



International Civil Aviation Organization

Technical Cooperation Bureau Vacancy Notice

POSITION INFORMATION

Generic Title:	Programme Secretary	Position Number (ID):	900135
Specific Title:	CASP-AP Programme Secretary	Duration:	One year (renewable)
Duty Station:	Bangkok	Date for entry of duty:	After 19 February 2017

THE ORGANIZATIONAL SETTING

Under the direction of Technical Cooperation Director/ICAO, the Field Operation Section is the responsible for the strategic planning, development, execution, evaluation of Projects in Technical Cooperation Bureau (TCB). The Section assists with the identification of priority development requirements across civil aviation and with technical cooperation to recipient States. It carries out resources mobilization with multilateral and bilateral development partners and industry and develops regional and country specific technical cooperation programme and projects. The Section executes these programmes and projects in accordance with the policies and contractual modalities of TCB.

The objectives of the Cooperative Aviation Security Programme - Asia/Pacific (APAC) are to enhance the effective implementation by Member States and Administrations of the Standards and Recommended Practices of Annex 17 Security and the security related Standards and Recommended Practices of Annex 9 Facilitation. In achieving this objective emphasis will be placed on training and professional development of national aviation security inspectors and instructors; the sustainable building of regulatory and oversight capacity within 'appropriate authorities'; harmonization of regulations, programmes and procedures; coordinate technical assistance programmes including guidance and mentoring; assist with coordination of multilateral and bilateral support mechanisms including support in kind and maintain effective communications and information exchange mechanisms implement globally developed and regionally based solutions for effective aviation security. While the D/TCB is responsible for direction and supervision, the Regional Director Asia Pacific Region is responsible for the management of this Regional Project.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides administrative support to CASP-AP, achieving such results as:

- Maintain liaison with ICAO Headquarters, ICAO APAC Regional Office on various issues.
- Maintain liaison and assist Member States on the matters of programme delivery and administrative support analyze and provide solution to issues related to administration and promote a collaborative and results-oriented approach.
- Place and screen telephone calls and respond to routine requests for information. Take and relay messages as necessary.
- Send and receive faxes and e-mails.
- Maintain office files, records and reference material. Sort and file correspondence, reports and documentation.
- Undertake day to day administration of CASP-AP Programme.
- Assist the PC in human resource management, procurement of goods and services as required ensuring compliance with the Staff Rules and Staff Regulations, Procurement Code, established policy, guidelines and manuals.

- Act as Point of Contact for CASP-AP on non-technical matters of the programme, including managing administrative communications with ICAO Headquarters.
- Under the guidance of the PC, maintain and update information on CASP-AP webpages.

Function 2 (incl. Expected results)

Provides accounting support to CASP-AP activities, achieving results such as:

- Receive and pay invoices for telephone, internet and other charges related to the day-to-day operation of the office.
- Maintain the office supplies inventory and purchase the reliable and quality items as required in a cost saving manner.
- Perform accounting functions including maintaining a journal for petty cash, imprest account, contributions in-kind from Member States and Donor organizations.
- Prepare for PC signature, and submit routine administrative reports to ICAO Headquarters monthly concerning project personnel strength return record and financial accounting record on petty cash and imprest account.
- Under the supervision and guidance of CASP-AP Project Coordinator, undertake effective financial administration/management of the CASP-AP Programme including maintenance of Project Imprest account, disbursement of project funds as authorized keeping in line with the applicable rules and regulations, book keeping and preparation of financial reports ensuring accuracy and timeliness of the reports.

Function 3 (incl. Expected results)

Provides correspondence support on Technical Cooperation/Assistance activities of CASP-AP, achieving results such as:

- Receive and screen written correspondence; distribute for action as required.
- Maintain a record of all incoming and outgoing correspondence.
- Prepare correspondence and other documentation from drafts or from dictation; check enclosures and addresses and ensure that format, grammar, spelling and punctuation are correct.
- Draft original correspondence on routine matters and where required sign on behalf of the PC. Prepare letters, documents or slide presentations under supervision of PC.
- Prepare reports, briefing documents and information relating to personnel and administration.

Function 4 (incl. Expected results)

Provides support on workshop, briefing and meeting arrangement, achieving results such as:

- Format, finalize and distribute capacity building activity and meeting materials, record of discussions and reports of CASP-AP missions, meetings, workshops and seminars.
- Work with domestic or international counterparts to organize various meetings, training courses, seminars and workshops.
- Organize meetings and workshops for CASP-AP and coordinate with relevant entities ensuring that all logistical arrangements are in place, including where appropriate facilitating participants' attendance.
- Draft capacity building activity and meeting correspondence for review by the PC before distribution to Members in the region.
- Coordinate with ICAO Headquarters in arranging administrative briefings and debriefings for field experts and coordination with CASP-AP Members on project matters.
- Assist in preparing administrative reports for review of PC or TCBO on technical cooperation/assistance activities in the APAC Region.

