vendor's performance in coordination with the Contracts Management Unit and/or the Procurement Section. • Conducts inventories and physical annual checks of relevant aviation equipment. 25

• Conducts the aviation risk management for UN aviation activities in accordance with the established procedures. • Monitors utilization of UN air assets and analyzes the statistical data obtained. • Monitors that electronic databases are maintained in accordance with the established procedures and deadlines. • Briefs aircrews on UN policies, aviation safety requirements and the latest applicable aviation standard operating procedures. • Monitors that appropriate reference documents are current, readily available and accessible to all aircrew members and aviation personnel. • Analyzes, in coordination with the Aviation Safety Unit/Section, the aviation safety reports, identifies necessary corrective and preventive measures and informs the Officer on the required actions. • Liaises with other UN units/sections, non-government and government organizations and intergovernmental agencies on aviation matters. • Participates in the development of the standard operating procedures for the related aviation processes. • Participates in the development of budget proposals for the mission's air transport operations. • Participates in the development of the detailed Mission's Statement of Requirements to UNHQ for aircraft acquisition. • Provides inputs to the responses to UNHQ during aircraft technical evaluations to ensure that vendor's proposals meet technical requirements. • Participates in the preparation of operational plans, performance reports, and responses to internal and external audit observations. • Performs other related duties as required. 25

6. Indicate the WORK RELATIONSHIPS required with persons outside the immediate work unit:

6.1 Inside the regular Secretariat and/or the Mission, including UNCTAD, regional economic commissions, etc.

<u>Functional Title and Classification</u>	<u>Purpose and Frequency</u>
Aviation Safety/Movement Control/Transport Officer/Associate Officer/P-4/P-3/P-2	Management of Mission Aviation Activities/Daily
Security/Associate Security Officer/P-4/P-3/P-2	Management of Mission Aviation Activities/Daily
Contracts Management/Procurement Officer/Associate Officer/P-4/P-3/P-2	Management of Mission Aviation Activities/Daily

6.2 Outside the Secretariat and/or the Mission, for example, UNDP, UNHCR, specialized agencies, delegations, government officials, etc .

<u>Title and Level</u>	<u>Purpose and Frequency</u>
Officials of Civil Aviation Authority/Various countries Security Officer, UN Department of Safety and Security	Management of Mission Aviation Activities/Weekly

7. DECISION MAKING AND CONSEQUENCE OF ERROR

7.1 Describe the type of decisions regularly made and the IMPACT of those decisions.

An Associate Air Operations Officer will make supervisory decisions with regard to the provision of air transport support to the operations of a field mission. The decisions will affect the safety and/or security of UN aviation activities. The decisions will have a direct financial impact as well as impact on the logistics capabilities of a field mission and its ability to implement the Mandate as approved by the UN Security Council.

7.2 Describe the type of recommendations made.

An Associate Air Operations Officer will make recommendations on the safest, most cost effective and efficient provision of air transport support to the operations of a field mission. It includes the allocation of air assets to the specific operations locations and the assignment to tasks.

7.3 Describe the consequence of errors

As a possible consequence of errors, the safety and/or security of UN aviation activities will be compromised with a potential for the acceptance of elevated levels of risk, loss of lives and/or damage to UN and non-UN assets and property.

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8. Indicate the GUIDELINES and directives available; describe the INTERPRETATION OF and DEVIATION FROM existing guidelines, and the authority to establish new guidelines.

An Associate Air Operations Officer will perform his/her functional responsibilities in accordance with the requirements and procedures set out in the UN DPKO/DFS Aviation Manual, the UN Aviation Safety Manual and the UN Aviation Standards for Peacekeeping and Humanitarian Air Transport Operations. The authority to establish new guidelines is related to the development of the mission aviation standard operating procedures.

SECTION B : *To be completed by the SUPERVISOR of the post.*

1. Define the goals and objectives of the post.

A well-organized, safe, cost effective and operationally efficient aviation performance is achieved. The applicable aviation safety requirements are strictly adhered to. The mission aviation activities are managed in accordance with the established UN, host country and international regulatory regime. The efficient and timely advice on aviation support is provided.

2. Describe the type and extent of supervision given to the post.

An Associate Air Operations Officer will be supervised by either the Air Operations Officer or Technical Compliance Officer, or Airfield Officer at P-3/P-4 grade.

3. Indicate the minimum knowledge, abilities and skills *required* to perform the assigned duties of the post.

Training and certification as a Commercial Pilot, or a Flight Operations Officer/Flight Dispatcher, or an Air Traffic Controller, or an Aeronautical/Maintenance Engineer, or an Aerodrome Engineer, or a Ground Operations Officer, or an equivalent military qualification is required. A first level university degree with a relevant combination of education, professional training, certification in air transport operations, and two (2) additional years of work experience in air transport related occupation, may be accepted in lieu of the advanced university degree.

- 3.1 Level and FIELD OF STUDY of university or equivalent training; and the degree of specialization required:

Advanced university degree (Master's degree or equivalent) in Air Transportation/Aviation Management, Air Traffic Management, Aviation Safety Management, Aeronautical/Aerodrome Engineering, or graduation from an equivalent military educational establishment is required.

- 3.2 Length and type of practical experience required at the national, and if so required, at the international level:

A minimum of two (2) years of progressively responsible experience in air transport operations or aviation safety on a position directly related to the coordination of air transport operations in the national or international environment is required. Experience in the safety and quality management is desirable. Knowledge of UN financial regulations and rules is desirable. Experience in the use of ICAO standards and recommended practices is desirable. Experience in international operations in a post conflict environment is desirable.

- 3.3 Language(s) proficiency required:

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

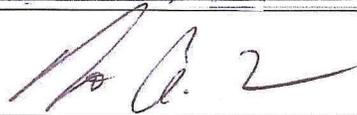
SECTION C: Signatures

SIGNATURE OF INCUMBENT: _____

DATE: _____

NAME: _____

SIGNATURE OF SUPERVISOR (Certification of Correctness of job description): _____



DATE: 18-03-15

NAME AND TITLE:

Mitchell Fox, Chief of Air Transport Section, LSD/DFS

SIGNATURE OF SECOND LEVEL SUPERVISOR
(Authorization of approval): _____



DATE: 18/3/15

NAME AND TITLE:

**Alessandro Chiurazzi, Chief of Recruitment Unit,
FPSS/FPD/DFS**