



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Accident and Incident Investigation (AIG) Expert	Duration of Secondment:	2 years
Grade Level:	P-4	Deadline for applications:	Indefinite
Duty Station:	Lima, Peru	Date for entry on duty:	As soon as possible
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ <b>Achieve gender equality and empower all women and girls.</b> ”			

### THE ORGANIZATIONAL SETTING

The Regional Office is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate organizations, regional civil aviation bodies and UN Agencies and programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO Strategic Objectives, policies and decisions. The Regional Office provides technical guidance and assists States with implementation of ICAO Standards and Recommended Practices (SARPs) and air navigation plans. The Regional Office also provides technical assistance when requested and operates in English and Spanish and all staff is required to be fluent in both languages.

In the SAM Region, AIG is one of the areas under CMA with the least effective implementation rates. In this regard, ICAO is seeking an AIG expert to support the development of the ARCM (AIG Regional Cooperation Mechanism), to enhance and increase the support for AIG inspectorate and investigation development, to promote the implementation of ICAO SARPs, ICAO Global Aviation Safety Plan (GASP) and regional agreements on aviation safety and related matters in the Region and, to performs other duties as required. The AIG Expert will work under the guidance of the ICAO SAM Deputy Regional Director (DRD), with whom s/he consults on complex technical issues and in close coordination with the Regional Officer, Flight Safety.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Support the establishment and development of the ARCM**, achieving results such as:

- Monitor and report on ARCM implementation progress and key performance indicators.
- Develop and maintain comprehensive documentation for the ARCM, including working papers, State Letters and procedural guidelines.
- Provide technical and secretariat support to ARCM meetings, workshops, and other activities.
- Facilitate effective information exchange and coordination among ARCM member States.
- Oversee the implementation of safety recommendations issued by ARCM .
- Assist in the development and delivery of ARCM training programs and materials.

#### Function 2 (incl. Expected results)

**Provides technical assistance and expertise to States in the implementation of the provisions of ICAO Annex 13 and relevant documents related to Aircraft accident and incident investigation**, achieving results such as:

- Develop and implement AIG regulations, guidance material, investigator handbooks, manuals, and checklists in line with ICAO Annex 13 provisions.
- Support States in establishing and maintaining a roster of qualified aircraft accident investigators.
- Develop AIG training programs for investigators and other relevant personnel.
- Coordinate with States to ensure the timely and accurate reporting of aircraft accident and incident data to ICAO, compatible with the ADREP) system.
- Monitor the progress of Effective Implementation in AIG.
- Provide comprehensive analysis of issues raised by States, international organizations,, the ANC and the Council in the field of aircraft accident and incident investigation.

- Respond to queries from States and international organizations regarding ICAO provisions and initiatives related to AIG.

### Function 3 (incl. Expected results)

**Monitors and evaluates AIG performance and promotes continuous improvement**, achieving results such as:

- Develop and maintain performance metrics and indicators to track AIG progress in the SAM Region.
- Conduct regular reviews of AIG activities and identify areas for improvement.
- Propose and implement strategies to enhance AIG effectiveness and efficiency.
- Stay abreast of emerging AIG trends, technologies, and best practices.
- Support the validation and analysis of regional accident and incident data.
- Monitor the implementation of AIG-related Technical Assistance and Technical Cooperation programs/projects and ensure appropriate coordination between States and ICAO (Regional Office, the Air Navigation Bureau, and the Technical Cooperation Bureau)
- Maintain liaison with service providers and international and regional aviation organizations in the Region.
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### Function 4 (incl. Expected results)

**Supports the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) and other related activities**, achieving results such as:

- Provide support to the Portfolio Holder of the Regional Office in managing the USOAP-CMA portfolio, specifically on AIG-related matters
- Provide guidance and assistance to States in developing and implementing Corrective Action Plans (CAPs) to address specific findings identified through USOAP-CMA activities
- Collaborate with ICAO Headquarters and other stakeholders on AIG-related initiatives and projects

