



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Associate Technical Assistance Officer	Duration of Secondment:	Two (2) years
Grade Level:	P-2	Deadline for applications:	Until filled
Duty Station:	APAC (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 Regional Office is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate organizations, regional civil aviation bodies and United Nations (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 Member States and stakeholders with technical guidance and assistance for implementation of Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), Regional Supplementary Procedures (SUPPs) and Air Navigation Plan (ANP). 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.

Within the scope and framework of the remote secondment, the incumbent reports directly to the Regional Officer, Technical Assistance (RO/TA) who provides direct monitoring and supervision of the assigned work of the incumbent. Under the direction and guidance of RO/TA and overall supervision of the Deputy Regional Director as applicable, the incumbent will coordinate work with other Regional Officers on need basis.

The incumbent, in consultation with the Regional Officer Technical Assistance (RO/TA) may provide back up support to RO/TA to maintain liaison and coordination with civil aviation authorities and service providers of States and international/regional organizations in the Asia Pacific Region to achieve the expected results of the assigned functions. The incumbent will perform other relevant duties as required.

The administration and management of the Technical Assistance Officer shall be in accordance with the ICAO Policy on Secondment approved by the ICAO Council and published by its decision dated 25 May 2022 and any amendments thereto.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Under the guidance of, in coordination with the RO/TA, and in consultation with the Chair, Regional Cooperation Mechanisms Task Force (RCM TF), conducts activities in relation to the Terms of Reference of the RCM TF established by-virtue-of Action Item 54/25 of the 54th Asia Pacific Director General of Civil Aviation Conference, achieving results such as:

- Assist the RCM TF in identifying common and/or evolving needs of States/Administrations or a group of States/Administrations in the APAC region for capability and/or capacity development.
- Assist the RCM TF in identifying and enhancing common mechanisms for regional co-operation to prevent overlaps and duplication.
- Assist the RCM TF in identifying and enhancing mechanisms for funding of technical assistance.
- Support the RCM TF to propose recommendations for the approach and roadmap to strengthen existing regional mechanisms for regional cooperation towards capability and capacity building, and technical assistance.
- Support the RCM TF to identify opportunities to improve and streamline the communication of work and outcomes of various ICAO regional working groups and taskforce; and
- Support the RCM TF to address and implement the revisions to the TORs of the Task Force as and when they become effective.

Function 2 (incl. Expected results)

In coordination with RO/TA, supports the RCM TF secretariat, achieving results such as:

- Support RCM TF secretariat to develop the meeting agenda, compile necessary meeting documents, and organize and convene RCM TF meetings.
- Assist RCM TF secretariat to produce minutes of RCM TF Meetings and other associated meetings and maintain records of such meetings.
- Assist RCM TF secretariat to produce reports, Discussion Papers and/or Information Papers for relevant regional meetings and the APAC DGCA Conference.
- Maintain liaison with the RCM TF members as directed by the RCM TF Chair and/or the TF secretariat.

Function 3 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in aeronautics, air transport economics, business administration, aviation law}, or in a related field. A technical qualification in aviation such as an Airline Transport Pilot License, Air Traffic Control License, or Airframe and Power Plant Technician Certification may be accepted in lieu of the first-level university degree.

Professional experience

Essential

- A minimum of three (3) years' experience in programme management and administration in a State Civil Aviation Authority or an international organization or multi-national set up.
- Experience in project management and/or administration of technical assistance programmes.
- Experience with the coordination of international assistance.
- Experience in the use of MS Standard applications.

Desirable

- Experience in civil aviation administration(s) or any aviation industries.
- Experience participating in and providing service to international meetings.
- Experience in project development and management, and in the use of project management software tools.
- Experience in negotiating with government authorities.
- Experience working in a multi-national and multi-cultural environment.

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