



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Flight Safety Officer	Duration of Secondment:	One year initially
Grade Level:	P-3	Deadline for applications:	
Duty Station:	Bangkok, Thailand	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 States to which it is accredited and with appropriate organizations, regional civil aviation bodies and sub-regional bodies and UN Agencies and programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO policies, decisions, Standards and Recommended Practices (SARPs) and air navigation plans. The Regional Office also provides technical assistance when requested.

The incumbent reports directly to 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)

**Assists the Regional Office (RO) and RO/FS for all aviation safety related meetings**, achieving results such as:

- Monitor the State database on National Aviation Safety Plan (NASP), Regional Aviation Safety Plan (RASP) and Global Aviation Safety Plan (GASP).
- Assist the RO/FS to analyse and proactively assess a State’s Universal Safety Oversight Audit Programme (USOAP).
- Facilitate matters relating to accident and incident investigation, State Safety Programme (SSP) and Safety Management Systems (SMS).
- Coordinate the preparation of working papers, reports, briefs, and correspondences for all safety meetings/seminars/workshops.
- Follow up on the Decisions/Conclusions arising from Regional Aviation Safety Group (RASG-APAC) and its contributory bodies providing secretarial support.

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

**Serves as a coordinator in the Regional Office regarding implementation of the National Aviation Safety Plan**, achieving results such as:

- Assist the State Focal Point in accessing the Monitoring Tools.
- Update the Monitoring Tools, coordinating with the software developer.
- Coordinate with Safety Enhancement Initiatives (SEI) Working Group for their regular updates on the database.
- Verify ICAO latest documents related to GASP, RASP and NASP are uploaded in the system on time.

### Function 3 (incl. Expected results)

**Facilitates the follow-up on the major Decisions and Conclusions arising from RASG-APAC, Asia Pacific Regional Aviation Safety Team (APRAST) and APAC Accident Investigation Group (AIG) Meeting Outcomes**, achieving results such as:

- Coordinate and update with State National Continuous Monitoring Coordinators (NCCM) on the implementation progress of related Decisions/Conclusions.
- Draft State Letters as necessary for the follow-up actions by the States/Administrations against any Decision/Conclusions.
- Assist RO/FS and RO/SI in organising pre-coordination meetings for all major events.
- Assist DRD in planning and updating of the Regional Office annual USOAP CMA plan.

### Function 4 (incl. Expected results)

**Coordinates with the RO/FS and RO/SI in reviewing and evaluating the RASP and activities carried out by the AIG Expert Groups**, achieving results such as:

- Assist AP-RASP Working Group Co-Chairs to organise meetings between other subgroups and update the AP-RASP every triennium.
- Coordinate with SEI Working Group Co-Chairs for any potential conflict of SEIs under the AP-RASP Roadmap.
- Follow up with States on the SEI implementation under their NASP and update mapping with GASP and -AP-RASP.
- Update the Monitoring tools, coordinating with each State/Administration.
- Identify the challenges of SEI implementation and update in subsequent forum.
- Coordinate assistance to States, including technical assistance and co-operation matters.

### Function 5 (incl. Expected results)

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

## IMPACT OF THE OUTCOME OF THE POSITION

The work ensures the effective delivery of safety implementation, capacity building and the quality of outcomes under the guidance of the RO/FS and RO/SI and plays a vital role in enhancing the efficiency and effectiveness of the Regional Office's operations, promoting the timely completion of activities related to the safety section. This contributes to improved implementation of USOAP, SSP, SMS, and other safety management related plan across the APAC Region and ensures the accuracy and relevance of safety data and information within the region, fostering a higher standard of operational safety and efficiency.

## WORK RELATIONS AND CONTACTS

Title and level	Purpose
<b>a) Inside the Organization</b> <ul style="list-style-type: none"><li>• ICAO Regional Director (D1),</li><li>• ICAO Deputy Regional Director (P5) and</li><li>• RO/FS and RO/SI (P4)</li></ul>	Advice and guidance on policy matters on sensitive issues. Advice mission and meeting planning reports. Advice on matters related to safety.
<ul style="list-style-type: none"><li>• Chiefs and Technical Officers at Headquarters, in particular, Air Navigation Bureau (ANB),</li><li>• Professional Staff and General Staff of the ICAO APAC Regional Office and Regional Sub-Office.</li></ul>	Advice and guidance on discipline – specifics, policy matters and sensitive issues. Briefing Headquarters on regional developments in the field and implementation planning related to safety management.
<b>b) Outside the Organization</b> <ul style="list-style-type: none"><li>• Counterparts in civil aviation administrations, airport operators, air navigation services providers, air operators, aviation training institutions, Regional Cooperative Programmes (COSCAPs) and international organizations such as ACI, CANSO, IATA, IFATCA, IFALPA and ICCAIA.</li></ul>	Obtain technical and operational information, identify problems and provide technical advice as required in safety field. Coordination of joint projects, if any.

## QUALIFICATIONS AND EXPERIENCE

### Education

**Essential**

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

## Professional experience

### Essential

- A minimum of five (5) years' experience in a civil aviation regulatory body, or airlines/aviation industry, including two (2) years' work experience as an Aviation Safety Officer or in an equivalent role.
- Experience in communication and cooperation with counterparts within international organizations, national administrations, professional organizations, and industrial partners.
- Experience in the implementation of State Safety Programmes, and/or safety management systems

### Desirable

- Experience in drafting and implementation of National Aviation Safety Plan (NASP).
- Experience in conducting safety related training courses, seminars, workshops, etc.
- Experience in negotiating with counterparts/government authorities.
- Experience working in a multi-national and multi-cultural environment.
- Experience in utilizing and customizing ICAO's iSTAR tools.
- Experience in SSP Implementation.
- Experience in the fields of transport of Cabin Safety/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 one year, which can be extended for an additional year and thereafter, depending on need for the subject matter expert and mutual agreement. 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.