



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Project Lead (3 posts)	Duration of Secondment	Three (3) years
Level:	P-2	Deadline for applications	
Duty Station:	Montréal	Date for entry on duty	ASAP
Special Notice: <i>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."</i>			

THE ORGANIZATIONAL SETTING

Within the Capacity Development and Implementation Bureau (CDI), the Revenue and Product Management (RPM) Section, is focused on the revenue-generating activities of the Organization. The portfolio of revenue-generating activities includes publications, periodicals, databases, websites, training, printing, and events. The revenues generated by these activities are required to promote the implementation of ICAO's Strategic Objectives and to carry out related Programme Support. The Section is responsible for the overall strategic planning, stakeholders' collaboration, coordination, promotion, and distribution of these saleable products, in close coordination with the other Bureaus/Offices of the Organization.

Under the guidance of one of the Heads of Unit in RPM, the Project Leads are responsible for project management and for providing business analyst support for various projects. The incumbent will be working in a team environment with business and technical resources and third-party vendors, which will require the distribution of tasks and the prioritisation of work and schedules.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Plans, defines and organizes projects, achieving results such as:

- Analyse existing business processes.
- Investigate, research and recommend solutions.
- Analyse stakeholder's needs, requirements, and capabilities.
- Document and prioritise requirements.
- Provide the business planning necessary for launching a project.
- Prepare project initiation documentation – plans, reviews, descriptions, project briefings.
- Communicate plans with stakeholders for review and approval.
- Prepare presentations, as required.

Function 2 (incl. Expected results)

Provides operational resourcing and risk management for projects, working with management to provide recommendations, achieving results such as:

- Identify risks and areas of concern.
- Define resource requirements.
- Track timelines and milestone completion.
- Track and guide project towards completion.

Function 3 (Incl. Expected results)

Provides project / product management support to implementation, achieving results such as:

- Manage and coordinate multiple tasks and deadlines.
- Provide hands-on support of the execution of project tasks.
- Manage information-sharing and communications in relation to the project/product.
- Assist in the research, negotiation and development of licensing agreements and other partnership models.
- Provide ongoing advice on competitive and economic conditions which could affect the successful generation of revenue on specific projects.
- Provide project status reports.

Function 4 (incl. Expected results)

Provides project completion reporting and lessons learned for process improvement, achieving results such as:

- Document the completion of the project and delivery of project requirements.
- Report on the results of the project in terms of schedule, resource usage, costs, and issues.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in business administration or in a related field.

Desirable

- An advanced level university degree (Master's degree or academic equivalent) in the business administration or in a related field.
- A Project Management certification such as PRINCE2 or PMI.

Professional experience

Essential:

- A minimum of three (3) years of experience in business or public administration.

Desirable:

- Experience with digital tools and technologies.
- Experience with CRM and/or e-Commerce systems from a business operations perspective.
- Expertise in the application of software programmes like Excel, SharePoint, Visio, PowerPoint, etc.

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: Demonstrates knowledge of coordination, planning and organization with the ability to establish and follow plans and priorities. Excellent organizational and interpersonal skills; ability to plan and manage projects and to synthesise inputs from many sources. Effective communication and conceptual thinking skills. 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.

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.

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; tailor's language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

MODE OF SECONDMENT

The duration of the secondment is 3 years, which can be extended for an additional year and exceptionally. 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 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.