



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Associate Environment Officer – LTAG Operations	Duration of Secondment:	Two (2) - Three (3) years
Grade Level:	P-2	Deadline for applications:	Until filled
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible

THE ORGANIZATIONAL SETTING

The Office of Environment in the International Civil Aviation Organization (ICAO) is responsible for advancing efforts to define and promote policies and Standards for environmentally sustainable aviation, managing a portfolio that includes aircraft noise, local air quality, global climate change, clean energy and sustainable aviation fuels, adaptation, circular economy, and a global market-based measure for international aviation. The Office of Environment also leads the Organization's efforts on green innovation for mitigation and adaptation. This position is situated in the Environmental Standards Section (ES) within the Air Transport Bureau (ATB) in ICAO.

The incumbent reports directly to the Associate Environment Officer/ Secretary of the Committee on Aviation Environmental Protection (CAEP) Working Group 2 – Airports and Operations and will support the coordination of work related to the ICAO State Action Plan Initiative, including the development and maintenance of guidance material, tools and dashboards. The incumbent also supports the ongoing work of the Committee on Aviation Environmental Protection (CAEP) on airports and operations to develop and disseminate guidance to States and aviation stakeholders.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Assists and supports the development and submission of States' Action Plans, achieving results such as:

- Review and analyze the submitted State Action Plans, and assist the States when needed to ensure accuracy and robustness;
- Compile information contained within the State Action Plans on technology, operations and clean energy;
- Assist in creating and updating tools and dashboards to facilitate the submission of action plans and to visualize and assess the data from these plans; and
- Support the State Action Plan team on other tasks as necessary.

Function 2 (incl. Expected results)

Supports the work of Committee on Aviation Environmental Protection (CAEP) on airports and operations, achieving results such as:

- Assist the Secretary of the Committee on Aviation Environmental Protection (CAEP) Working Group 2 – Airports and Operations in supporting the activities of the working group;
- Assist in drafting, editing and publication of the guidance materials of CAEP Working Group 2;
- Assist in planning, developing, and disseminating outreach materials such as journals, reports, videos, and power point presentations related to the topic; and
- Perform other related duties associated with the work of CAEP, as assigned.

Function 3 (incl. Expected results)

Assists in the development and preparation of material, documentation, reports, and presentations related to Environment, achieving results such as:

- Assist in the development of documentation and presentations related to meetings and other groups;
- Provide research material as required on the contribution of operational measures towards LTAG 2050.;
- Process material to be published on the ICAO Environmental website to disseminate environmental information; and
- Draft replies to public inquiries on the environment.

Insert Post Number/Post Title

Function 4 (incl. Expected results)

Assists in the preparation of ICAO/ENV events and publications, achieving results such as:

- Assist in planning, coordinating, and organizing ICAO/ENV events and pertinent documents;
- Assist in preparing ICAO/ENV publications, including the ICAO Environmental Report;
- Assist in the preparation of the sessions on operational measures within ICAO events, such as the ICAO LTAG Stocktaking;
- Update ES-related documentation as necessary and prepare memos and reports on ES-related activities; and
- Perform other related duties related to ICAO events and publications, as assigned.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

A first-level university degree in environmental engineering, environmental sciences, or in a related field, is required.

Professional experience

Essential

- A minimum of three (3) years' experience in an international civil aviation environment, airport, airline or environmental organization at the international level, is required.
- Experience in providing service to international meetings.
- Knowledge of and experience in the development and preparation of environmental projects at airports.
- Good knowledge of civil aviation environment issues and familiarity with the work of other related international organizations.

Desirable

- Knowledge of ICAO functions, organizational structure and international activities.
- Familiarity with the role of ICAO and of other international bodies active in the environmental field and with the work of CAEP technical

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, or Spanish)

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.

Insert Post Number/Post Title

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.

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.

MODE OF SECONDMENT

The duration of the secondment is 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.