



ICAO

International Civil Aviation Organization

African Flight Procedure Programme

Sixth Meeting of the African Flight Procedure Programme Steering Committee (3 September 2020)

Agenda Item 5: Review and approval of the 2020 - 2021 Work Programme Working Paper 5.1: Project personnel until the end of Phase II

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper provides a revised schedule for activities related to project personnel for the remainder of Phase II.

Action: The steering committee is invited to confirm the extension of the AFPP Manager's contract and the start date and assignment duration of locally recruited support staff as described in section 3.

REFERENCES

Report of the 5th meeting of the steering committee

1. INTRODUCTION

1.1 Based on the definitions of United Nations staff categories¹, the following terms are used in the present working paper:

Category	Description
International professional staff	Staff members in the Professional category are normally internationally recruited. Work in this category generally demands a high degree of analytical and communication skills, substantive expertise and/or managerial leadership ability. Typically, these positions require judgment in analysing and evaluating problems as well as in decision-making involving discretionary choices between alternative courses of action. In the context of the AFPP, the AFPP Manager is recruited as international professional staff.
National professional officers	National Professional Officers are normally locally recruited and perform functions at the professional level. National Professional Officers are nationals of the country in which they are serving and their functions must have a national context, i.e. functions that require national experience or knowledge of the national language, culture, institutions, and systems.

¹ <https://careers.un.org/lbw/home.aspx?viewtype=SC>

- c) Availability of funds for the entire duration of the respective assignments.

2.3.1 In order for ICAO to initiate the process of appointing the two locally recruited support staff, the revised job descriptions for both positions will be submitted to the president of the steering committee for approval prior to their classification.

2.3.2 At a later stage of the process, interviews of shortlisted candidates need to be conducted by a panel. As agreed during the previous meeting (SC/5-Dec07):

- a) The interview panel for local support staff includes: the AFPP Manager; one Steering Committee member (ASECNA); and one representative of the ICAO WACAF Office, one of whom shall be elected chairperson of the panel.
- b) The interview panel may request assistance through additional personnel if required.

3. CONCLUSION

3.1 The steering committee is requested to confirm:

- a) The extension of the AFPP Manager's contract until the scheduled end date of Phase II on 7 February 2022, subject to satisfactory performance, approval of the corresponding budget and availability of funds; and
- b) The start date of the Administrative Assistant's and the Information Technology (IT) Specialist's assignments on 1 April 2021 for an initial appointment until the scheduled end date of Phase II on 7 February 2022.

APPENDIX 1**APPOINTMENT OF LOCALLY RECRUITED FIELD PERSONNEL**

1. In order to appoint locally recruited field personnel, the following steps need to be carried out:

Step	Description	Responsible
1	Develop draft job description and submit to steering committee	AFPP Manager
2	Confirm draft job description	Steering committee
3	Submit draft job description to ICAO	AFPP Manager
4	Determine job classification	ICAO
5	Publish vacancy notice in local media (e.g. online, newspaper advertisements) for a duration of 30 days	AFPP Manager
6	Review the applications and prepare short list of candidates for interview	AFPP Manager
7	Conduct interviews of shortlisted candidates and make a recommendation for appointment, in order of preference	As per SC/5-Dec07: The interview panel for local support staff includes: the AFPP Manager, one Steering Committee member (ASECNA), and one representative of the ICAO WACAF Office, one of whom shall be elected chairperson of the panel. The interview panel may request assistance through additional personnel if required.
8	Submit the appointment file for review by ICAO (vacancy announcement, job description, curriculum vitae of shortlisted candidates, interview report with recommendation)	AFPP Manager
9	Review appointment file	ICAO
10	Process appointment (contract, enrolment in United Nations Joint Staff Pension Fund, etc.)	ICAO