

Posting Title : AVIATION SAFETY ASSISTANT, G5
Job Code Title : AVIATION SAFETY ASSISTANT
Department/ Office : United Nations Organization Stabilization Mission in the Democratic Republic of Congo
Location : BENI
Posting Period : 10 June 2025-24 June 2025
Job Opening number : 25-Transportation-MONUSCO-259495-R-BENI (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 United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), with duty station, Beni. The Aviation Safety Assistant reports to the Mission's Aviation Safety Officer.

Responsibilities

The incumbent will be responsible for the completion of the following activities related to the implementation of the Mission Aviation Safety Programme in line with UN AVSTADS, DPKO and DFS Policies/guidance as tasked by the Aviation Safety Officer:

- Reviews reported aviation occurrences and safety hazards, and other priority issues including monitoring and compliance of DPKO/DFS management policies and objectives in the area of aviation safety that need to be brought to the supervisor's attention.
- Provides support in drafting air operator performance and carrier assessment reports and prepares the Aviation Safety Monthly report.
- Provides support with the preparation of aviation risk assessment indicators, identifying aviation safety hazards, and advise the respective Aviation Safety Officer.
- Participates in the implementation of Aviation Emergency Response Plans and assists coordination of aviation safety related issues with local authorities.
- Assists in organizing the Mission Aviation Safety Council meetings and assists in the preparation, production and distribution of minutes of meetings. Distributes aviation safety literature, newsletters and consolidated reports to all relevant stakeholders.
- Maintains the reference library and other pertinent aviation-related documents, ensuring they are current, including ICAO Standards and Recommends Practices (SARPs).
- Update air operator records in the aviation safety database and provide support to the respective users in completing and uploading the required aviation safety reports into the database.
- Drafts routine communications related to the Mission Aviation Safety Programme.

- Prepare for publication the required aviation safety promotion and awareness bulletins, charts and magazine.
- Participate in conducting air crew and new personnel briefings as required.
- Performs other duties as required.

Competencies

Professionalism:Knowledge of ICAO (International Civil Aviation Organization) Standards and Recommended Practices as well as local aviation regulations; 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. Commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects 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

High school diploma or equivalent is required.

Job Specific Qualifications

Work Experience

A minimum of five (05) years of technical experience in air transportation or air traffic control operations, aviation safety or air operations of which at least one year should be in aviation safety management operations is required.Experience in the use of the Aviation safety module is desirable.Knowledge and experience in aviation- related activities (air operations, air traffic control, maintenance, dispatch, etc.), in civil or military air operations is required.Proficiency in using Microsoft Office (Word, Excel, PowerPoint) is desirable.

Languages

English and French are the working languages of the United Nations Secretariat. For this position, fluency in English and French (both oral and written) is required.

Assessment

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

Special Notice

This position is subject to local recruitment pursuant to staff rule 4.4 of the United Nations Staff Rules. Applicants for positions in the General Service and related categories must be authorized to work for the United Nations in the duty station where the position is located. Eligible applicants selected from outside the duty station are responsible for any expenses in connection with their relocation to the duty station. Staff members subject to local recruitment are not eligible for allowances or benefits exclusively applicable to international recruitment.

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. Reasonable accommodation may be provided to applicants with disabilities upon request, to support their participation in the recruitment process. By accepting a letter of appointment, staff members are subject to the authority of the Secretary-General, who may assign them to any of the activities or offices of the United Nations in accordance with staff regulation 1.2 (c). Further, staff members in the Professional and higher category up to and including the D-2 level and the Field Service

category are normally required to move periodically to discharge functions in different duty stations under conditions established in ST/AI/2023/3 on Mobility, as may be amended or revised. This condition of service applies to all position specific job openings and does not apply to temporary positions. Applicants are urged to carefully follow all instructions available in the online recruitment platform, inspira, and to refer to the Applicant Guide by clicking on "Manuals" in the "Help" tile 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.