



ICAO

International Civil Aviation Organization

African Flight Procedure Programme

Extraordinary Meeting of the African Flight Procedure Programme Steering Committee (14 January 2021)

Agenda Item 4: Planning of Phase III activities Working Paper 4.2: Project personnel

(Presented by the Secretariat)

EXECUTIVE SUMMARY

This paper describes the proposed staffing of the project for Phase III. It also covers the extension period of Phase II, which is introduced in order to allow for a smooth transition between the two phases.

Action: The Steering Committee is invited to confirm the extension of the AFPP Manager's contract or the recruitment of a new manager, as well as the start date and assignment durations of General Service staff and Consultants as described in section 2.

REFERENCES

Report of the 6th meeting of the Steering Committee

1. INTRODUCTION

1.1 The following terms are used in the present working paper¹:

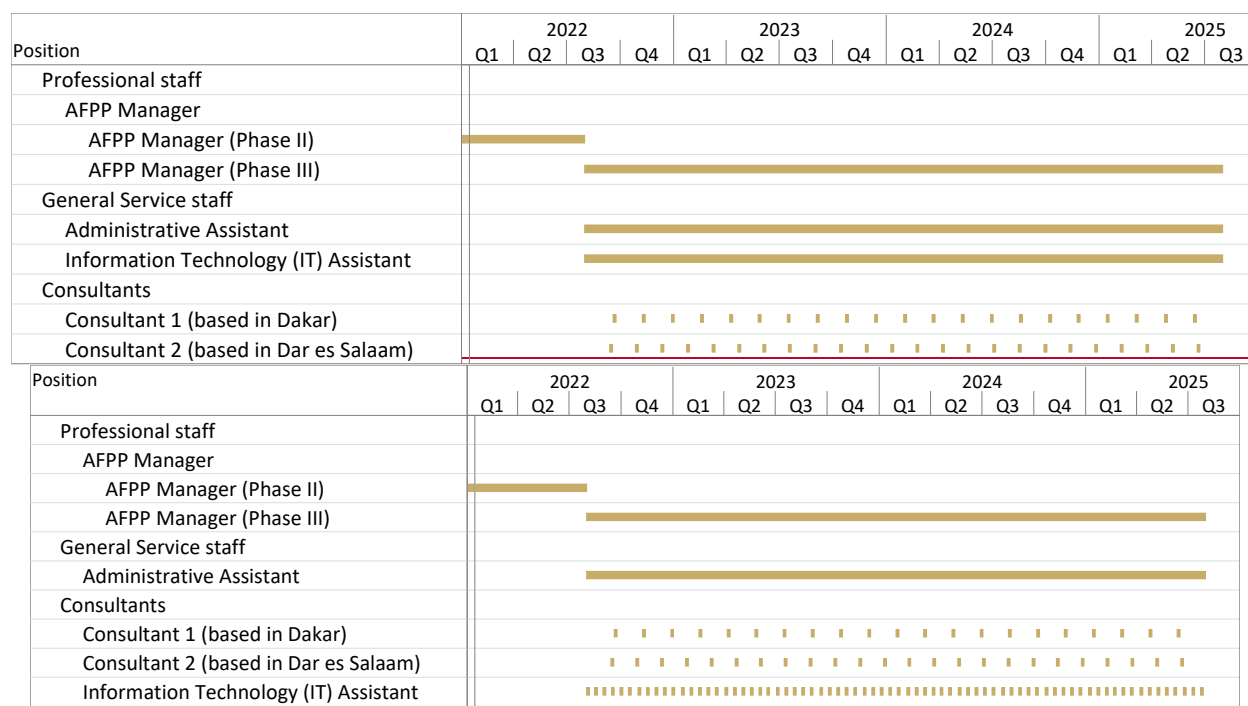
Category	Description
Professional staff	Staff members in this category are normally internationally recruited. Work in this category generally demands a high degree of analytical and communication skills, substantive expertise and/or managerial leadership ability. In the context of the AFPP, the AFPP Manager is recruited as international professional staff.
General Service staff	The functions in this category include administrative, secretarial and clerical support as well as specialized technical functions (e.g. security or maintenance). The work carried out by General Service staff supports the functioning of the Organization. In the context of the AFPP, the Administrative Assistant and the Information Technology (IT) Assistant may will be recruited as General Service staff.

