



International  
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Международная  
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منظمة الطيران  
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Ref.: A2/76.1.CONF – IND/16/14

14 June 2016

**Subject:** Secondment Opportunities under the Human Resources Development Fund (HRDF)

**Action required:** Submission of nominations by African States interested in sponsoring candidates by 25 July 2016

Sir/Madam,

I have the honour to refer to the voluntary Human Resources Development Fund (HRDF) which was established to support capacity-building opportunities for the civil aviation sector in African States, and initially announced in State letter A2/76.1.CONF-14/085 dated 31 October 2014 and subsequently at the AFI Aviation Week in Maputo in May 2015.

Voluntary contributions towards the HRDF will be used, inter alia, for the secondment to ICAO of serving African aviation professionals who will contribute to the work of ICAO and, at the same time, upgrade their knowledge, skills and expertise in order to better assist African States in meeting requirements for the effective implementation of ICAO Standards and Recommended Practices (SARPs) and other ICAO programme activities.

Further to the above, the African Civil Aviation Commission (AFCAC) notified ICAO that African States would require assistance in the following priority technical areas of work:

- Aircraft Accident and Incident Investigation (AIG)
- Aerodrome and Ground Aids (AGA)
- Air Navigation Services (ANS) technical areas
- Flight Operations (OPS)
- Aeronautical Personnel Licensing (PEL)
- Aviation Security and Facilitation (ASF)
- Environmental Protection (ENV)

Taking ICAO work programmes into account and voluntary contributions received thus far, I am pleased to announce ten secondment opportunities under the HRDF mechanism at ICAO Headquarters in Montréal and at the Regional Offices in Nairobi and Dakar.

An overview of the administrative arrangements for secondments under the HRDF mechanism is provided in Attachment A hereto. The Terms of Reference (TORs) for the secondment opportunities are provided in Attachment B and they are also available at <https://portal.icao.int/icao-net/SecondmentOpportunities>.

Each African State interested in the secondment opportunities available at ICAO under the HRDF mechanism may nominate a maximum of two aviation professionals. Letters of nomination should be directed to the ICAO Secretary General, with a clear indication of the specific secondment opportunity and location for which the nomination is being made, and including the curricula vitae of the nominees as well as their motivation letter summarizing their professional achievements and career aspirations. The deadline for submission of nominations is 25 July 2016.

It is expected that the selection process will be completed before end-August 2016. Selected candidates will be invited to commence their secondments at the earliest date possible, preferably prior to the 39th Session of the ICAO Assembly.

African Member States are strongly encouraged to take advantage of these capacity-building opportunities which aim to assist in enhancing the overall effective implementation of ICAO SARPs in Africa and will consequently have a favourable impact on the overall safety and security of the African civil aviation sector.

I wish to extend my appreciation to the States and international organizations which have made voluntary contributions to the HRDF and would encourage all African States to support this important capacity-building initiative by making a financial contribution to the Fund to ensure its continuity and sustainability.

Accept, Sir/Madam, the assurances of my highest consideration.

  
Fang Liu  
Secretary General

**Enclosures:**

- A – Administrative Arrangements for Secondments under the HRDF mechanism
- B – Terms of Reference

**ATTACHMENT A to State letter A2/76.1.CONF – IND/16/14  
(English only)**

**ADMINISTRATIVE ARRANGEMENTS FOR SECONDMENTS UNDER THE HUMAN  
RESOURCES DEVELOPMENT FUND (HRDF)**

**Formal Agreement:** All secondment arrangements approved under the HRDF mechanism shall be documented through a formal agreement between ICAO and the requesting Government.

**Financial arrangements:** The capacity-building opportunities offered under the Human Resources Development Fund (HRDF) mechanism are subject to the following arrangements:

- a) The releasing Government will be responsible for making the selected aviation professional available to ICAO on the basis of gratis personnel arrangements, whereby the Government continues to assume full responsibility for the remuneration of the secondee for the duration of the secondment to ICAO; and
- b) Using voluntary contributions received for the HRDF, secondees assigned to a duty station which is outside his/her location of work will also be provided with a supplementary stipend not to exceed USD 2 000 per month to assist with living costs at the duty station of the secondment with ICAO..

