



ICRC

International Committee of the Red Cross
ICRC Compound, Ministries Road, Amarat Juba, South Sudan



JOB OPENING AIR OPERATIONS Officer IV Based in Juba

The International Committee of the Red Cross (ICRC), an impartial, neutral and independent organisation striving to protect and assist the victims of war and internal violence, has been working in South Sudan since 1986. The ICRC is looking for an enthusiastic and motivated person for the above position based in Juba.

Main Duties and Responsibilities:

- Check-In passengers for RED flights at Delegation 1
- Weighing of all baggage (including hand luggage) and tag baggage to final destination. Make sure that no Dangerous or forbidden goods are present in any luggage. In case of extra luggage, assist Passengers to check it as cargo.
- Brief all passengers in detail about the full routing of the flight. As well as on the rules and regulations at Juba airport.
- Dispatching the passengers to the airport from Delegation 1
- Driving the luggage of the pax and distributing it accordingly
- Receiving pax at the airport/drive them back to Delegation 1
- Stamping the manifest and the Weigh Bill
- Load and offload the luggage of the pax
- Supervise the loading of the cargo flights
- Communicate on radio and telephone the movements of the aircraft to radio room
- Report any issue to Airport Supervisor and Air Ops Manager
- Follow-up of water consumption for crew and passengers, and revert to team leader in due time for new water order (a week in advance)
- Data entry, regularly and accurately enter flight data into Air Ops database

Minimum required knowledge & experience:

- Driving licence (for manual transmission vehicles)
- 'A' Level (Higher/Advanced Higher Grade exam) or equivalent. Some college coursework completed or an Associate Degree is an asset.
- Additional vocational training in logistics or air transport management.
- A minimum of (1) year of relevant work experience or internship with an airline, FBO, flight department or airport.
- Fluency in English and Arabic is required.
- Intermediate level in computer skills. Basic knowledge of Aviation terminology preferred.
- Skilled in the following competencies: Adapting & Learning, Team Work, Planning, Organisation & Assessment; Communication (Ability to express views and ideas)

Interested candidates should submit their application clearly marked "Air Operations Officer IV"-Juba (including C.V. written in English) and copies of certificates at jub_recruitment_services@icrc.org **August 2017** to the **HR Manager**

either: At the ICRC reception in **Juba, Wau, Bor, and Rumbek**
or By email to: jub_recruitment_services@icrc.org



Only short-listed candidates will be contacted. Application files not retained will not