



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Results Based Management (RBM) Officer	Duration of Secondment:	Two (2) years
Grade Level:	P-3	Deadline for applications:	Until filled
Duty Station:	Montréal, Canada	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

Under the overall direction of the Office of the Secretary General (OSG), the Strategic Planning, Coordination and Partnerships Office (SPCP) coordinates high-level and cross-cutting strategies and priorities among the different Bureaux and Offices, including the Regional Offices, of the Organization. In particular, the Corporate Performance Management (PRC) Section in the SPCP Office is responsible for the development and maintenance of the triennial ICAO Business Plan, the ICAO Triennial Operating Plan, the Corporate Performance Management Framework (CPMR), the Corporate Key Performance Indicators, Results Based Management (RBM), the accountability framework, Enterprise Risk Management (ERM) and the Risk Registry, which form the basis for resource allocation and assist the Secretary General to monitor its accountability and performance with respect to the implementation of initiatives.

The SPCP has also the responsibility to facilitate the development of, monitoring and reporting on cross-organizational partnerships as well as to leverage such strategic partnerships in air transport systems’ enhancements for Member States and the mobilization of resources needed to implement necessary improvements. Furthermore, SPCP coordinates the implementation of the ICAO Gender Equality Programme, in consultation with ADB and other Bureaus/Offices at HQ and Regional Offices. It liaises with UN Women and other UN entities on the United Nations System Wide Action on Gender Equality (UNSWAP), including on ICAO’s contributions towards UNSWAP. On innovation in aviation, the SPCP office also coordinates and supports knowledge sharing across the organization on this matter and identifies opportunities to advance innovative approaches in aviation.

The incumbent will report to the Chief, PRC Section within the SPCP office on major duties and responsibilities he/she will carry forward on strategic planning, reporting and the mainstreaming of results based management throughout the Organization.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the Business Planning efforts, in particular, the Annual Work Planning process, achieving results such as:

- Support the collection, systematization and analysis of performance data and reports from Bureaus and Offices during implementation of the BP during the triennium.
- Support the use of digital tools and processes for knowledge sharing, communication, online communities and groups to provide opportunities and tools for the participation of staff at all levels in the process of implementation and monitoring.
- Liaise with Communications Section on the preparation of materials and vehicles for internal and external communication, advocacy and resource mobilization.

Function 2 (incl. Expected results)

Provides support in the use of the Performance Monitoring (CPMR) tool, achieving results such as:

- Coordinate with Bureaus/Offices on input of data into the CPMR for planning, monitoring and reporting.
- Support SPCP in maintaining a CPMR that is up to date, while ensuring quality control of data.
- Assist SPCP and Bureaus/Offices in reviewing the dashboards in the CPMR.
- Facilitate the regulation of access to CPMR dashboards as per established protocols of staff and external stakeholders.
- Liaise with ICT on the relevant tasks associated with the implementation of Enterprise Resource Planning.

Function 3 (incl. Expected results)

Supports efforts to enhance the Business Planning process in line with the Results-Based Management (RBM) principles, achieving results such as:

- Support the planning and roll out of; and reporting on the RBM Road Map including but not limited to the development, implementation and reporting on progress towards its implementation;
- Assist with the roll-out of the RBM training plan during 2023–2024 and facilitate reporting on progress and achievements
- Facilitate the preparation of the BP 2026–2028, according to the RBM roadmap, with specific focus on the extensive consultations to be organized with council, Secretariat and external stakeholders to define the Strategic Objectives of the Organization, which lay at the basis of the BP preparation.
- Assist with the development of BP26–28 results framework, outputs, outcomes appropriate indicators and facilitate the drafting of the strategic narrative, the Performance Monitoring Framework and the Triennial Operating Plan, which constitute the BP26–28.

Function 4 (incl. Expected results)

Facilitates efforts by the Organization to adequately report on its accountabilities regarding RBM mainstreaming, achieving results such as:

- Support the office to review reports submitted by bureaus/offices on consistency and compliance of RBM principles
- Support the office in preparing the SG Report on corporate performance.
- Assist the office with the development of presentations, working and information papers on RBM mainstreaming

Function 5 (incl. Expected results)

Performs any other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

A first-level university degree in business or public administration, finance, law, economics, development studies, international relations, marketing, or in a related field.

Professional experience

Essential

- A minimum of six (6) years of international experience in strategic planning, results-based management, programme monitoring and evaluation.
- Experience of results and logical frameworks, theory of change, monitoring and evaluation, development of monitoring tools, analysis and presentation of quantitative and qualitative data.
- Experience working with government ministries, international organizations and development partners.

Desirable

- Experience in civil aviation.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

A working knowledge of French or any other language of the Organization (Arabic, Chinese, Russian, Spanish).

Competencies

Professionalism: Excellent interpersonal and communication skills. Strong analytical and writing 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.

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

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 2 years, which can be extended for an additional year and thereafter, depending on need for the subject matter expert. The seconded individual 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.