



# International Civil Aviation Organization

## Secondment Opportunity

### POSITION INFORMATION

Post Title:	Regional Officer, Communications	Duration of Secondment:	Two (2) years
Grade Level:	P-3	Deadline for applications:	Until filled
Duty Station:	Paris, France	Date for entry on duty:	As soon as possible

### THE ORGANIZATIONAL SETTING

The European and North Atlantic (EUR/NAT) Regional Office in Paris, France, is primarily responsible for maintaining continuous liaison with the States to which it is accredited (56 Contracting States) and with appropriate international organizations, regional civil aviation bodies and 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 technical guidance and assists States with implementation of ICAO Standards and Recommended Practices (SARPs), aviation safety and air navigation plans.

The incumbent reports directly to the Regional Director, with whom s/he consults on communications issues. S/he will work on establishing a relevant and effective communication strategy to meet the needs of the RO; in coordination with concerned officers, prepare news in the appropriate forms to showcase the activities of the RO, their outcome and benefits; assist in communication via social media, in alignment with HQ recommendations; assist in maintaining and improving the EUR/NAT public website; help enhance the visibility of ICAO in the EUR/NAT area, including for potential partners and donors; and support revenue generation activities.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected Results)

**Supports the enhancement of the EUR/NAT Regional Office's communication approach, activities and outputs**, achieving the following results in an effective, efficient and sustainable manner:

- Assist the RD in enhancing the RO's approach to internal and external communication.
- Assist the RD and RO staff in the preparation of material, including presentations and speeches, with respect to communication aspects.
- Assist the RD and the RO staff in the use of social media, as applicable and in line with recommendations from the ICAO HQ COM Unit.
- Make recommendations on information material and presentations, and other material to contribute to the RO's outreach activities.
- Liaise with the ICAO HQ COM Unit on all matters regarding organizational protocols and approaches to relevant public relations and promotional activities, inclusive of social and mainstream media and the effective continuous implementation of the ICAO brand.
- Provide guidance and training to the RO staff, as requested, in communication skills (internal and external).

#### Function 2 (incl. Expected Results)

**Implements ICAO's communications strategy**, achieving results such as:

- Identify public information relevant to the work programme and make it available to the staff as appropriate.
- Liaise and coordinate with the HQ COM Unit as needed on the production and dissemination of press releases and editorials on significant topics and events concerning ICAO activities, and on the occasion of major events.
- Contribute to articles and presentations to be published by EUR/NAT.

#### Function 2 (incl. Expected Results)

**Supports the management of the EUR/NAT website**, achieving results such as:

- Act as editorial coordinator for website publications.
- Assist in writing or editing articles, news releases etc. on various topics.

- Prepare speeches for the Regional Director, EUR/NAT.
- Proofread publications and when needed, monitor adherence to publication deadlines.
- Oversee website designs and content presentation consistent with the ICAO brand.

### Function 3 (incl. Expected Results)

**Supports revenue generation activities for the EUR/NAT Office**, achieving results such as:

- Assist in coordinating with the EUR/NAT team and HQ possible revenue generation activities.
- Assist in coordinating with external donors in support of revenue generation activities.

### Function 4 (incl. Expected Results)

**Performs other related duties, as assigned.**

## . QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

- A first level university degree, in public information, communication or journalism, or in a related field.

### Professional experience

#### Essential

- A minimum of six (6) years of experience in professional positions in public information, journalism, communication or closely related fields, of which at least two (2) years should have been in an international setting.
- Experience in addressing aviation issues at national and international level and in conceptualizing, designing and implementing major information/communication activities and programmes.
- Experience in rapidly analysing and integrating diverse information from varied sources and in producing a variety of communications products in a clear and concise style.
- Experience in effectively communicating with various audiences at national and international levels, in cultivating productive relationships with targeted audiences and in handling sensitive situations with diplomacy and tact.

#### Desirable

- Experience working in the air transport sector or another transportation mode.

### 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:** Knowledge of the different aspects and IT tools of public information and communication; extensive knowledge in the use of desktop publishing technologies, including graphics editing programmes, and website design and management. 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.

**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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

**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.

**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.

**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.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## MODE OF SECONDMENT

The duration of the secondment is one year, which can be extended for an additional year. The secondee 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.