



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Regional Officer, Air Transport (AT)	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
<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 the State 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 the implementation Of ICAO Standards and Recommended practices (SARPs) and air navigation plans 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 2024 ICAO NACC Regional Office has expanded its NACC Strategic Assistance Programme (SAP) to include the technical assistance to States in Air Transport and Environmental Protection matter. The SAP continues 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 action plans formed part of the Technical Assistance Programme.

The incumbent reports directly to the Deputy Regional Director with whom s/he consults on complex technical assistance issues. S/He also coordinates with the Air Transport Bureau (ATB) on matters related to economic analysis and policy and performs other duties as required.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Supports the development of air transport policy and guidance material on economic regulation of air transport, achieving results such as:**

- Support the update of policies and guidance, including Policy and Guidance Material on the Economic Regulation of International Air Transport (DOC 9587), Manual on the Regulation of International Air Transport (Doc 9626) and circulars containing guidance to assist States.
- Support update of ICAO's Policies on Taxation in the Field of International Air Transport (Doc 8632).
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- Support the update of the compendium on ICAO's core principles on consumer protection.
- Support the update of ICAO's compendium on competition rules and regulation.
- Support the Secretary of the Air Transport Regulation Panel (ATRP), on the work of the panel including relevant studies and tasks of the working groups.
- Support in the preparation of working papers in the field of air transport regulation.
- Support relevant project management and execution.

## Function 2 (incl. Expected results)

**Conducts studies and analysis on major issues of global importance and on potential regulatory issues that may arise as the air transport liberalization process progresses**, achieving results such as:

- Analyze economic aspects of international air transport regulation and its development such as exchange of traffic rights, bilateral and multilateral agreements, air carrier ownership and control, consumer protection, fair competition, and taxation.
- Promote air transport connectivity within the region; study and develop relevant guidance material and provide support, as required, to cost-benefit analyses of connectivity measures.
- Monitor the use of ICAO core principles on consumer protection by States in their regulatory practices.
- Undertake studies on the impact of the proliferation of taxes and levies.

## Function 3 (incl. Expected results)

- **Develops and manages databases economic regulation, organization/ownership of airlines**, Support in conducting surveys on a regular basis on States' liberalization of air transport and the implementation of ICAO's policies on charges and other related air transport issues.
- Assist in the work of analyzing and updating the information on ICAO World Air Agreements (WASA) and other databases on various regulatory and industry information, such as airline organization/ownership database.
- Promote and enhance States' filing with ICAO Of their air services agreements in accordance with Article 83 Of the Convention on International Civil Aviation.
- Support States in the implementation of the regional adoption of the liberalization of air cargo services up to seventh freedom traffic right.
- Maintain continued effective communication, cooperation, and coordination between ICAO and other intergovernmental and non-governmental organizations involved in air transport, travel and/or tourism.
- Propose actions needed for effective implementation Of ICAO's policies, principles and other guidance materials.
- Assist in promoting participation of States, and handle assigned tasks related to the annual ICAO Air Services Negotiation (ICAN) event.

## Function 4 (incl. Expected results)

**Provides advice and assistance to States on economic regulation of air transport**, achieving results such as:

- Support Member States on matters related to exchange of traffic rights, bilateral and multilateral agreements, air carrier ownership and control, consumer protection and product distribution, competition and airline alliances, and taxation.
- Promote the ratification of international instruments particularly the Convention for the Unification of Certain Rules for International Carriage by Air (Montreal Convention of 1999)
- Provide advice on ICAO's guidance on air connectivity and essential air service schemes and promote development of tourism, especially for Small Islands Developing States (SIDS), Landlocked Developing States (LLDS), and Least Developed States (LDCs).
- Support the implementation of the economic aspects of the United Nations Sustainable Development Goals (SDGs).
- Handle queries and requests from both external and internal stakeholders on issues on economic regulation of air transport.

## Function 5 (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 Air Transport 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 the economic development of air transport, and report directly to the Regional Director and Deputy Regional Director.

## QUALIFICATIONS AND EXPERIENCE

### Education

### Essential

An advanced-level university degree (Master's degree or academic equivalent) in economics, such as applied economics, business economics, industrial organization and economics of transportation, law, business administration, public administration, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in economics, such as applied economics, business economics, industrial organization and economics of transportation, law, business administration, public administration, 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 work related to economic regulation of air transport or economic/ commercial aspects of air transport business within a national government, international organization, major international airline, and/or major service provider (airport or air navigation services provider).
- Sound experience in the development and implementation of economic regulation, commercial/financial management of the provision and operation of air transport services, and/or negotiation of air services agreements.
- Experience in participating in and providing technical support for international meetings in the air transport field.

### Desirable

- Experience in dealing with high-level officials, government representatives or senior executives from States

## Languages

### Essential

Fluent reading, writing and speaking abilities in English and Spanish.

### Desirable

A working knowledge of Arabic or one of the other languages 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.