



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Regional Officer, Air Transport (AT)	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.

The incumbent reports directly to the Deputy Regional Director with whom s/he consults on complex technical assistance issues. S/He also coordinates with the Air Transport Bureau (ATB) on matters related to economic analysis and policy and performs other duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Develops air transport policy and guidance material on economic regulation of air transport, including taxation in the field of international air transport, achieving results such as:

- Update policies and guidance, including Policy and Guidance Material on the Economic Regulation of International Air Transport (Doc 9587), Manual on the Regulation of International Air Transport (Doc 9626) and circulars containing guidance to assist States.
- Update ICAO’s policies on taxation in the field of international air transport (Doc 8632).
- Develop and maintain international agreements on airline ownership and control, air cargo, and market access in coordination with the relevant ATB Sections in Headquarters.
- Coordinate and review the formulation of further guidance, where required, to facilitate liberalization of international air transport (for example, core principles on consumer protection).
- Serve as Secretary and/or subject-matter expert in relevant meetings, seminars and workshops related to air transport.

Function 2 (incl. Expected results)

Conducts studies and analysis on major issues of global importance and on potential regulatory issues that may arise as the air transport liberalization process progresses, achieving results such as:

- Analyze economic aspects of international air transport regulation and its development such as exchange of traffic rights, bilateral and multilateral agreements, air carrier ownership and control, consumer protection, fair competition, and taxation.
- Study, develop and promote the conceptual framework of air transport connectivity and provide support, if required, cost-benefit analyses of connectivity measures.
- Act as ICAO focal point, and coordinate studies and projects, with other relevant international air transport stakeholder organizations in areas related to consumer protection, taxation, connectivity enhancement, air transport/tourism interaction, including the World Trade Organization (WTO) and the World Tourism Organization (UNWTO).

- Assess the means by which to study the impact of the proliferation of taxes and levies
- Conduct research on use of public-private partnership (PPP) and the status of commercialization/privatization and develop case studies for best practices.
- Provide technical advice to the update and improvement of *Aeronautical Charges Online* (Doc 7100) database in cooperation with the Aviation Data and Analysis (ADA) Section in the Air Transport Bureau.

Function 3 (incl. Expected results)

Promotes ICAO's policies and guidance material and contributes to reducing States' costs in conducting air services negotiations and regulatory functions by organizing events and establishing partnerships, achieving results such as:

- Participate in air transport meetings and coordinate with other organizations, including industry representative entities, to raise States' awareness of ICAO's policies and guidance, observance thereof and adherence to provide ICAO with relevant information.
- Keep update of contact with a broad range of States, organizations and authorities.
- Maintain continued effective communication, cooperation and coordination between ICAO, WTO and other intergovernmental and non-governmental organizations dealing with trade in services.
- Review and draft agreements, memoranda of cooperation, and other institutional arrangements in furtherance of ICAO's activities on air transport regulation, including the organization of events.
- Plan and coordinate the organization of events (meetings, symposia and regional seminars) aiming at raising awareness on ICAO's policies and guidance.
- Serve as ICAO liaison officer with States participating in ICAO Air Services Negotiation (ICAN) annual events, facilitating the activities of States towards the liberalization of international air transport.
- Actively contribute to the Organization's revenue-generating activities by providing technical input to events, in particular, designing event programmes, selecting, securing and briefing speakers, and preparing operational briefings and checklists.

Function 4 (incl. Expected results)

Enhances transparency of civil aviation system through collecting and dissemination of information on States' policies and practices including air service agreements and taxes, and monitoring regulatory and industry developments in international air transport, achieving results such as:

- Oversee work to update database on World's Air Services Agreements (WASA) and other databases on various regulatory and industry information.
- Assess the reliability of new data entered in WASA and explore new means of circulating and promoting the distribution of its contents and determine areas for improvement.
- Develop and update the compendium on competition policies and practices.
- In coordination with ATB, monitor States' implementation of ICAO's policies on taxation through regular surveys and publish the results of the surveys in the Supplement to Doc 8632.
- Coordinate with States, international organizations, regional organizations and industry in the collection and dissemination of regulatory data/information to better meet their needs and avoid confusion and duplication of efforts.
- Coordinate the provision of input in air transport regulation for ICAO senior management and ensure the quality control of the air transport regulatory information.
- Actively contribute to the Organization's revenue-generating activities by providing technical input to databases and publications.

Function 5 (incl. Expected results)

Provides advice and assistance to States on economic regulation of air transport, achieving results such as:

- Advise Member States and serve as subject-matter expert on matters related to the exchange of traffic rights, bilateral and multilateral agreements, air carrier ownership and control, consumer protection, fair competition and taxation.
- Provide support to facilitate the ratification of the Montreal Convention (1999).
- Draft consultations on issues of air transport regulation, including interpretation of international instruments governing air transport such as the Warsaw Convention (1929), the Chicago Convention (1944), the Montreal Convention (1999), and other relevant regional or national regulations, and industry self-regulation on aviation.
- Address the queries and requests from both external and internal stakeholders on issues on economic regulation of international air transport.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first level university degree in economics, such as applied economics, business economics, industrial organization and economics of transportation, law, business administration, public administration, or in a related field.

Professional experience

Essential

- A minimum of ten (10) years of experience in work related to economic regulation of air transport or economic/ commercial aspects of air transport business within a national government, international organization, major international airline, and/or major service provider (airport or air navigation services provider).
- Sound experience in the development and implementation of economic regulation, commercial/financial management of the provision and operation of air transport services, and/or negotiation of air services agreements.
- Experience in participating in and providing technical support for international meetings in the air transport field.

Desirable

- Experience in dealing with high-level officials, government representatives or senior executives from States.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

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

Competencies

Professionalism: Knowledge of various components of the air transport system (such as government regulators, airlines, airports and other service providers) and their inter-relationship. Advanced knowledge and understanding of ICAO's air transport policies and guidance on economic, financial, managerial and organizational aspects of airports and air navigation services. Familiarity with the national regulatory framework, including economic oversight and user consultation processes. Ability to write clearly and concisely and to present verbal reports. Ability to conduct high - level negotiations at the international and State levels and to organize and lead international meetings. 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.

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 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.