International Civil Aviation Organization
Job Description <mark>[Applicable solely to secondment]</mark>

POSITION INFORMATION

Post Title:	Aviation Cybersecurity and ATM Security Officer	Duration of Secondment:	2 years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Montreal, Canada and/or working remotely	Date for entry on duty:	1/3/2024

Special Notice:
The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 **"Achieve gender equality and empower all women and girls."**

THE ORGANIZATIONAL SETTING

The Aviation Security Policy (ASP) Section of Aviation Security and Facilitation (ASF), Air Transport Bureau (ATB) is responsible for policy development related to security of the international air transport system, including developing and updating Annex 17 – *Aviation Security*, managing the work programme of the Aviation Security (AVSEC) Panel and its working groups, managing the continued development of aviation security guidance material including Doc 8973 – *Aviation Security Manual*, Doc 10084 – *Risk Assessment Manual for Civil Aircraft Operations Over or Near Conflict Zones* and Doc 10108 – *Aviation Security Global Risk Context Statement*; and providing support to the Assembly, the Council, and the Aviation Security Committee (ASC).

The ASP Section is also responsible for policy development with regards to aviation cybersecurity in international civil aviation, including:

- developing and updating the Aviation Cybersecurity Strategy and the Cybersecurity Action Plan;
- managing the work of the Cybersecurity Panel and the Ad Hoc Cybersecurity Coordination Committee (AHCCC);
- developing aviation cybersecurity guidance material;
- ensuring the international air law framework is adequate to address cyber-attacks against civil aviation;
- raising awareness in different fora on the importance of addressing cybersecurity in civil aviation;
- supporting aviation cybersecurity discussions on the national, regional, and global levels; and
- developing aviation cybersecurity capacity building and implementation support initiatives for States and the wider aviation community.

In addition, the ASP Section is responsible for fostering cooperation on security matters with other United Nations agencies and international bodies. Among the many entities with which the ASP Section coordinates its work are the UN Counter-Terrorism Committee Executive Directorate (CTED), International Air Transport Association (IATA) and Airports Council International (ACI).

The incumbent reports to the Chief, Aviation Security Policy Section (C/ASP), from whom s/he seeks advice and guidance on assignments and provides support to the other staff and Consultants. It is expected that the incumbent will work autonomously, consulting and collaborating with other ASP staff, especially in support of the Aviation Cybersecurity Officer and with staff of other ICAO Bureaus and the Regional Offices, as necessary.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the development of policies and guidance on aviation cybersecurity, achieving results such as:
- contribute to the development of provisions, policy documents, and guidance material on topics related to aviation cybersecurity;
- collaborate with Secretariat entities across the Organization on various aviation cybersecurity matters;
- conduct necessary research as required to support the preparation of an array of reports, papers and other documents; and
- provide expert advice on aviation cybersecurity.

Function 2 (incl. Expected results)

Contributes to the aviation cybersecurity work programme, achieving results such as:

- timely contribute to documents required for meetings of the Assembly, the Council, the Air Navigation Commission, the Aviation Security Committee, the Ad-hoc Cybersecurity Coordination Committee, the Aviation Security Panel and its working groups, the Cybersecurity Panel and its working groups, and other expert groups of the Organization;
- draft correspondence (including State letters) and technical information for transmittal to Member States and other international organizations;
- support the continuous promotion of ICAO's global aviation cybersecurity framework, including the Aviation Cybersecurity Strategy and the Cybersecurity Action Plan;
- monitor States' implementation of the Aviation Cybersecurity Strategy;
- support the monitoring and the implementation of ICAO's aviation cybersecurity work programme; and
- support the development of capacity building initiatives, in coordination with ISD-SEC and GAT.

Function 3 (incl. Expected results)

Contributes to the development of outreach strategies and promotional material to expand global awareness of ICAO's aviation cybersecurity objectives and activities, including:

- contribute to the preparation and delivery of accurate and effective statements, speeches, and presentations as required at Headquarters and regional events on aviation cybersecurity;
- support ICAO contributions on aviation cybersecurity topics for various progress reports, in particular UN system annual reports, in coordination with all relevant ASF Sections;
- contribute to the planning and conducting of events that raise awareness on aviation cybersecurity; and
- contribute to the development and maintenance of the aviation cybersecurity point of contact platform.

Function 4 (incl. Expected results)

Supports the development of policies and guidance on aviation security, achieving results such as:

- contribute to the update of the *Air Traffic Management Security Manual* (Doc. 9985) in collaboration with the Air Navigation Bureau (ANB);
- contribute to the development of provisions, policy documents, and guidance material on risk assessment and management in various Aviation Security topics including risk assessment, *Aviation Security Global Risk Context Statement* (Doc 10108*),* operations over or near Conflict Zones, *Risk Assessment Manual for Civil Aircraft Operations Over or Near Conflict* (Doc 10084).
- collaborate with Secretariat entities across the Organization on various aviation security matters; and
- conduct necessary research as required to support the preparation of an array of reports, papers and other documents.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The position will have a positive impact on ICAO's leadership in assisting States to address the cross-cutting challenges posed by ATM/CNS security in relation to aviation security, cybersecurity and safety.

The incumbent promotes the development and implementation of ICAO provisions, guidance and best practices related to aviation security and cybersecurity.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) **Inside the Organization** • The incumbent will consult with the Aviation Cybersecurity Officer, and collaborate with counterparts in other Bureaux, including ANB, Legal and External Affairs Bureau (LEB), and Bureau of Administration and Services (ADB)	To ensure that aviation cybersecurity matters are fully considered and coordinated within ICAO.
• The incumbent will consult with the Aviation Cybersecurity Officer, and collaborate with	To ensure that any update or revision of policy related to ATM/CNS security are fully coordinated within ICAO.

	counterparts in other Bureaux, including the Air Navigation Bureau (ANB)	
b)	**Outside the Organization**	
	• The incumbent establishes contacts and interfaces with officials of Member States, regional bodies, industry and other international organizations involved in all aspects of aviation cybersecurity.	The coordinating role and functions of the post involves promoting the development of ICAO's global aviation cybersecurity framework according to a horizontal, cross-cutting and holistic approach involving all relevant aviation disciplines.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first level university degree or equivalent in Aeronautical Engineering, Computer Engineering, or in a related field. A technical qualification in aviation such as Air Traffic Controller (ATC) License, or a technical military training, with relevant professional experience, may be accepted in lieu of the first-level university degree.

Professional experience

Essential

A minimum of ten (10) years' experience in ATM/CNS operations, technology, and security.

Experience in threat and risk management, emergency response planning and crisis management.
Experience in analysing and assessing ATM/CNS security related technical and operational aspects.

Desirable

Knowledge of civil and military airspace operations.
Experience with organizing and managing international meetings, including conferences, symposia and workshops.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian, Spanish).

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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

MODE OF SECONDMENT

The duration of the secondment is for 2 years, which can be extended for an additional year and thereafter, depending on need for the subject matter expert. The secondee is expected to work five days per week.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trusted Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO the seconded individual will be considered an "Official" of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

As detached expert: The individual is detached from the releasing government/Agency but is assigned to work for ICAO.

Trust Fund arrangement: Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

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.