



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Accident Investigation (AIG) Implementation Support Specialist	Duration of Secondment:	Three (3) years
Grade Level:	P-3	Deadline for applications:	Until filled
Duty Station:	Mexico City, Mexico	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 ICAO Regional Office serves ICAO Contracting States in the area assisting them in the development of comprehensive regional plans of the air navigation system and the improvement of these plans as well as the world-wide ICAO provisions and procedures. It conducts mandatory safety oversight assessments of States' Civil Aviation Authority. It sustains extensive missions and meeting activities, disseminating information and encourages participation in all ICAO activities. It helps States develop and implement technical co-operation programmes to this end. The office operates in English and Spanish and all staff is required to be fluent in both languages.

Since 2015 ICAO NACC Regional Office developed a five-phase NACC Systematic Assistance Programme to effectively implement the ICAO NCLB Campaign, through a ONE ICAO transformational leadership approach with clear, concise and measurable performance objectives to which all could be held accountable, using regional strategies whose core elements are based on accountability, metrics, deliverables, and expected outcomes through action plans tailored to each individual State supported by highest level political will and commitment. Under this NCLB Strategy, tailored actions plans have been developed and agreed with each States accredited to the NACC Region. These actions plans formed part of the Technical Assistance Programme.

Under the NACC Technical Assistance Programme, specific deliverables and improvement actions have been identified on the areas of Aviation for States implementation for supporting their State Safety Oversight System. Accident Investigation (AIG) is one of the less effective implemented areas in the CAR Region. In this regard, ICAO is seeking an investigation development establishment and implementation by States and looking to support the establishment creation of a Regional Accident and Incident Investigation Organization (RAIO) or Investigation Cooperative Platform (ICM) approach to address accident investigation responsibilities.

The AIG Implementation Support Specialist will carry out the assigned responsibilities under the guidance of the Deputy Regional Director in the NACC Office.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the establishment/consolidation of a regional approach to address accident investigation responsibilities in Central American and Caribbean States, through projects aimed at enhancing regional AIG collaboration, achieving results such as:

- Draft or assist in drafting technical opinions or memoranda on questions related to Project formulation, including questions concerning the interpretation of the Annex 13 provision, as well as other regulation instruments as needed for the Project.
- Prepare or review draft agreements, memoranda of understanding, contracts and project documents as needed.
- Propose and present the project scope, objectives, etc., to funding parties, States in coordination to ICAO NACC Office guidance.
- Provide accurate and up-dated information relating to the areas of investigation.
- Support the project management and execution.
- Keep track of project activities and deliverables.
- Perform periodic review of project execution and results.
- Collect relevant data, practices, procedures and usage relevant to the technical work for the project.
- Analyse, if necessary, the views and positions of States, international organizations and other entities on a particular issue.

Function 2 (incl. Expected results)

Provides technical AIG guidance to Project meetings, achieving results such as:

- Assess AIG implementation status of States.
- Provide guidance and assistance on AIG technical matters related to Annex 13 to the Chicago Convention.
- Prepare notices, orders of business, working papers, background reference material and other documentation for the meetings.
- Support States in the establishment of accident and incidents database compatible to the Accident/Incident Data Reporting (ADREP).
- Assist in fostering AIG agreements in the areas of investigation and training.
- Follow up on agreed actions for AIG improvements.
- Participate in the meetings.
- Handle administrative and/or protocol matters relating to the meetings.
- Participate in the drafting of the reports of the meetings.

Function 3 (incl. Expected results)

Assists in monitoring the progress in the area of AIG, achieving results such as:

- Develop performance metrics and indicators.
- Propose areas of improvement in the AIG assistance to the States.
- Follow up on the status of the AIG area in the States
- Support the validation of regional accident and incident data.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The role supports the Regional Office in producing deliverables and follow-up on AIG improvements and tracking that the required actions are done to adequate quality standards and within the expected deadlines, including the provision of advice and assistance services to States and Territories.

WORK RELATIONS AND CONTACTS

External relations with counterparts in States, Territories, international organizations, and other ICAO Offices on behalf of the Regional Office 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. Internal relations with Flight Safety Regional Officers, and report directly to the Regional Director and Deputy Regional Director.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced level university degree in aviation safety, AIGt, or a related field, is required. A first level university degree in combination with two additional years of qualifying experience in aviation safety, AIG, or related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of five(5) 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 in the management of projects at national, regional or international level.
- Experience in the development and delivery of aviation-related training.

Desirable

- Experience in safety management systems and their application in the aviation industry.
- Designation as IIC (Investigator in charge) of the investigation of accidents and incidents.
- 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 English and Spanish.

Desirable

A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian).

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.

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 an additional two years and thereafter, depending on need for the subject matter expert. The secondee is expected to work five days per week at the NACC Regional Office.

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.

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.