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## MINUJUSTH JOB OPENING

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<b>Job Title &amp; Level:</b>	<b>Ramp Assistant (IC-4)</b>
<b>Department/Office:</b>	<b>Aviation Section</b>
<b>Location:</b>	<b>Port-au-Prince</b>
<b>Posting Period:</b>	<b>From 13 April to 21 April 2018</b>
<b>Job Opening Number:</b>	<b>MINUJUSTH-CIC-017-2018</b>

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UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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### Special Notice

The United Nations Mission for Justice Support in Haiti (MINUJUSTH) invites all interested and qualified candidates to apply for the announced job opening. All interested candidates should submit their Personal History Profile (PHP) and copies of their educational diploma/certificates and employment records via email to [minujsth-ic-recruitment@un.org](mailto:minujsth-ic-recruitment@un.org). Blank PHP and supplementary sheets are available at the MINUJUSTH Bulletin Board for Internal Candidates and at the MINUJUSTH website (<https://minujsth.unmissions.org/offres-demploi>) for external candidates.

For ease of reference, please include the job opening number indicated above in the subject of your e-mail. Due to volume of applications being received, acknowledgment will be sent to short-listed candidates only.

### Organizational Setting and Reporting Relationships:

This position is located in Aviation Section. The incumbent reports to the Chief of the Unit.

### Responsibilities:

#### Ramp Assistant Accountability

The Ramp Assistant under the daily operational supervision and guidance of the Chief MAOC/CAVO shall have the following responsibilities:

- Ensures that aircraft and vehicle on the UN ramp and in vicinity of the hangar are conducted in accordance with appropriate ICAO, CAA, local and United Nations rules, regulations, policies and guidance.
- Ensures that UN mechanical handling equipment (MHE) is in working condition and properly maintained.
- Ensures that any towing of UN aircraft is conducted in accordance with established procedures
- Ensures that adequate training is conducted for local subordinate staff.
- Monitors and verifies fuel up load for all UN aircraft. Records the amount of fuel registered on the fuel tucks gauge and compares it with the amount of fuel indicated on the aircraft's fuel gauge. Ensure that refueling operations are conducted in a safe manner.

- Verifies cargo manifest and supervises up/down loading and handing of all cargo. Handles, loads and processes dangerous cargo per ICAO, CAA, IATA, Local and United Nations established regulations, policies and established procedures.
- Reviews aircraft weight and balance records and load manifest. Reports any irregularities to the Chiefs Air operations Officer.
- Ensures the Ground Power Unit (GPU) is operational and available, as required.
- Supervises all personnel on the ramp to ensure that flight line procedures are followed and aircraft vehicles follow ramp movement plans.
- Monitors ramp access per local directives and guidance contained in the UN Air Operations Manual.
- Monitors passenger embarking and disembarking in coordination with MOVCON personnel and local airport authorities.
- Plans aircraft parking locations in accordance with local airport authorities, MOVCON and loading / unloading team.
- Ensures and follows proper aircraft marshalling techniques established in the UN Air Operations Manual.
- Ensures that aircraft are properly parked with breaks and chocks applied.
- Ensures that jet blast and helicopter rotor down wash is considered in marshalling aircraft for parking and taxiing and the ramp is clear of items that could cause Foreign Object Damage (FOD).
- Ensures and maintains control of Vehicle Access and Flight Line Safety as per local directives and guidelines contained in the UN Air Operations Manual.
- Possesses knowledge and understanding of the established Pre Accident Plan.
- Possesses knowledge and understanding of the local Aircraft Evacuation Plan.
- Maintains proper radio terminology and the use of the applicable radios in the ramp and maneuvering area.
- Conducts periodic security inspections of United Nations aircraft for contraband and illegal items.
- Ensures that medical and insect infestation inspections and control is coordinated, as required.
- Acts as liaison between the aircrew, MOVCON and Chief Aviation Officer / Chief MAOC and or Air Terminal Officer.
- Acts as Flight Monitor, as required by the Chief, Aviation Officer.
- Any other duties as assigned by the Chief MAOC and CAVO.

### **Competencies**

- **Professionalism:** Shows pride in work and 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas 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 audience; demonstrates openness in sharing information and keeping other informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

### **Education**

The Ramp Assistant may need to have a Certification in aviation field from a recognized and accredited institution. If not available, the Ramp Assistant will need to have High School.

### **Work Experience**

- At least four (4) years of progressively responsible experience in the same trade.

### **Languages**

- English and French are the working languages of the United Nations Secretariat. For this position advertised, fluency in English and French is required