



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Regional Officer, Air Traffic Management (ATM)	Duration of Secondment:	Three (3) years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Beijing, China (APAC RSO)	Date for entry on duty:	1 August 2026
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

As a subsidiary office of the Asia and Pacific (APAC) Regional Office in Bangkok, the APAC Regional Sub-Office (RSO) is primarily responsible for supporting APAC States to improve the airspace organization and management (AOM) and to maximize air traffic management (ATM) performance with the aim of meeting the growth in traffic without compromising the safety. The mandate of the RSO, which is operated on a project-oriented structure, is to help to facilitate the efficient management of the airspace and the international air traffic flows in the APAC Region, through the implementation of AOM, collaborative decision making (CDM) and air traffic flow management (ATFM). This includes assistance to improve ATFM capability in States, implementation of performance-based navigation (PBN) in en-route and terminal airspace, approach procedures, enhancement of airspace utilization (civil/military aspect) and improvement of traffic flows (review of ATS route networks) in the APAC Region. The APAC RSO closely coordinates with Regional Officers from the Regional Office in Bangkok and as necessary with technical officers of the Air Navigation Bureau (ANB) at ICAO HQ.

The RSO promotes the timely and harmonized implementation of the ICAO Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), the Global and Regional Air Navigation Plans, and Regional Supplementary Procedures (SUPPS) within the technical projects assigned and in close coordination with the APAC Regional Office.

The incumbent reports to the Regional Director (RD) through the Chief, APAC RSO, with whom s/he consults on complex technical issues. Her/his main responsibility includes the ATM tasks of the RSO.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Collaborates closely with ICAO APAC Regional Office and, where necessary support Headquarters’ staff, for all air navigation matters, and particularly with respect to the implementation of ATM in accordance with the Global Air Navigation Plan, the Asia/Pacific Seamless ANS Plan, the Aviation System Block Upgrades (ASBUs) framework and other related plans and policies, achieving results such as:

- Participate in the definition of the Regional Sub-Office work programme in the fields of ATM.
- Promote and support the implementation of ATM improvement projects in the APAC Region.
- Monitor the implementation of ATM performance improvement projects for all APAC States.
- Conduct gap analysis with respect to the Asia/Pacific Seamless ANS Plan and Assembly Resolutions.
- Identify challenges faced by States and propose action list to support the States.
- Assist Chief, RSO in planning, organizing and managing assigned resources to ensure that they are being used efficiently to meet ICAO Strategic Goals in a timely and efficient manner in accordance with agreed performance objectives.
- Contribute to policy developments for the RSO.
- Perform administrative duties to support RSO functions when requested.

Function 2 (incl. Expected results)

Implements the ICAO APAC Regional Sub-Office Work Programme in the technical/operational field as directed, including preparation of analyses on technical/operational aspects of State implementation of ATM, and preparation of implementation project proposals, achieving results such as:

- Support States in the development and implementation of ATM projects in line with the APAC RSO Work Programme.
- Support the implementation of the ICAO regional and global ATM projects as required.
- Organize seminars/workshops and other activities aimed at developing capacity or addressing specific implementation challenges.
- Provide technical assistance/guidance as requested by States.
- Conduct missions to States and assess the status of ATM KPI development and provide assistance if requested.
- Facilitate inter-State coordination for large scale programmes such as ATS route network review so as to achieve measurable progress.
- Develop progress reports and make recommendations for RSO ATM projects.

Function 3 (incl. Expected results)

Acts as/provides support to the Secretary to meetings in fields of assigned responsibility and assists, as required, at other meetings, achieving results such as:

- Act as the Secretary of the South Asia, Indian Ocean and Southeast Asia ATM Coordination Group (SAIOSEACG) meeting, of the Bay of Bengal Traffic Flow Review Group (BOBTFRG) meeting and of the South China Sea Traffic Flow Review Group (SCSTFRG) meeting.
- Provide support to the Secretary and act as technical adviser at ICAO regional ATM meetings [APANPIRG Air Traffic Management Sub-Group (ATM/SG)].
- Prepare relevant discussion/working/information papers and assist with drafting meeting reports as required.
- Share with the region updates of on-going development of materials developed by ICAO expert groups.

Function 4 (incl. Expected results)

Keeps abreast of current civil aviation developments, including relevant activities of other international organizations and individual States, achieving results such as:

- Follow up on specific ATM recommendations and priority elements that are deficient and/or unimplemented in the APAC region.
- Develop annual reports on the development of ATM in the APAC Region.
- Network with International Organizations in the APAC Region (ACI, IATA, and CANSO etc.) and ICAO Regional programmes to promote ATM.
- Prepare supporting presentation material to show capabilities and achievements of RSO in supporting States for ATM implementation.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent) in an aviation-related field, is required. A first-level university degree in combination with two additional years of qualifying experience in an aviation-related field, may be accepted in lieu of the advanced university degree.

A technical qualification in the field of ATM, such as an Air Traffic Control License may be accepted in lieu of the first-level university degree.

Professional experience

Essential

- A minimum of seven (7) years of experience in a civil aviation administration or in an international organization with duties involving ATM operational procedures/systems.
- Experience in participating in and/or providing service to international meetings.

- Hands-on experience with personal computers and contemporary software, including project management skills.

Desirable

- Experience as a qualified air traffic controller with area control rating in progressively responsible positions.
- Experience in negotiating with government authorities.
- Experience in working closely with senior officials at the State and international levels.
- Experience working within a large aviation-related international organization.
- Experience in managing technical groups, and organization and delivery of symposia, workshops, seminars and training related to ATM.

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: Knowledge of the Convention on International Civil Aviation. Advanced knowledge of the ICAO provisions and guidance material related to ATM. Knowledge of the ICAO work towards Global ATM Operational Concept (GATMOC), the GASP/GANP and their relationship to regional implementation activities. Advanced knowledge of civil aviation issues and familiarity with the work of other related international organizations. Sound knowledge of ICAO's work towards planning for implementation of a global air traffic management (ATM) system. Sound knowledge of governmental and intergovernmental arrangements in the civil aviation field, and good knowledge of Asia/Pacific civil aviation issues, the working mechanisms of APANPIRG with some experience participating in APANPIRG or sub-group meetings. 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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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.

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 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.