



# ICRC

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



## Vacancy Advertisement ICRC – South Sudan

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**FUNCTION:** AIR OPERATIONS (AIOPS) OFFICER 2  
**PLACE OF EMPLOYMENT:** BOR

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### CONTEXT

The ICRC Air Operation in South Sudan is the largest air operation of the ICRC globally. Approximately 6 aircraft are currently used in South Sudan to serve the ICRC's transport needs for passengers, specific cargo as well as to carry out medical evacuations in a very challenging environment for aviation.

### PURPOSE

The Air Operations (AirOps) Officer 2 supporting Bor Sub-Delegation is responsible for coordinating air and ground operations to ensure proper transport of passengers, luggage, cargo and diplomatic mail.

### RELATIONSHIPS

- Internally, interacts with the management of Bor Sub-Delegation, Bor Logistics Department, Field Team Leaders, Bor Welcome Services, Juba Air Operations as well as all staff under Bor Sub-Delegation
- Externally, interacts with ICRC aviation sub-contracted companies in Bor Area of Responsibilities, ICRC contracted aircraft operators in South Sudan, Aviation Service Providers, The South Sudan Civil Aviation Authority in Bor Area of Responsibilities, WFP, UNMISS and MSF.

### ACCOUNTABILITIES AND RESPONSIBILITIES

- Contributes to define communication and possibly prevention objectives, strategies and plans of action for the area or program covered in line with the priorities of the field structure and/or the delegation's communication and/or prevention strategy.
- Coordinates all ramp activities and aircraft ground operations in Bor, including the supervision of daily workers hired for the purpose of loading/unloading ICRC aircraft and/or ad hoc commercial charters.
- Trains and coaches ground staff in aircraft handling procedures.
- Coordinates the movement of passengers, luggage, cargo and diplomatic mail between Bor Sub-Delegation, and processes them through customs and immigration.
- Supervises the loading/unloading of ICRC aircraft and ad hoc charters from local operators and organizes fuelling of the aircraft; coordinates as necessary with other services at the airport, such as intelligence officials, airport authorities, security personnel and humanitarian officers.
- Obtains airport passes for ICRC personnel and vehicles and keeps track of crew rotation and/or amendments to airport operating procedures, security rules and access rights.
- Keeps Bor Sub-delegation Management and Bor Logistics informed of any delays, irregularities and security issues that might affect ICRC aircraft and passengers within Bor Area of Responsibilities.
- Co-ordinates and processes all passenger booking requests approved by Bor Sub-Delegation Management, Field Team Leaders and collaborates with Bor Logistics for cargo bookings and comes up with a tentative and feasible plan based on air asset capacity, through collaboration with Juba Air Operations.
- In charge of the Bor Sub-Delegation booking table and ensures all field trip requests are processed accordingly.
- Ensuring Field Trip requests are evaluated, analyzed and confirms if all requests are feasible and can be supported with the air assets available by engaging with the field team leaders and Bor sub-delegation management.
- Responsible of the Air operations support operations in BRX and will be required to take decisions



- on behalf of the Sub Delegation relating to air support.
- In line with BRX (Bor) management future planning, he/she will be required to proactively engage with Air operations Juba to ensure all weekly/monthly cargo orders are given flights.
- In charge of passenger check-in at the Sub-Delegation.
- Offers support to Logistics colleagues by checking all cargo booked to be transported by air. Ensure packaging, labeling and handling is properly done.
- Offers support in packaging, labelling, handling and documentation of Danger Goods.
- Ensures decisions made regarding air support is in consultation with Air operations Juba and has direct access to Juba Air Operations for flight planning purposes and responsibility.
- Any other responsibilities as it may be required by the supervisor.

**Education/Professional Experience Required:**

- Diploma in aviation and/or combination of education, professional training, certification in air transport, and in air transportation related occupation.
- Additional vocational training in logistics or aviation is an asset.
- Fluency in both spoken and written English.
- Advanced level in computer skills including working knowledge of Flight planning and Flight departure Control system.
- Valid driving licence for light vehicles.
- Experience in air transportation related occupation required.
- A minimum of 2 years of relevant work experience with an airline, flight department or airport.
- Experience with a Humanitarian agency is an asset.
- Knowledge of aviation technical terminology.
- Knowledge and background of working with Dangerous Goods processing for air shipping.
- Skilled in the following competencies; Representing the ICRC; Networking & Communication; adapting & learning; Responsibility & Autonomy; Communication (ability to express views and ideas); Analysis & synthesis.

The International Committee of the Red Cross (ICRC) is an impartial, neutral and independent organization whose exclusively humanitarian mission is to protect the lives and dignity of victims of war and internal violence and to provide them with assistance. It also endeavours to prevent suffering by promoting and strengthening humanitarian law and universal humanitarian principles.

Please submit in English to ICRC offices in Juba, Malakal, Bentiu, Wau, Bor, Rumbek, Akobo and Yei or email: [brx\\_recruitment\\_services@icrc.org](mailto:brx_recruitment_services@icrc.org) until Thursday, 10<sup>th</sup> June 2021.

1. Motivation letter setting out why you are the suitable person for this role.
2. Submit the updated CV and copies of academic documents and work certificates.
3. Clearly mark the position title and the duty station of the position on the subject line.

Equally qualified women are strongly encouraged to apply.

Only short-listed candidates will be contacted. Applications submitted will not be returned.



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