



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Associate Recruitment Officer	Duration of Secondment:	Three (3) years
Grade Level:	P-2	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

The Technical Cooperation Bureau (TCB) provides advice and assistance in the development and implementation of projects across the full spectrum of civil aviation. This includes safety, security, environmental protection, and sustainable development of national and international civil aviation. Its technical assistance efforts are conducted under the broad policy guidance of the ICAO Assembly, Council, and Secretary General. The Field Personnel Section (FPS) for which the seconded shall work is responsible for talent acquisition and management of contracts of international and national experts that support the Technical Cooperation Field Programmes. FPS is comprised of two units, namely the Field Personnel Administration Unit (FPA) and Field Recruitment Unit (FRU).

As part of ICAO, a specialized agency of the United Nations, the TCB offers its services under most favourable and cost-effective conditions, and can guarantee strict neutrality, objectivity and transparency, as it does not represent any particular national or commercial interest. By extension FPS processes are implemented in accordance with the ICAO Field Service Staff Rules, Field Personnel Instructions and the National manuals, Field Personnel ISO 9001 procedures, as well as other United Nations (UN) common system administrative recommendations and decisions.

Under the guidance of the Chief, Field Personnel Section, the incumbent will facilitate key aspects of technical recruitment of aviation personnel. The incumbent will maintain and update the TCB roster of international experts, liaise with the ICAO Technical Bureaus and TCB Sections to develop technical profiles, review, update and validate efficacy of job descriptions and long list candidates, support recruitment panels, monitor the e-recruiter workflow and prioritize recruitment of experts for timely deployment.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Prepares job descriptions, assigns skill codes matching the technical specifications required, and advertises the posts, achieving results such as:

- Review draft job descriptions, verify content adequacy, relevance, and alignment to other Technical Cooperation (TC) posts matching similar technical specifications and skill codes.
- Independently review existing job descriptions; update and align them to industry requirements and skill codes as presented in the system.
- Guide and assist Project Managers in preparation of job specifications and descriptions for TC project posts.
- Liaise with ADB/HR/RCP to ascertain availability of interviewed applicants confirmed to be qualified for entry into the TC project roster.
- Liaise with ADB/HR/RCP to facilitate the classification of the job descriptions and determination of grading of posts in accordance with procedure.
- Provide budget estimates for posts earmarked for deployment whenever required to support other TCB Sections facilitate the budget process.
- Review and prepare templates for advertisements in the e-recruitment system for standardization and quality assurance.
- Post advertisements in the e-recruitment system.

Function 2 (incl. Expected results)

Updates and maintains a functional roster for TCB Experts, achieving results such as:

- Review prospective job applications, assess suitability and contact the qualified candidates for confirmation of their willingness to join the TCB Roster.
- Monitor the TCB roster and update to ensure adequacy of experts with different technical profiles to support the TC programme requirements.
- Evaluate, review the pre-screened applications for employment under the prospective jobs in the system, to ascertain suitability of candidates by skill code to be longlisted for roster purposes.
- Organize and facilitate technical subject matter expert panels to assess and recommend vetted experts, whose profiles align to the requirements of the advertised positions.
- Send out reminders to existing roster candidates to update their applications periodically in the system, to ensure currency of profiles and availability for the experts' roster to facilitate real time deployments.
- Analyse trends in demand for field experts, recommend creation of new skill codes fields or removal of obsolete fields from the roster.
- Update the skills database; classify specialized fields of expertise in accordance with the roster coding system for ease of batching the experts by technical specialization and level of expertise.
- Participate in developing the field personnel talent outreach strategies and implementation programmes.

Function 3 (incl. Expected results)

Supports the process of selecting candidates matching the requirements of the TC projects, achieving results such as:

- Monitor the e-recruitment system, review recruitment requests, verify alignment to prospective job profiles and process recruitment requests, as required.
- Conduct roster searches for suitable candidates matching requirements for job openings in the pipeline and initiate an assessment of availability of suitable candidates, as a proactive measure.
- Download, review, analyse, select candidate applications matching the job profiles under review, prepare long lists and present to the hiring managers in ICAO HQ and the Regional Offices, for review, shortlisting and endorsement.
- Prepare draft interview questions for Panel reviews, organize interviews for the shortlisted candidates, and participate in interview panels as ex-officio during the selection process.
- Prepare interview reports and nomination letters to forward names of qualified nominees for selection by the contracting States.
- Follow up on host government approvals of nominations and facilitate release of State -employed personnel from their respective administrations.
- Negotiate conditions of employment with the selected experts, whenever required, and recommend types of contracts for selected candidates.
- Review the conditional offers of employment to verify alignment to standard conditions of offer, ensure accurate presentation of the same in the turnover before its onward transmittal to FPA for preparation of contracts.

Function 4 (incl. Expected results)

Supports the Unit in the development of systems and processes for recruitment, achieving results such as:

- Develop operational processes for updating and maintaining the roster.
- Review existing recruitment processes from time to time, to ascertain relevance and present proposals for change, whenever necessary.
- Monitor the workflow and report on the ISO implementation timelines for compliance.

Function 5 (incl. Expected results)

Assists the Field Recruitment Officer, as needed, achieving results such as:

- Prepare FRU statistical status reports, whenever required.
- Prepare other necessary reports on matters related to recruitment for management review and oversight.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

A first level university degree in human resources management, public or business administration, a technical field related to civil aviation, industrial relations, or in a related field.

Professional experience

Essential

A minimum of three (3) years' experience in talent acquisition supporting recruitment of technical personnel, including establishing, updating and managing a roster for recruitment of technical aviation experts in a national, regional and/or international setting,

Desirable

Proven experience in developing recruitment processes, standards and systems to enhance efficiency, effectiveness, productivity and quality for the aviation sector.

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 using electronic systems and applications in support of recruitment, technical terminologies and classification of skill codes, including ability to establish work relationships and negotiate; 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.

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 three years (3). The secondee shall 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 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.