

**FUNDAMENTAL VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY**

**TERMS OF REFERENCE  
Air OPS Assistant**

**DUTY STATION: Democratic Republic of Congo**

Bandundu	Beni	Bunia	Bukavu
Dungu	Gemena	Goma	Kalemie
Kamina	Kananga	Kindu	Kinshasa
Kisangani	Lubumbashi	Mbandaka	

**TYPE OF CONTRACT: Individual Consultant (IC)**

**LENGTH OF CONTRACT: XXXX to 15 January 2019**

**Administrative structure and reporting:**

This position is located in the Mission Support Division the United Nations Organization Stabilization Mission in the Democratic Republic of Congo (MONUSCO), across multiple duty stations. The incumbent will be deployed to one of the above MONUSCO operational hubs for the elections. The United Nations Security Council Resolution 2348 (2017) refocused the mandate of MONUSCO from a broader mandate to the support to the protection of civilians and the support to the electoral process. On the 5 November 2017, the electoral calendar was published by the Independent National Electoral Commission (CENI), which identified a number of enablers, including logistics support from MONUSCO. The incumbent will be part of Mission Support Division and will report to the Chief Logistics Officer (Elections), or his or her designate for day to day operations, and for functional coordination the incumbents will work closely with the Chief Aviation Officer.

**Responsibilities:**

- Assists in coordinating routine (regular passenger/cargo, logistics resupply) flights, special (casualty and medical evacuation, VIP) flights, and other operational flights in support of the elections.
- Assists in flight following and coordinating the integrated search and rescue operations for UN air assets.
- Assists in coordinating diplomatic over flight/landing clearances, ground handling support and hotel accommodation/meal/transportation arrangements for aircrews.
- Assists in planning aircraft parking locations.
- Assists in monitoring fuel upload.
- Operates Airport Mechanical Handling Equipment (MHE).
- Carries out handling, loading and processing of dangerous cargo.
- Reviews aircraft weight, balanced records, loads manifests and takes necessary follow up actions.
- Assists in verifying passenger and cargo manifest.
- Assists in ensuring that aircrafts are properly parked.

- Assists in monitoring passengers embarking and disembarking in coordination with MovCON personnel and local airport staff.
- Assists in monitoring of ramp access.
- Performs other related duties as tasked by the supervisor.

Education:

High School Diploma or equivalent is required. Technical or vocational certificate in Air Transportation, Safety Management, Air Traffic Control and graduation from equivalent military establishment or military/air traffic control training is desirable.

Experience:

A minimum of three (3) years of progressively responsible experience in Air Transportation Operations or related fields.

Skills:

A perfect command of written and oral French is compulsory; and knowledge of English is an asset in order to interact with the partners. Ability to use Windows and MS-Office: Word, Excel, etc.