



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Aviation Meteorology Officer	Duration of Secondment:	One (1) year
Grade Level:	P-3	Deadline for applications:	Until filled
Duty Station:	Bangkok, Thailand	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 Asia and Pacific (APAC) Regional Office, Bangkok, Thailand, 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 the Member States and stakeholders with technical guidance and assistance for the 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 the attainment of UN Sustainable Development Goals.

The incumbent reports directly to the Regional Officer, Aeronautical Meteorology/Environment (RO-MET/ENV), who provides direct technical supervision of the day-to-day work of the incumbent. Under the direction and guidance of RO-MET/ENV and overall supervision of the Regional Director and Deputy Regional Director, the incumbent will work in coordination with other Regional Officers.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Participates in planning, organizing and conducting ICAO's program of meetings, workshops, seminars and other activities and events facilitating the States' planning and implementation of ICAO provisions for meteorological service, achieving results such as:

- Consult with internal and external stakeholders to ensure optimal timing and objectives of ICAO's program.
- Draft, finalize, distribute and publish official documentation, including invitation letters, agendas, bulletins, discussion papers, presentations, summaries and reports to ensure the effective conduct of ICAO's program.
- Present technical information and provide technical advice to effectively represent ICAO's vision and mission, and objectives for meteorological service; and
- Coordinate the follow-up actions by internal and external stakeholders to facilitate successful outcomes from ICAO's program.

Function 2 (incl. Expected results)

Liaises with the States and other internal and external stakeholders to support the States' planning and implementation of ICAO provisions for meteorological service, achieving results such as:

- Establish effective relationships within ICAO, the States and other entities to promote the States' planning and implementation of ICAO provisions for meteorological service.
- Coordinate the provision of technical information and advice to external stakeholders with the other sections of ICAO (in the APAC Office, other Regional Offices and Head Quarters) as needed to ensure the accurate and comprehensive representation of ICAO's objectives.

- Represent ICAO and provide technical information and advice at external forums to help promote ICAO's vision and mission, and objectives for meteorological service; and
- Draft, finalize and distribute official correspondence, such as emails and letters, to effectively respond to requests, address issues raised by stakeholders, and help promote the States' planning and implementation of ICAO provisions for meteorological service.

Function 3 (incl. Expected results)

Participates in monitoring and resolving deficiencies in the States' planning and implementation of ICAO provisions for meteorological service, achieving results such as:

- Provide technical advice to support the States with the collection and processing of relevant data necessary for monitoring the planning and implementation of ICAO provisions for meteorological service.
- Prepare analyses of the regional planning and implementation of ICAO provisions for meteorological service.
- Identify deficiencies in the implementation of ICAO provisions for meteorological service and propose appropriate solutions; and
- Provide technical advice to support the States with planning and implementing effective corrective action plans to resolve deficiencies in implementing ICAO provisions for meteorological service.

Function 4 (incl. Expected results)

Participates in developing and amending regional guidance material and other documentation and resources supporting the States' planning and implementation of ICAO provisions for meteorological service, achieving results such as:

- Conduct appropriate research and analyses to identify the States' need for guidance to support the planning and implementation of ICAO provisions for meteorological service.
- Coordinate the provision of input by the States and other external stakeholders concerned as needed to ensure accurate representation of the APAC regional requirements.
- Consult the other sections of ICAO (in the APAC Office, other Regional Offices and Head Quarters) as needed to ensure the consistency of APAC regional documentation and resources with ICAO's other regional and global resources; and
- Cross-check, and propose amendments as needed to ensure consistency between the APAC regional documentation and resources.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree is required, preferably in aeronautics, meteorology 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 six (6) years' experience in an international civil aviation environment, especially in the field of Aeronautical Meteorology.
- Experience in project management; and
- Experience in participating in and servicing international meetings.

Desirable

- Experience working with ICAO and World Meteorology Organization (WMO) regulatory documents and procedures; and
- Experience in the use of relevant office software applications, such as word processing, database and data sheets.

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 1 year, 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.