



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Regional Officer, Aircraft Accident and Incident Investigation (AIG)	Duration of Secondment:	Two (2) years
Grade Level:	P-3	Deadline for applications:	Until filled
Duty Station:	Dakar, Senegal	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 ICAO Western and Central African (WACAF) Regional Office is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate international organizations and regional 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 aviation safety and air navigation plans. 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.

Within this framework, the Regional Officer, Aircraft accident and incident investigation (RO/AIG) deals with and is accountable for the work on all matters pertaining to Aircraft accident and incident investigation (AIG) for the Western and Central African States. He/she reports to the Regional Director through Deputy Regional Director. She/he works under the supervision of the Deputy Regional Director.

The Regional Officer, AIG provides expert support and advisory services in the field of Aircraft accident and incident investigation to States/Administrations in the WACAF Region and serves as secretary and/or technical adviser to the Regional Aviation Safety Group – Africa - Indian Ocean Region (RASG-AFI) contributory bodies on AIG subjects.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Assists States in the implementation of the provisions related to Aircraft accident and incident investigation contained in the ICAO Annex 13 and relevant Docs, achieving results such as:

- Assist States in the development of accident investigation regulations for adoption and use.
- Assist States in the development of guidance material, investigator handbooks and manuals and checklists for use in investigations.
- Establish and maintain a list of aircraft accident investigators available in the region.
- Develop and implement a training programme for accident investigators.

Function 2 (incl. Expected results)

Monitors development of concerns in States to which the Office is accredited in the field of AIG., achieving results such as:

- Advise and assist States the deployment and carrying out investigations into aircraft accidents and serious incidents.
- Coordinate with States for the provision of aircraft accidents and serious incidents data to ICAO compatible with the ICAO Accident/Incident Data Reporting (ADREP) system.
- Exchange and share information with the Member States and relevant agencies on accidents and serious incidents.

Function 3 (incl. Expected results)

Provides advice and support for effective implementation of the ICAO Technical Assistance & Technical Cooperation programmes/projects related to AIG, achieving results such as:

- Support the work of AFI Plan and RASG-AFI and its subsidiary bodies and follows up on the implementation of its Work Programme; supports implementation of the Regional Safety Strategies and Plans.
- 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.
- Promote and make follow-up on AIG related technical cooperation and technical assistance activities.
- Monitor the implementation of the AIG 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).
- Act as Secretary to meetings in fields of assigned responsibility and assists, as required, at other meetings.

Function 4 (incl. Expected results)

Supports the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) related activities, achieving results such as:

- Provide support, on matters related to AIG to the Portfolio Holder (PH) of the Regional Office in the management of the USOAP- CMA portfolio.
- Provide guidance and assistance to States in the development and implementation of Corrective Action Plans (CAPs) to address specific findings identified through USOAP-CMA activities.
- In coordination with ICAO HQ, support and participate to USOAP CMA activities, as applicable.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- A first-level university degree in aeronautical engineering or in an aviation-related field.
- Specialised aircraft accident investigation training.

Desirable

- An airline transport pilot license (ATPL) with appropriate airline command experience; and
- A completed USOAP CMA Computer Based Training in the field of expertise

Professional experience

Essential

A minimum experience of six (6) years ' experience as an aircraft accident investigator.

Desirable

Experience as an investigator-in-charge (IIC).

Languages

Essential

Fluent reading, writing and speaking abilities in English and French.

Desirable

A working knowledge of any other language of the Organization (Arabic, Chinese, 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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

MODE OF SECONDMENT

The duration of the secondment is 2 years, which can be extended for an additional one and thereafter, depending on need for the subject matter expert. The seconded individual 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.