



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Regional Officer, Aviation Security	Duration of Secondment:	3 years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Lima (1 Post)	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 States and Territories to which it is accredited and with appropriate organizations, regional civil aviation bodies and sub-regional 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 training and assists States with the implementation of Standards and Recommended Practices (SARPs) to help them meet their aviation security obligations.

The incumbent reports to the Regional Director through the Deputy Regional Director, and coordinates closely with the SAM AVSEC/FAL Regional Officer(s), with whom the incumbent consults on complex regional aviation security issues. The incumbent has the primary function of assisting States with enhancing the effectiveness and compliance of their aviation security systems through the conduct of implementation support activities, including needs assessments, specific SAM Projects and Aviation Security Improvement Plans (ASIPs) that might include training.

The incumbent, in coordination with the Air Transport Bureau's Aviation Security and Facilitation Branch (ASF) at ICAO Headquarters (HQ), is responsible for maintaining liaison and coordination with aviation security and other appropriate and relevant authorities of the ICAO Member States in the South American (SAM) region, and supports them in their endeavor to implement and comply with Annex 17 — Aviation Security Standards and Recommended Practices (SARPs). The incumbent also supports States with their Corrective Action Plans, in order to rectify deficiencies identified by the ICAO Universal Security Audit Programme -Continuous Monitoring Approach (USAP-CMA).

The incumbent reviews, in light of the latest ICAO evaluation or audit report made available and/or from visits to the States, aviation security structures, laws, programmes and procedures and determines their adequacy in accordance with relevant ICAO SARPs and guidance materials. The incumbent, in coordination with HQ, ensures the effective delivery of the ICAO aviation security programmes of work in the SAM Region working within the general instructions given by the Regional Director, and in accordance with the policy and technical direction established by the Air Transport Bureau in respect of aviation security. The incumbent is expected to perform duties with minimal supervision, and limited direction is required to ensure effective performance.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports ICAO Member States in their endeavour to implement and comply with Annex 17 (SARPs), achieving results such as:

- Provide continuous follow-up and close coordination with States in the region with regard to actions required for achieving State compliance.
- Provide active support to States under the ICAO SAM Systemic Assistance Programme (SAP) Programme and the GASep Pan-American Regional roadmap.
- Provide continuous follow-up and close coordination with States in the region with regard to actions required for achieving effective implementation of the critical elements of their aviation security oversight systems.
- Conduct needs assessments, provide technical guidance, training and advice to assist States, and follow-up with regard to ICAO State letters concerning Annex 17 amendments.
- Arrange, facilitate and support aviation security seminars/workshops to build capacity and address specific challenges directly as ICAO, or in partnership with other States and/or aviation security partners.
- Maintain on-going communication and interaction with States on ICAO aviation security policy developments.

- Maintain on-going communication and interaction with, and feedback to, HQ on matters relating to ICAO aviation security policy, assistance programmes and the USAP-CMA.
- Assist with coordination of, and/or participation in, AVSEC meetings, seminars, workshops and conferences, and complete clear, concise, and accurate reports of such events within established deadlines.
- Establish relationships with a network of aviation security officials in States, regional organizations and other groups.
- Provide continuous support to States prior to, during, and following an event or incident that may have implications for aviation security.
- Ensure effective maintenance and utilization of the ICAO Aviation Security Point of Contact (PoC) Network.
- Identify the needs of States in relation to aviation security assistance in coordination with HQ (ISD-SEC).
- Develop assistance projects based on State or regional needs and characteristics in coordination with HQ (ISD-SEC).

Function 3 (incl. Expected results)

- **Supports the effective implementation of the ICAO Universal Security Audit Programme (USAP) Continuous Monitoring Approach (CMA),** achieving results such as:
 - Advise and assist States with pre-audit arrangements, assisting in their audit preparations and coordinating with ICAO SAM DRD.
 - Provide continuous support to States in the implementation of the USAP-CMA.
 - Keep abreast of developments and trends relating to aviation security in States and international and regional organizations.
 - Promote ICAO USAP-CMA activities by participating in the conduct of seminars/workshops/assistance activities and relevant international fora.

Function 4 (incl. Expected results)

- Coordinates and supports the ICAO Aviation Security Training Centres (ASTCs) in the region,** achieving results such as:
- Maintain effective and well-coordinated networking of the ICAO Aviation Security Training Centres (ASTCs).
 - Ensure efficient facilitation and administration for ICAO-sponsored training courses/workshops ensuring that nominations received from States to undergo training at ASTCs are assessed and reviewed for suitability and that administrative and logistics arrangements are in place for the selected candidates.
 - Coordinate the annual ASTC training schedule.
 - Conduct endorsement evaluations for new ASTCs and re-endorsement evaluations for existing ASTCs when required.