**Duration:** Secondments shall be for one year, with possibility of extension for a second year .

**Location:** The secondments will be offered in the following three ICAO locations: Montreal; Dakar; Nairobi.

**Selection Process:** An initial review of the incoming applications shall be conducted by AFCAC to establish the list of candidates suitable for further consideration. A Review Panel consisting of AFCAC and ICAO experts shall complete the interview and recommendation processes. The Review Panel's report shall be submitted to the ICAO Secretary General, through the HRDF Management Committee (HRDFMC). The decision of the ICAO Secretary General shall be final.

**Suitability of candidates for secondments under HRDF:** Taking into consideration that the paramount objective of the HRDF is to enhance capacity-building within the African civil aviation sector, serving African aviation professionals deemed suitable for secondment to ICAO under the HRDF mechanism shall be middle-level professionals with at least six years' (for P-3 level) to ten years' (for P-4 level) experience in the relevant area of expertise indicated on the TORs, and with at least ten years or more remaining before retirement age.

**Language:** Fluent reading, writing and speaking skills in English is required. Proficiency in French may be required, depending on the duty station and activities undertaken.

**Strengthening Capacity in Africa:** In accordance with the HRDF Implementation Arrangements jointly established by AFCAC and ICAO, upon completion of an activity/project under the HRDF mechanism, it is expected that the selected candidate shall return to African civil aviation sector to contribute to the strengthening of its human resources capacity. Releasing Governments may therefore impose a return condition for African aviation professionals selected for secondment to ICAO under the HRDF mechanism.

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**ATTACHMENT B to State letter A2/76.1.CONF – IND/16/14  
(English only)**

**TERMS OF REFERENCE (TORs)<sup>1</sup>**

**P-3/P-4 Implementation Support Officer – Safety**

**Location: Montréal, Dakar or Nairobi**

- Provide technical support to develop and plan the execution of projects for States with Significant Safety Concerns (SSCs) and other safety oversight deficiencies;
- Provide technical support to promote the regional safety initiatives, and provide necessary guidance;
- Provide technical support for the Regional Aviation Safety Groups (RASGs); and
- Provide technical support for initiatives related to safety.

**Education:** A first-level university degree in an aviation-related technical field. A technical qualification in aviation such as an airline transport pilot license (ATPL), or air traffic control (ATC) license or aircraft maintenance engineering license (AME) may be accepted in lieu of a first-level university degree.

**Experience:** Six years' (for P-3) or ten years' (for P-4) experience in aviation-related activities in the aviation industry. Knowledge of ICAO provisions related to aviation safety and operations.

**Knowledge:** Knowledge of the Global Aviation Safety Plan (GASP) and its relationship to regional and national implementation activities. Good knowledge of civil aviation issues, and familiarity with the work of other related international organizations.

**Languages:** Fluency in English is essential. French is desirable.

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**P-4 Regional Technical Assistance Officer – Safety, Air Navigation and Aerodromes**

**Location: Dakar or Nairobi**

- Enhance the activities in the States to which the Office is accredited in the field of Technical Assistance in the area of safety, air navigation and aerodromes;
- Develop, in coordination with the Air Navigation Bureau (ANB), Regional technical assistance initiatives as well as other projects as agreed to between the Regional Director and Director, ANB;
- Evaluate and monitor the progress and effectiveness of regional technical assistance projects as well as individual State projects as agreed to between the Regional Office and Director, ANB; and
- Collaborate with the technical team within the Office on activities related to the implementation of technical assistance projects.

**Education:** A first-level university degree in an aviation-related technical field, engineering, air transport economics, business administration, or aviation law, is required. A technical qualification in aviation such as an airline transport pilot license (ATPL), or air traffic control (ATC) license or aircraft maintenance engineering license (AME) may be accepted in lieu of a first-level university degree.

