



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Regional Officer, Aviation Safety	Duration of Secondment:	3 Years
Grade Level:	P-4	Deadline for applications:	Indefinite
Duty Station:	Remote	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 NACC Regional Office is primarily responsible for maintaining continuous liaison with 22 States and 19 Territories to which it is accredited and, as appropriate, with international organizations, stakeholder groups, regional and sub-regional civil aviation bodies, service providers, 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 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.

The Incumbent 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 NACC Regional Officers and Air Navigation Bureau (ANB) at ICAO Headquarters (HQ) 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 performs other duties as required.

The incumbent is responsible for assisting the Regional Aviation Safety Group-Pan America (RASG-PA) Secretariat in the organization and management of RASG-PA activities and programs in the NAM, CAR, and SAM regions. The incumbent assists in the deployment of aviation safety enhancement initiatives, the implementation of the GASP, and the Regional Aviation Safety Plan, the development of States' National Aviation Safety Plans or Agreements by enhancing safety awareness, assisting States in the conduct of safety risk analyses and development of mitigation programmes. The incumbent provides expertise to States and organizations in the region in the identification and analysis of aviation safety-related data, the development of risk mitigation programmes, and the establishment of Collaborative Safety Teams.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (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 development of the RASG-PA work programme and the collaboration with the CAR/SAM Planning and Implementation Regional Group (GREPECAS) to provide feedback on States' implementation of ICAO safety related provisions.
- Organize and participate in all meetings of the RASG-PA and its subsidiary bodies, the RASG-PA ESC and the PA-RAST. This includes the development of agendas, invitation letters, working papers and presentations, taking note of and tracking action items, preparing accurate and punctual meeting reports, and maintaining the list of participants.
- Serve as a liaison to States and Regional Aviation Safety Information Analysis Groups such as ASIAs, CAST and other Collaborative Safety Teams (CSTs).
- Coordinate and provide expertise to predictive data analysis to identify safety risks. Contribute to the development and implementation of risk mitigation programs.
- Coordinate the execution of key investigative analysis and safety performance assessment activities as part of RASG-PA and NACC Safety analysis and assistance to States.
- Provide advice to States on RASG-PA and other Safety operational matters.

Function 2 (incl. Expected results)

Provides feedback on States' challenges and priorities with respect to the Global safety work programme, including the development of SARPs, achieving results such as:

- Conduct State-specific gap analyses in line with the GASP, regional and national targets to guide the RASG-PA data driven decisions and support the development of regional implementation plans to support States in the establishment and management of robust and sustainable safety risk analysis with respect to all safety aspects as shall be determined.
- Collect regional information concerning issues and challenges faced by States and others in the implementation of International Standards and Policies.
- Monitor and encourage State responses to ICAO State letters related to Safety matters.
- Coordinate and facilitate matters relating to the GASP, accident and incident investigation, State Safety Programme (SSP) and Safety Management Systems (SMS).
- Provide assistance to States in the development of their National Aviation Safety Plans.
- Maintain dashboards of safety data to track the implementation of safety standards and programmes.

Function 3 (incl. Expected results)

Performs other related duties, as assigned.

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 engineering, data analysis, or related field, may be accepted in lieu of the advanced university degree.

Desirable

Coursework or training in aviation risk data analysis, safety risk management, safety management systems, and accident and incident investigation

Professional experience

Essential

- A minimum of seven (7) years of experience in aviation safety risk management.
- Experience in predictive analysis of aviation safety data and development of related mitigation programs.
- Experience participating in ICAO meetings or working groups.

Desirable

- Experience developing Corrective Action Plans in response to identified aviation safety risks.
- Experience leading teams.

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

Professionalism: Demonstrates tact and respect when interacting with counterparts at all levels. Extensive knowledge of Collaborative Safety Teams among government and aviation stakeholders. 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 (3) years, which can be extended for an additional year and thereafter, depending on need for the subject matter expert. The secondee is expected to work five days per week.

The mode of secondment is as a remote detached expert (gratis): The individual is detached from the releasing government/Agency but is assigned to work for ICAO. The secondee will continue to work from her/his sponsoring organization's facilities or from home. However, the secondee is expected to travel to the ICAO NACC Office in Mexico or on other missions in the region approximately 1 week per month on average. Travel expenses will be in accordance with ICAO procedures and will be funded by the sponsoring organization or, in the event the sponsoring organization is unable to fund travel, from funds available with the RASG-PA program budget.

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.