Function 5 (incl. Expected results)

- Supports regional aviation security initiatives,** achieving results such as:
- Act as a focal point for coordination and conduct of regional groups and/or forums addressing aviation security including the NAM/CAR/SAM AVSEC/FAL/RG and other projects and initiatives with partner organizations.
 - Develop appropriate agendas and coordinate the development of working papers and information papers appropriate to the agenda by participating States, and regional and international organizations.
 - Facilitate the conduct of the regional group and/or forum meetings, including drafting reports.
 - Support regional organizations, projects and programmes to avoid duplication of efforts and maximize effective use of resources.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF OUTCOME OF THE POSITION

The work greatly contributes to the effectiveness of the Regional Office and client perception of its services in terms of timely accomplishment of the Office's activities related to GASEP and other AVSEC and Facilitation-related plans and work programme, as well as an increased level of effective implementation of SARPS in the NAM/CAR/SAM Regions. It also contributes directly to ensuring a high level of currency of security and facilitation, and indirectly to safety and air navigation data/information in those Regions.

WORK RELATIONS AND CONTACTS

Title and level	Purpose-Provide
a) Inside the Organization <ul style="list-style-type: none"> • ICAO Regional Director (D1) and 	Advice and guidance on policy matters on sensitive issues. Mission and meeting planning reports.

<ul style="list-style-type: none"> • ICAO Deputy Regional Director (P5) 	
<ul style="list-style-type: none"> • Chiefs and Technical Officers at Headquarters in particular Aviation Security and Facilitation (AVSEC) like: Implementation Support and Development Section (ISD), AVSEC Audit Section (ASA), Facilitation Section (FAL), Aviation Security Policy Section (ASP), and when necessary, with other Safety and Air Navigation Units. • Professional Staff and General Staff of the ICAO NACC Regional Office. 	Advice and guidance on discipline specifics, policy matters and sensitive issues. Briefing Headquarters on regional developments of the field and implementation planning related to AVSEC/FAL.
b) Outside the Organization	
<ul style="list-style-type: none"> • Counterparts in civil aviation administrations, communication authorities, air navigation services providers, airport operators, air operators, aviation training institutions, and international organizations, such as: ACI-LAC, COCESNA, ECCAA, IATA, IMO, OAS-CICTE, WHO, WCO, and UNDSS. 	Obtain technical and operational information, identify problems and provide technical advice as required. Coordination and conduction of joint projects.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree, in combination with two (2) additional years of qualifying experience in Engineering, Aeronautical Law, or related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of nine (9) years of experience in the international civil aviation security environment, including at least three years of experience in the implementation of a national civil aviation security programme, an international airport security programme or an airline security programme.
- Experience in performing aviation security audits and assessments under the auspices of ICAO, a member State, regional organizations or other related aviation industry entity (e.g. airport or airline), and relevant experience in the development of the corrective action plans to remedy findings of non-compliance and other deficiencies in aviation security programmes.
- Experience in the development and implementation of aviation security procedures and measures designed to prevent acts of unlawful interference with civil aviation, including the management of responses to such acts, threat and risk management, development of contingency plans to respond to emergency situations and national/regional oversight quality control activities.

Desirable

- Experience in the organization and implementation of aviation security activities such as capacity building, training, seminars and assistance missions.
- Experience as an ICAO USAP auditor.
- Experience as an aviation security instructor under the auspices of ICAO, a member State, regional organizations or other related aviation industry entity (e.g. airport or airline), with knowledge of the principles of learning and instruction.
- Experience in project and programme management environments, including in the practical application of contemporary project and programme management tools and processes.

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: Good knowledge of the ICAO Standards and Recommended Practices relating to aviation security and associated guidance documents. Knowledge of international civil aviation security policy and Conventions, Annex 17, the ICAO Aviation Security Manual, and related guidance materials. Knowledge of ICAO functions and its organization, particularly of the ICAO AVSEC programme, the Strategic Objectives, and familiarity with the work relating to the implementation of the Global Aviation Security Plan (GASeP). 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 the 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 shortcomings and those of the work unit, where applicable.

MODE OF SECONDMENT

The initial duration of the secondment is 3 years with the possibility of extension depending on need. 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.