**Experience:** Ten years' experience as an officer with a Civil Aviation Authority and/or international organization with an increasing level of responsibility. Experience in working with Civil Aviation Authorities for the provision of technical assistance/co-operation projects with a minimum of 5 years in the Region. Experience working with international or regional organizations or donor/financial institutions for resource mobilization. Experience or aircraft maintenance engineering license (AME) security, air navigation and airport infrastructure project preparation, implementation and monitoring in the Region.

**Knowledge:** Good knowledge of civil aviation issues in the Region, and familiarity with the work of other related international organizations.

**Languages:** Fluency in English is essential. French is desirable.

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<sup>1</sup> **Note:** Full details of TORs are available at <https://portal.icao.int/icao-net/SecondmentOpportunities>.

**P-4 Technical Officer, Safety, Regional Safety Oversight Organizations (RSOOs)**

**Location:** Montréal

- Undertake a study of existing and planned Regional Safety Oversight Organizations (RSOOs) to consider ways to integrate functions and increase the powers in relation to the ICAO safety framework, possible sustainable funding mechanisms, expansion, mergers and agreements between RSOOs, and evolve Cooperative Development of Operational Safety and Continuing Airworthiness Programme (COSCAPs) into RSOOs;
- Draft revisions to enhance the guidance provided in the ICAO *Safety Oversight Manual*, (Doc 9734), Part B — *The Establishment and Management of a Regional Safety Oversight Organization*, with emphasis on a mechanism to strengthen the sustainability and financial independence;
- Promote the concept and benefits of RSOO(s) and develop a strategy for their sustainable success; and
- Prepare the study reports, papers and presentations.

**Education:** A first-level university degree, preferably in a field related to aviation safety.

**Experience:** Ten years' experience in regional aviation safety programmes or Civil Aviation Authorities. A minimum of 5 years' experience at the international or regional level in the field of civil aviation dealing with multicultural and multidisciplinary teams. Direct experience in the development and implementation of national civil aviation codes, civil aviation regulations, inspector procedures and other guidance material.

**Knowledge:** Thorough knowledge of the Convention on International Civil Aviation and ICAO Standards and Recommended Practices (SARPs) relating to aviation safety. Experience in the design and establishment of frameworks and systems to integrate, harmonize and implement safety initiatives and requirements at regional and national levels. Knowledge and experience in working with international quality standards, as well as regional and national financial issues related to safety.

**Languages:** Fluency in English is essential. French is desirable.

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**P-3/P4 Aviation Security and Facilitation Officer**

**Location:** Dakar or Nairobi

- Support the work of AFI SECFAL Plan Steering Committee;
- Support the implementation of the AFI SECFAL Work Programme;
- Support AFI SECFAL Plan assistance projects and training activities; and
- Support the activities of the AFI SECFAL Plan.

**Education:** A first-level university degree in security management, business administration, project management, or in a related civil aviation field.

**Experience:** Six years' (for P-3) or ten years' (for P-4) experience in the field of civil aviation security. A good knowledge of the Convention on International Civil Aviation (Chicago Convention), security and facilitation-related Resolutions and Decisions, aviation security Standards and Recommended Practices (SARPs) of Annex 17, and Security-related provisions of Annex 9 (Facilitation), including related guidance material and documents.

**Knowledge:** Knowledge of and experience in the organization and implementation of training activities using modern course development methodology and modern training media.

**Languages:** Fluency in English is essential. French is desirable.

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**P-3/P-4 Facilitation Officer****Location: Montréal**

- Participate in the development of a roadmap for the implementation of a ICAO Traveller Identification Programme (TRIP) Strategy;
- Develop guidance and promotional material related to the issuance of secure Machine Readable Travel Documents (MRTDs) and their implementation
- Develop assistance projects and capacity-building activities related to the ICAO TRIP Strategy;
- Provide assistance in State implementation of ICAO TRIP-related Standards and Recommended Practices (SARPs), specifications best practices and guidance material related to ICAO TRIP; and
- Monitor research and development (R&D) efforts and operational trials conducted globally in regard to emerging control systems and technology related to the ICAO TRIP Strategy.

