



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Flight Safety Officer	Duration of Secondment:	Three years initially
Grade Level:	P-4	Deadline for applications:	Indefinite
Duty Station:	Bangkok, Thailand	Date for entry on duty:	As soon as possible
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 Asia and Pacific 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 also 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.

The incumbent reports directly to the Deputy Regional Director (DRD) through the Regional Officer, Flight Safety (RO/FS) and Regional Officer, Safety Implementation (RO/SI), who provides technical supervision of the work of the incumbent. Under the direction and guidance of RO/FS and RO/SI, and overall supervision of the Regional Director and/or Deputy Regional Director, the incumbent will work in coordination with other Regional Officers. The incumbent will work in coordination with other Regional Officers in order 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 perform other duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Contribute to the implementation of ICAO SARPs, the ICAO Global Aviation Safety Plan (GASP) and the Regional Air Navigation Plan, in accordance with established plans and policies, achieving results such as:

- Conduct State-specific gap analysis in line with the GASP, regional and national targets to guide the development of national implementation plans to support States in the establishment and management of robust and sustainable safety oversight systems with respect to all safety aspects as shall be determined.
- Analyse and proactively assess a State's Universal Safety Oversight Audit Programme (USOAP).
- Coordinate and facilitate matters relating to accident and incident investigation, State Safety Programme (SSP) and Safety Management Systems (SMS).
- Interact with and support Regional Aviation Safety Group (RASG-APAC) and its contributory bodies through acting as Secretary, preparation of working papers, reports, briefs and correspondence.
- Organize, conduct and/or participate in seminars, workshops, meetings and training to assist States in their efforts to rectify safety deficiencies and enhance their safety oversight systems, in cooperation with Regional Officers.

Function 2 (incl. Expected results)

Serves as a coordinator in the Regional Office regarding safety matters requiring immediate response achieving results such as:

- Develop priority and appropriate remedies to respond to Member States' most urgent aviation needs based upon their SSCs and identified levels of effective implementation and corresponding to their needs.
- Validate the implementation needs for States within the Region.
- Coordinate for the development of immediate plans of action in order to assist States in need for crisis response.
- Support in the development and maintenance of the Regional Office Business Continuity Plan.

Function 3 (incl. Expected results)

Coordinates and supports activities related to the USOAP Continuous Monitoring Approach (CMA), achieving results such as:

- Coordinate with State National Continuous Monitoring Coordinators (NCMC), other ROs on ICAO Universal Safety Oversight Audit Programme USOAP/CMA related matters in the field of safety.
- Assist in the use, maintenance, and coordination of the USOAP CMA online framework with the States' National Continuous Monitoring Coordinators (NCMCs) and APAC RO.
- Support USOAP CMA activities, including participation in the ICVM, and perform CMA Audits as a team member if/when required.
- Assist the DRD in planning and updating of the Regional Office annual USOAP CMA plan.

Function 4 (incl. Expected results)

Provides advice and technical assistance to States in the improvement of safety compliance with ICAO policy, achieving results such as:

- Formulate and advise on national regulations, procedures, and practices in relation to ICAO SARPs and guidance material issued by ICAO.
- Coordinate and participate in assistance mechanisms (Combined Action Teams (CAT) and Combined Action Team - Implementation of Inspector Competencies (CATIIC) programs, No Country Left Behind (NCLB) regional programmes, etc.) in order to provide immediate assistance to States within the Region in the formulation and follow-up of corrective action plans to respond to State's most urgent safety needs and resolution of Significant Safety Concerns (SSCs) or in the form of mitigating or capacity building measures.
- Follow up States' Corrective Action Plan (CAP) implementation and report updates to ICAO.
- Ensure the follow-up of the safety related activities, including the implementation status of States' action plans.
- Coordinate assistance to States, including technical assistance and co-operation matters.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in aeronautical or related field, is required. A technical qualification in aviation such as an Airline Transport Pilot License, Air Traffic Control License, or Airframe and Power Plant Technician Certification may be accepted in lieu of the first-level university degree.

Desirable:

Completed CBT on ICAO USOAP CMA Activities Training in Aircraft Operations/Personnel Licensing/Airworthiness/Accident Investigation (AIG).

Professional experience

Essential:

- A minimum of nine (9) years' experience in a civil aviation regulatory body.
- Experience as a Flight Operations/Airworthiness Inspector for at least seven years reaching managerial level, with a focus on flight safety/safety oversight, including certification of air operator, specific approvals, personnel licensing, accident/incident investigation.
- Experience in ICAO USOAP Audits/ICVMs as CAA Counterpart with clear knowledge on ICAO USOAP CMA OLF, CAP Development, and Handling Self-Assessment etc.

Desirable:

- Experience as a National Continuous Monitoring Coordinator (NCMC).
- Experience in work/activities which requires a License (ATPL/CPL, AME etc.).
- Experience in establishing state safety oversight system.

- Experience in the implementation of State Safety Programmes, quality management systems and/or safety management systems.
- Experience in participating in the aircraft's accident investigations.
- Experience in negotiating with government authorities.
- Experience in the fields of transport of dangerous goods and safety database management.

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: Knowledge of ICAO's work and functions aimed at enhancing global civil aviation safety, increasing capacity, and improving efficiency of the global civil aviation system. Good knowledge of civil aviation issues of the Region, and familiarity with the work of other related international organizations. Sound knowledge of ICAO annexes 1,6,8,13,18 and 19. Knowledge in international air law. 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.

MODE OF SECONDMENT

The duration of the secondment is three years, which can be extended for additional terms depending on the need for the subject matter expert for the APAC region. 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 Trust 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.