



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Safety Implementation Support Officer	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 Regional 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 the Implementation of ICAO Standards and Recommended Practices (SARPs) and global and regional plans. The importance of the Regional Office 's role in providing implementation support has been reiterated with the ICAO No Country Left Behind (NCLB) initiative that also contributes to attainment of UN Sustainable Development Goals.

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 Aircraft Operations (OPS), Airworthiness (AIR) and Personnel Licensing (PEL) are three essential technical areas requiring implementation support in the CAR Region. In this regard, ICAO is seeking a Safety Implementation Officer to support the ICAO NACC Safety Implementation team in any of these three areas, preferable OPS.

The Safety Implementation Support Officer reports to the Regional Director (RD) through the Deputy Regional Director (DRD) with whom s/he consults on complex technical assistance issues. S/he also interacts with the ICAO NACC Safety Implementation Officers in order to promote the implementation of ICAO Safety projects, ICAO Global Aviation Safety Plan (GASP), and regional agreements on aviation safety and related matters in the region and performs other duties as required.

The Safety Implementation Support Officer is responsible to support the implementation support activities related with OPS, AIR and PEL areas, implementation of the Global Aviation Safety Plan (GASP) and the regional Plans or Agreements by assisting States in the conduct of gap analyses, providing guidance and support to States to resolve identified deficiencies in the shortest time possible, enhancing safety awareness, support States in the development of national/regional implementation plans, Safety Programmes (SSPs) and safety management systems (SMS), and support the Regional Pan American Aviation Safety Group (RASG-PA).

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the ICAO NACC Safety Implementation Officers in the regional approach to address Safety responsibilities in the Central American, North American and the Caribbean States, through implementation support projects aimed at enhancing State and regional Safety collaboration, achieving results such as:

- Draft and develop implementation support projects and project documents to assist states address deficiencies in the areas of Annexes 1, 6, 8, 18 and 19, including providing comment and feedback to projects developed by other ICAO offices and/or stakeholders.
- 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 following ICAO NACC Office guidance.
- Provide accurate and up-dated information relating to Safety.
- 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)

Serves as support in the Regional Office providing technical AIR/OPS guidance on safety matters requiring immediate response, achieving results such as:

- Develop prioritized and appropriate remedies to respond to Member States' and Regional Organizations (i.e. RSOOs) most urgent aviation needs.
- Liaise and coordinate with various ICAO Bureaus and Sections, Regional Offices, internal and external agencies on the development and execution of implementation support.
- Identify and validate the needs of States and regional organizations within the Region.
- Manage the validation of all ICAO recognized technical cooperation/assistance projects and training development that aim to improve States' effective implementation of ICAO provisions.
- Coordinate with ICAO Headquarters and other Regional Offices, as required, Regional Aviation Safety Groups, and Regional Safety Oversight Organizations for the prioritization of assistance using a risk-based methodology in order to align technical cooperation and assistance support with Regional and Global Plans and Strategies and to ensure effective delivery of programmes within the Region.
- Actively promote and support activities that create/increase the awareness, understanding and ownership of ICAO activities related to crises and rapid response within the Region.
- Provide guidance and assistance on OPS, AIR and PEL technical matters related to Annex 1, 6, 8, 13, 18 and 19 to the Chicago Convention in accordance with its area of expertise.

Function 3 (incl. Expected results)

Serves as support in the Regional Office providing technical guidance regarding immediate response, achieving results such as:

- Prepare notices, orders of business, working papers, background reference material and other documentation for the meetings.
- Assist in fostering Safety agreements in the areas of Aircraft Operations, Airworthiness, Personnel Licensing and training.
- Follow up on agreed actions for Safety improvements.
- Handle administrative and/or protocol matters relating to the meetings.
- Participate in the drafting of the reports of the meetings.
- Participate in the implementation of safety strategies.
- Assess the impact of safety strategies on States' safety oversight capability and at regional level.
- Participate in safety promotion activities.
- Propose areas of improvement in the Safety technical assistance to the States.

Function 4 (incl. Expected results)

Supports the Regional Office in executing its functions as the Secretariat of the Regional Aviation Safety Group-Pan America (RASG-PA) in order to promote and support the implementation of ICAO SARPs, the ICAO Global Aviation Safety Plan (GASP) and regional agreements, in accordance with established plans and policies, achieving results such as:

- Support the Regional Aviation Safety Group Pan - American (RASG-PA) and Planning and Implementation Regional Group (GREPECAS) to provide feedback on States' implementation of ICAO safety related provisions.
- Conduct State - specific gap analyses 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.
- Coordinate and facilitate matters relating to the GASP's implementation programme, State Safety Programme (SSP) and Safety Management Systems (SMS).
- Perform activities related to the Regional Aviation Safety Group Pan - American (RASG - PA) and its contributory bodies and provide Secretariat work to the groups.

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 Safety 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 operations, Airworthiness and Personnel Licensing, 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 Air Navigation Bureau and report directly to the Regional Director and Deputy Regional Director.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- An advanced-level university degree in engineering, data analysis, or related field is required. A first-level university degree, in combination with two (2) additional years of qualifying experience in aviation safety or related field, may be accepted in lieu of the advanced university degree.
- Project Management Training and/or certification.

Desirable

- ICAO USOAP-CMA and ICAO Safety Management computer-based training.

Professional experience

Essential

- A minimum of five (5) years of experience reaching managerial level with a focus on safety, including certification of air carriers and safety oversight audits or assessments of domestic/international operations, in a civil aviation administration, a service provider or similar aviation related organization.
- Experience of work in one or more of the following fields: international aircraft operations, personnel licensing certification or aircraft airworthiness.
- Experience in the implementation of quality management systems and/or safety management systems.
- Experience in communication and cooperation with counterparts within international organizations, national administrations, professional organizations and industrial partners.
- Experience in participating in international aviation meetings.
- Experience in advising meetings on regulatory and technical/operational matters under limited supervision.
- Experience in the development and management of projects at national, regional or international level.

Desirable

- Experience in work which requires a Licence (ATPL, AME, etc...)
- Experience in work which requires knowledge of ICAO structure and objectives, with emphasis on the Regions, and of roles played by international organizations/bodies and stakeholders.
- Experience in participating in the ICAO Universal Safety Oversight Audit Programme (USOAP) Audit / and/or USOAP Continuous monitoring activities.
- Experience in the development of procedures for aircraft operations or aircraft maintenance.
- Experience in conducting safety related training courses, seminars, workshops, etc
- Experience in negotiations and public relations.
- Experience working in a multi-national and multi-cultural environment.
- Experience on safety management systems and their application in the aviation industry.
- Experience as an auditor / quality monitor in an international environment.

Languages

Essential

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

Desirable

A working knowledge of any other official 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.

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.

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.

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.