### Function 5 (incl. Expected results)

**Performs other related duties, as assigned.**

## IMPACT OF THE OUTCOME OF THE POSITION

The incumbent of the position plays a key role in the enhancement, development, implementation, representation, promotion and monitoring of the work on aviation safety and related implementation matters, including technical cooperation and assistance, concerning the Region. The impact of the key functions on the States and the Organization as a whole is significant as they help achieve the strategic objectives of the Organization by contributing to improving and reinforcing aviation safety, in a sustainable manner, in the beneficiary States.

The incumbent is expected to propose strategies to optimize the assistance provided to States cognisant of the regional challenges that include limited financial and human resources.

The incumbent plays a critical role in providing support to States in resolving Significant Safety Concerns and other critical matters related to safety, as well as acting as the point of contact in the event of natural or human-made crises within the region/adjacent regions.

## WORK RELATIONS AND CONTACTS

Title and level	Purpose
<b>a) Inside the Organization</b>	
<ul style="list-style-type: none"> <li>• ICAORD, DRD and Regional Officers, Flight Safety</li> </ul>	Discuss and jointly plan the administrative and technical activities of the Regional Office. Obtain advice and guidance on policy-related matters.
<ul style="list-style-type: none"> <li>• Air Navigation Bureau, relevant Bureaus and Offices at HQ</li> </ul>	Liaise and coordinate technical activities. To exchange information of Aircraft Accident and Incident Investigation and other associated matters.
<ul style="list-style-type: none"> <li>• Other Officers in the Regional Office</li> </ul>	To exchange information on Aircraft Accident and Incident Investigation fields and other associated matters for preparing meeting documentation, reports, statements, and external correspondence as well as administrative matters.
<b>b) Outside the Organization</b>	

<ul style="list-style-type: none"> <li>States, Civil Aviation Authorities (CAAs), Aircraft Accident Investigation Bureaus</li> </ul>	To assist Aircraft Accident Investigation Bureaus in implementing the Aircraft Accident and Incident Investigation components of the Regional Aviation Safety Plan in order to improve compliance with the ICAO provisions
<ul style="list-style-type: none"> <li>Counterparts in States, Territories, international organizations, and other ICAO Offices on behalf of the Regional Office</li> </ul>	To recommend practices and guidance material for aircraft accident and incident investigation, monitor development in system safety concepts, and contribute to ICAO safety oversight audit programme and manage safety recommendations addressed to ICAO.

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

- A first-level university degree in science, engineering, aeronautical sciences, or in a related field is required.
- Specialised aircraft accident investigation training.

#### Desirable

- A completed USOAP CMA Computer Based Training in the AIG field

### Professional experience

#### Essential

- A minimum of 9 years of experience in aviation related fields, such as: aircraft/accident incident investigation, aviation safety inspector, operations of aircraft, airworthiness, and quality systems.
- At least 5 years' experience in accident and incident investigations and other similar tasks in AIG matters.
- Experience as an investigator-in-charge (IIC).
- Considerable experience with increasing responsibility, progressing to a supervisory level, in an accident investigation authority or an AIG unit/section within a Government regulatory authority, including international aspects of these subjects.
- Experience in the management of projects at national, regional or international level.
- Experience in the development and delivery of AIG-related training

#### Desirable

- Experience on safety management systems and their application in the aviation industry.
- Experience as an auditor / quality monitor in an international environment.
- Experience in negotiations and public relations.

### Languages

#### Essential

- Fluent reading, writing and speaking abilities in Spanish and English.

#### Desirable

- A working knowledge of another language of the Organization (Arabic, Chinese, Russian, or French).

### Competencies (Professionalism is mandatory. You may choose up to five (5) other 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.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Managerial Competencies:**

**Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## MODE OF SECONDMENT

The duration of the secondment is 2 years, which can be extended for an additional 2 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.