Function 5 (incl. Expected results)

Provides travel arrangement support and ensures the efficient completion of tasks, achieving results such as:

- Arrange travel for project technical officers, including airline and hotel reservations and the procurement of airline tickets as required. Prepare and review TAR and follow up with ASR for DSA payment to the traveller when applied.
- Track the mission information taken by project staff and invited instructors regarding MTR submission, ASR issuance, Travel Claim submission and settlement.
- Prepare mission travel authorization requests, travel and accommodation reservation, visa applications, process security clearances and prepare travel claims for PC and TCBO.

Function 6 (incl. Expected results)

- Perform any other duties as required for the successful and timely implementation of the Programme.

IMPACT OF THE OUTCOME OF THE POSITION

The Programme Secretary undertakes the provision of administrative coordination support (general administration, human resources management, procurement, travel, and financial) to the CASP-AP which is a Regional Project co-located within the Regional Office. This role removes the majority of the requirements for the Senior Aviation Security Advisor/Programme Coordinator (PC) and the Training and Capacity Building Officer (TCBO) to undertake basic administrative functions. By doing so the PC and TCBO are able to more effectively manage and deliver the technical outputs of the CASP-AP.

WORK RELATIONS AND CONTACTS

The Programme Secretary reports directly to the Senior Aviation Security Advisor/Programme Coordinator (PC), CASP-AP for consultation and direction on technical/cooperation and project administration matters. The Programme Secretary also liaises with the Training and Capacity Building Officer (TCBO) in providing administrative support to this function.

Internally the Programme Secretary will communicate with FAP and FPA staff in TCB Montreal in respect to the programme administrative matters. From time to time liaison will occur with personnel from ICAO travel section and ISD in relation to administrative matters.

Externally the Programme Secretary will communicate administrative matters to and receive enquiries in relation to the administrative aspects of the function from CASP-AP Member States and Administrations. This information includes but is not limited to issuing workshop bulletins, seeking information from focal point coordinators, and posting on CASP-AP websites information for the benefit of Members under the authorisation of the PC.

COMPETENCIES

Core Competencies:

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and

achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- Completion of full secondary education.

Desirable

- Successful completion of formal training in accounting, office administration and/or standard office computer applications.

Professional experience

Essential

- At least four years relevant secretary experience.
- Ability to operate office automations and MS-Office applications.
- Good knowledge of the financial and administrative principles and practices.
- Good knowledge of accounting and financial procedures and ability to maintain financial records, prepare clerical reports and statements accurately.
- Good administrative, communication and organizational skills.

- Experience and knowledge of procedures for the preparation of documents, administrative forms, and use of filing systems.

Desirable

- Previous work experience or knowledge of practices and procedures in the UN/International Organizations, civil aviation administration(s) or any aviation industries will be an advantage.
- Experience in the coordination of meetings in a multi-national environment.
- Familiarity with financial management and/or administration of technical cooperation and/or cooperative programmes.

Languages

Essential

- Fluent reading, writing and speaking abilities in English.

Desirable

- Knowledge of any of the other languages of the Organization (Chinese, Arabic, French, Russian or Spanish).
- Written and oral communication abilities in Thai.

CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a Fixed Term Assignment for an initial period of one year (first six months are probationary for an external candidate). ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. In this connection, ICAO Field Service has incorporated the 2001 Standards of Conduct for the International Civil Service into the Field Service Staff Rules (FSSR). ICAO Field Service offers an attractive benefit package for Field Staff under the Technical Cooperation Programme in accordance with the policies of the International Civil Service Commission (ICSC). The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. Only those who are expected to complete a term of appointment will be considered. All applicants must have the legal right to reside and work in Thailand.

Remuneration is based on the National GS Salary Scale for Thailand

Net Base Salary per annum:

Level:	G-5 (Step 1)
Net base annual salary	717305 THB Other allowances may apply.

HOW TO APPLY

Interested candidates must submit a written response highlighting their skills and experience in regards to the essential professional experience (maximum 250 words for each item). Applications must be accompanied by a CV, and submitted to kbarter@icao.int by 2359 (UTC +7) by 19 February 2017.

Note: Previous applicants for this post are not required to resubmit an application.

NOTICE TO CANDIDATES

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.