



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Regional Officer, Air Traffic Management (ATM)	Duration of Secondment:	Three (3) years
Level:	P-4	Deadline for applications:	Until filled
Duty Station:	Cairo, Egypt	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 effective 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 this framework, the Regional Officer, Air Traffic Management and Search and Rescue (RO/ATM/SAR) deals with and is accountable for the work on all matters pertaining to air space and air traffic management (ATM) in the Middle East Region. S/he works under the supervision of the Deputy Regional Director.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

As a team member of the Regional Office, collaborate closely with ICAO Headquarters’ staff for all air navigation matters, and particularly with respect to implementation of a performance-based approach to air navigation services planning, in order to promote the implementation of ICAO Standards and Recommended Practices (SARPs) and Procedures, the Regional Air Navigation Plan, the Aviation System Block Upgrades (ASBUs), and related plans and policies, achieving results such as:

- Follow up, foster and initiate actions aimed at achieving efficient and effective implementation by States of the ICAO SARPs, Regional Plan with particular emphasis on ATM.
- Promote the implementation of the Aviation System Block Upgrades (ASBUs), the Regional Air Navigation Plan, ICAO Standards and Recommended Practices (SARPs) and Procedures and related plans and policies
- Provide support to States in their selection, planning and implementation of the relevant ASBU threats/elements.
- Monitor emerging regional developments related to ATM and develop a relevant course of action through coordination with States, other regional offices, ICAO HQ and stakeholders, as required.
- Provide technical input to ICAO HQ on the progress of the regional implementation of the Global Air Navigation Plan (GANP) and relevant ASBU threats/elements for consideration in future editions of the GANP.
- Develop and/or coordinate proposals for amendment to the Middle East (MID) SUPPs and the ANP in order to maintain their currency and accuracy as well as to ensure that the proposals align with established ICAO policies, decisions and provisions.
- Provide technical assistance and support for the efficient functioning of the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) and its subsidiary bodies.
- Monitor developments in the region to ensure that the Regional ANP requirements meet current aircraft operations in the region and States and where necessary.
- Provide guidance to States regarding the regional planning as well as provision of technical and secretarial support to formulate and assist with the processing of amendment proposals to the MID ANP.

- Provide assistance to States in the development of ATM Plans, in accordance with regional plan.
- Facilitate inter-State coordination for large scale programmes such as data link-related applications (ADS-B, ADS-C, CPDLC), reduced separations, more effective ATS route networks, etc., so as to achieve measurable progress.
- Enhance civil/military coordination and cooperation to implement a more seamless approach to airspace management
- Ensure coordinated processes between ATM and other air navigation fields within the Secretariat so as to minimize duplication, enable seamlessness in planning and ensure efficiency.

Function 2 (incl. Expected results)

Assists States in the implementation of the provisions related to Air Traffic Management. Provides advice and support for effective implementation of the ICAO Technical Assistance & Technical Cooperation programmes/projects and achievement of the performance targets related to ATM, achieving results such as:

- Keep abreast of current civil aviation developments including relevant activities of individual States and air navigation services providers (ANSPs) and other aviation organizations (e.g. ACAO, ACI, AFCAC, CANSO, EUROCONTROL, IATA, IFALPA, IFATCA etc.);
- Analyse States' needs/problems in the ATM field and propose solutions.
- Provide assistance to States with the objective of improving their ATM services, eliminating their identified deficiencies, achieving the performance objectives and enhancing their safety oversight capabilities.
- Maintain liaison with service providers and international and regional aviation organizations in the Region; and coordinate collaborative efforts for the provision of required assistance to States.
- Identify technical cooperation opportunities and promote ATM related technical cooperation projects.
- Promote and make follow-up on ATM related technical cooperation and technical assistance activities.
- Monitor the implementation of the ATM related Technical Assistance and Technical Cooperation programmes/projects and ensure appropriate coordination between States and ICAO (Regional Office, the Air Navigation Bureau and Technical Cooperation Bureau).
- Develop proposals for SIPs and complete follow up in order to provide implementation support to States.

Function 3 (incl. Expected results)

Acts as Secretary to meetings in fields of assigned responsibility and assists, as required, at other meetings, achieving results such as:

- Conduct, participate in, and/or serve as secretary/technical adviser at ICAO meetings, seminars and workshops related to ATM and other meetings assigned by the Regional Director.
- Organize, facilitate and support seminars and/or workshops aimed at developing capacity or addressing specific challenges.
- Prepare working papers, reports, briefs, and correspondence on technical/operational ATM-related subjects.
- Represent ICAO at meetings of international organizations and provide consistent explanations of SARPs and global viewpoints.

Function 4 (incl. Expected results)

Supports the rapid and coordinated response to crises, contingencies and other situations requiring urgent assistance to States, and facilitate implementation of ATM initiatives and projects in the Region, achieving results such as:

- Guide and assist States in crisis response and implementation of contingency plans and facilitate the appropriate coordination with concerned States, International Organizations and ICAO HQ.
- Enhance civil/military coordination and cooperation to implement a more seamless approach to airspace management, applying flexible use of airspace (FUA).
- Facilitate inter-State coordination for large-scale programmes such as ATS route network, air traffic flow management (ATFM), PBN implementation and reduced separation minima.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in an aviation-related, scientific or technical discipline, or in a related field. A technical qualification in aviation such as an Airline Transport Pilot License or Air Traffic Control License may be accepted in lieu of the first-level university degree.

Professional experience

Essential

- A minimum of ten (10) years' experience as a qualified air traffic controller in progressively responsible positions.
- Substantial experience in the planning, implementation and operation of advanced air traffic management systems and procedures with an emphasis on airspace management, safety assessment, collaborative decision making (CDM), air traffic flow management (ATFM) and ATS data link.
- Experience in and providing service to international meetings.

Desirable

- Experience working within a large aviation-related international organization.
- Experience as an ANS inspector or ICAO auditor.
- Experience in managing technical groups, symposia, workshops and seminar, etc.
- Experience in working closely with senior officials at the State and international levels.
- Experience in negotiating with government authorities.
- Experience with computer-based record-keeping systems.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

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

Competencies

Professionalism: Sound knowledge of the ICAO work towards the implementation of Global Aviation Safety Plan and Global Air Navigation Plan (GASP/GANP) and their relationship to regional implementation activities. Knowledge of the Convention on International Civil Aviation. Thorough knowledge of ICAO functions, organization, international activities and technical publications related to ATM/SAR. Familiarity with activities concerning ATM-related research, development, trials and demonstrations in progress in ICAO Regions. Familiarity with civil aviation issues in the MID Region and the work of other related international organizations. Familiarity with ICAO publications related to air traffic management and safety management. Initiative and ability to work harmoniously as a member of a multinational and multidisciplinary team. Ability to develop and manage interregional projects working with states and major stakeholders. 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.

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.

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.

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.

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands.

MODE OF SECONDMENT

The duration of the secondment is 3 years, which can be extended for an additional year exceptionally. 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 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.