**Education:** A first-level university degree in a field related to transportation, international affairs, engineering, public/business administration, security or law, or in a related field.

**Experience:** Six years' (for P-3) or ten years' (for P-4) experience in work related to issuance of MRTDs, and/or managing border clearance-related programmes, including at least three years in the community (government inspection agency, national identity and travel document issuance authorities, civil registries, passport offices, immigration, customs and other border inspection and law enforcement agencies, airlines, airports or international organizations).

**Knowledge:** Sound knowledge of Doc 9303, *Machine Readable Travel Documents*, and related guidance material. Thorough knowledge of identification management, and the issuance and verification of identity and travel documents. Knowledge of the international legal framework of border management. Familiarity with Annex 9 to the Convention on International Civil Aviation and related guidance material.

**Languages:** Fluency in English is essential. French is desirable.

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**P-3 Regional Environment Officer – State Action Plans****Location: Dakar**

- Analyse action plans submitted by States. Interpret the information communicated in State Action Plans and integrate with the information provided by other States;
- Assist in the preparation of the States' Action Plans, including support for the creation and facilitation of a national inter-sectoral committee for the coordination of the relevant stakeholders involved in the preparation of the State Action Plans;
- Follow-up and identify the States in need of special assistance. Participate in the planning, coordinating and organizing of seminars related to aviation and environment, and conduct necessary follow-up activities. Develop and disseminate outreach materials related to aviation and environment;
- Identify national conditions, legislations, existing structures, related stakeholders, ongoing and implemented actions, and sources of information in the field of climate change mitigation and CO<sub>2</sub> emissions particularly related to the aviation sector;
- Support the estimation of historical CO<sub>2</sub> emissions from international aviation and the implementation and use of the Aviation Environmental System to be developed in each of the selected States;
- Provide support in the identification of obstacles and assessment of technical, financing and training/capacity-building assistance needs in the relevant States with regard to the mitigation of CO<sub>2</sub> emissions from international aviation.

**Education:** First-level degree in a field of study related to aviation, environment, aeronautical/aerospace or other engineering, or computer science.

**Experience:** Six years' experience in fields related to implementation, and/or analysis, of environmental programmes related to aviation.

**Knowledge:** Knowledge of international aviation and environmental policies, ICAO Assembly Resolutions and Standards and Recommended Practices (SARPs) relating to aviation environmental protection, and other related ICAO Annexes and documents. Knowledge of contemporary issues related to environmental activities and programmes in the Region and globally at the international level.

**Languages:** Fluency in English is essential. French is desirable.

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**P-4 Environmental Officer (Alternative Fuels)**

**Location: Montréal**

- Work closely with the ICAO Secretariat and relevant committees, such as the Committee on Aviation Environmental Protection (CAEP), as well as with international organizations;
- Monitor public information on worldwide sustainable alternative fuel initiatives for research, production processes, production announcements, development programmes, market studies, financing, user contracts and agreements, flight tests and demonstrations, and commercial flights;
- Review technical reports, market assessments, technology evaluations, and similar reports and data; and
- Identify and apply effective means to exchange information and best practices with States and international organizations on topics related to sustainable alternative fuels for aviation.

**Education:** Advanced university degree in environmental engineering, energy/renewable energy, energy economics, energy/business technology, natural resource management and/or environmental sciences or related fields.

**Experience:** Ten years' experience in a government organization, civil aviation authority or airline, or other aviation related institution, having worked in areas relating to aircraft operations, fuels, infrastructure implementation, and/or aviation environmental analysis.

**Knowledge:** In-depth knowledge in the field of biofuels and alternative fuels, oil industry, energy or renewable energy. Solid understanding of sustainable development, environmental and societal impacts assessment, sustainability certification. Solid understanding of policies and regulations for renewable energy, as well as economics of renewable energy, incentive mechanisms, industrial projects and innovation financing and funding.

**Languages:** Fluency in English is essential. French is desirable.