



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Field Personnel Officer – Operations Support	Duration of Secondment:	Three years (3)
Grade Level:	P-3	Deadline for applications:	
Duty Station:	Montreal	Date for entry on duty:	ASAP
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 Capacity Development and Implementation (CDI) Bureau in the International Civil Aviation Organization provides advice and assistance in the development and implementation of projects across the full spectrum of civil aviation. This includes safety, security, airports development, environmental protection, and sustainable development of national and international civil aviation. Its assistance efforts are conducted under the broad policy guidance of the ICAO Assembly, Council, and Secretary General. The Field Personnel Section (FPS) for which the secondee will work is responsible for talent acquisition and management of contracts of international and national experts that support the Capacity Development and Implementation Field Programmes. FPS is comprised of two units, namely the Field Recruitment Unit (FRU) and Field Personnel Administration Unit (FPA).

As part of ICAO, a specialized agency of the United Nations, the CDI Bureau offers its services under the most favourable and cost-effective conditions, and can guarantee strict neutrality, objectivity and transparency, as it does not represent any particular national or commercial interest. By extension, FPS processes are implemented in accordance with the ICAO Field Service Staff Rules and Field Personnel Instructions, Field Personnel ISO 9001 procedures, as well as other United Nations (UN) common system administrative recommendations and decisions.

The incumbent reports to the Chief, Field Personnel Section (FPS). S/He will work in collaboration with the other Professional staff within the Section on operational matters.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides operational support and technical input during the review/development of Field Service Staff Rules, operational procedures, administrative instructions, including other applicable guidelines for standard interpretation and application of the same, achieving results such as:

- Conduct research and initiate drafting of reviewed versions of operational rules, guidelines, procedures and templates necessary for the implementation of the Section’s activities;
- Provide first point of call advisory support for the Section on the validity on matters of application and interpretation of ICAO Service Code, Field Service Staff Rules, operational procedures and other guidelines necessary to support the implementation of the Section’s activity;
- Conduct research on applicable contract types relevant for Field Service Personnel under the United Nations common systems organizations, harmonise content with the relevant provisions of the ICAO service code, field service staff rules, Administrative Instructions, prepare drafts for review and liaise with Legal Bureau for approval.

Function 2 (incl. Expected results)

Supports the management of the roster of experts and the recruitment of the Experts associated with the implementation of projects and MOUs, achieving results such as:

- Develop and update the qualification process to enlist the experts of contributing parties in the roster;

- Develop the prospective and actual job descriptions for the upcoming initiatives in collaboration with the relevant Technical Bureau of ICAO and distribute the descriptions with the contributing parties;
- Support the assessment process (curricula screening, and/or written test and/or face-to-face interview) to ensure the applicants from the contributing parties fulfil the prospective and actual job description criteria;
- Support the development of guidelines and roster manuals for both internal users and candidates;
- Integrate vetted candidates into the CDI roster of experts for the specific expertise;
- Support the identification of qualified experts from the roster against specific project posts and provide the necessary support during the recruitment and evaluation process.

Function 3 (incl. Expected results)

Conducts outreach and talent search activities and monitors diversity, achieving results such as:

- Recommend and implement initiatives to enhance and further develop CDI's sources of recruitment;
- Design and implement strategic outreach and talent search activities in order to attract talent;
- Liaise with talent sources such as universities, agencies or other institutions. Devise approaches to tap into their pools of suitable candidates;
- Keep abreast of and recommend the use of different forms of media to increase the candidate roster;
- Organize and participate in outreach activities, including fairs, meetings, etc. as may be required from time to time;
- Monitor the effectiveness of outreach activities and make recommendations on possible improvements and identify best practices.

Function 4 (incl. Expected results)

Coordinates and fosters FPS Information Systems activities, achieving results such as:

- Facilitate the application of automation tools relevant to recruitment;
- Maintain ICAO's (CDI) Employment page with relevant and up-to-date information;
- Assist in implementing the e-recruitment and ERP systems. Recommend enhancements to the e-recruitment and ERP system and the database of CDI roster of experts to ensure timely recruitment of project personnel;
- Ensure the effective functioning of the e-recruitment system and the provision of appropriate service desk support to other CDI Sections;
- Keep track of and report on progress appropriately, flag delays and recommend appropriate solutions;
- Develop complementary electronic systems as required;
- Test systems and suggest amendments or modifications if requirements are not met and undertake risk analysis for implementation of systems.

Function 5 (incl. Expected results)

Supports the recruitment and deployment of Ipacks' experts, achieving results such as:

- Support and facilitate the recruitment of experts for the implementation of Ipacks;
- Support and facilitate the hiring processes, the administration of contracts and the related payments;
- Support the vetting process for the new Ipacks experts to be accepted in the roster.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

An advanced-level university degree (Master's degree or academic equivalent) in human resources management, business administration, or a related field, is required. A first-level university degree, in combination with two (2) additional years of qualifying experience in human resources management, business administration, or a related field, may be accepted in lieu of the advanced university degree. Professional experience.

Professional experience

Essential

- A minimum of five (5) years of relevant professional experience in HR management.
- Experience in applying best industry practices for recruitment.

- Experience in the use of automated e-recruitment system and integrated human resources information management systems.

Desirable

- At least three (3) years working within the context of a Technical Organization, Civil Aviation Authority, Air Navigation Service Provider, Airport Authority or a National Technical Organization, Regional Organizations, etc;
- Experience in a technical field related to civil aviation.

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

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.

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.

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; tailor's language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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.

MODE OF SECONDMENT

The duration of the secondment is three years (3). The secondee shall 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.