¹ Definitions for categories 'Professional Staff', 'General service staff' and 'National professional staff' are based on the definitions of staff categories of the United Nations: <https://careers.un.org/lbw/home.aspx?viewtype=SC>

Category	Description
Consultants	<u>Staff Personnel</u> in this category are hired on a need basis for specific tasks. For instance, <u>staff individuals</u> may be hired for a given number of working days to be completed within a period of time to assist with flight procedure design or to plan and conduct a workshop. <u>Likewise, the Information Technology (IT) Assistant is recruited as a consultant due to the anticipated part-time need for related services.</u> Consultants are not staff members of ICAO.

1.2 Note that all contracts can only be issued or extended for a maximum period of 12 months at a time.

2. PROJECT PERSONNEL UNTIL THE END OF PHASE III



2.1 The figure above shows the project staff positions until the end of Phase III and the respective assignment durations.

2.2 The details for each position are provided in the table below:

Position	Description
AFPP Manager	The assignment duration covers: a) The extension of Phase II from 8 February until 31 July 2022; and b) The duration of Phase III, i.e. the period from 1 August 2022 to 31 July 2025.

<p>Administrative Assistant and Information Technology (IT) Specialist</p>	<p>The assignment durations cover the duration of Phase III, i.e. the period from 1 August 2022 to 31 July 2025. The recruitment will be carried out as per the process for the appointment of locally recruited field personnel described in Appendix 1.</p>
<p>Consultant 1 and Consultant 2</p>	<p>Two consultants will be hired as needed throughout Phase III to implement flight procedure design projects. The indicated assignment dates are tentative based on an equal distribution of the overall working days for five flight procedure design projects per year. The specific assignment dates will be determined during Phase III. The job descriptions for the consultants will be included in the Programme Document for Phase III; related recruitment activities will be carried out as follows;</p> <ul style="list-style-type: none">a) ASECNA and the Tanzania Civil Aviation Authority (TCAA) release respectively one employee and communicate their contact details and CVs to ICAOb) ICAO reviews the CVs against the requirements of the job descriptionsc) If the proposed consultants meet the requirements, their recruitment is processed as per ICAO's applicable procedures. <p>Note that the consultants are only paid through project funds for the flight procedure design projects. Their salaries for the conduct of training and workshops continue to be covered by administrations. The project will cover travel expenses in those cases.</p>
<p><u>Information Technology (IT) Assistant</u></p>	<p><u>A consultant will be hired to provide as-needed services as Information Technology (IT) Assistant.</u> <u>The indicated assignment dates are tentative based on an equal distribution of an estimated workload of 10 working days per month throughout Phase III.</u> <u>The job description for this position will be included in the Programme Document for Phase III; related recruitment activities will be carried out as per the process for the appointment of locally recruited field personnel described in Appendix 1.</u></p>

- 2.3 The initial appointment of project staff as well as contract extensions are subject to:
- a) Confirmation of the operational need;
 - b) Satisfactory performance during the initial probationary period and subsequent annual assessments;
 - c) Approval of the corresponding budget by the steering committee; and
 - d) Availability of funds for the required period of time.

2.4 The appointment of the project staff will be processed:

- a) After the present meeting, in the case of the AFPP Manager, in order to implement the activities presented in WP 4.1; and
- b) Upon signature of the programme document for Phase III, which includes the corresponding job descriptions, in the case of General Service staff and consultants.

3. CONCLUSION

3.1 The Steering Committee is requested to confirm:

- a) The extension of the AFPP Manager's contract or the recruitment of a new manager until the scheduled end date of Phase III on 31 July 2025; and
- b) The appointment of staff for the following positions for Phase III, i.e. from 1st August 2022 to 31 July 2025 (should a position be filled later than planned, the overall assignment duration will be shortened so that its end date falls on the scheduled end date of Phase III), and as per the recruitment modalities described in section 2.2:
 - 1) Administrative Assistant;
 - ~~2) Information Technology (IT) Assistant;~~
 - ~~3) 2) _____ Consultant 1, to be proposed by ASECNA; -and~~
 - ~~3) Consultant 2, to be proposed by TCAA; and~~
 - 4) Information Technology (IT) Assistant.

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