



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Regional Officer, Personnel Licensing	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 Regional Officer, Personnel licensing, reports to the Deputy Regional Director (DRD) and, in coordination with other officers, contributes to the preparation, conduct and follow-up of the RO's activities, including meetings, training and assistance, related to personnel licensing. S/he also participates in specific projects supporting States in overcoming major challenges in the personnel licensing domain (including States with a history of significant concerns), and, in the implementation of the implementation of competency-based training and assessment, remote pilot licenses and related topics.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected Results)

Contributes, as a team member of the Regional Office, to aviation safety related matters, to support and enable States to establish sustainable safety oversight systems, improving national safety programmes and safety management systems, in accordance with established policies, programmes and plans, achieving results such as:

- Contribute to the conduct of State-specific implementation support activities enabling States to establish and manage sustainable safety oversight systems with respect to aircraft airworthiness and in resolution of their safety oversight deficiencies.
- Organize, conduct and/or participate in seminars, workshops and meetings to assist States in their efforts to rectify safety deficiencies and enhance their safety oversight systems.
- Provide support to the EASPG and NAT SPG activities, as necessary.

Function 2 (incl. Expected Results)

Contributes to, and participates in, liaison and coordination efforts within the Regional Office for personnel licensing related matters, achieving results such as:

- Liaise with other Regional Offices, ANB Sections and external related agencies, on matters related to personnel licensing and safety issues, as mandated.
- Contribute to training activities and other safety promotion activities to help improve States' effective implementation of ICAO provisions, as assigned.

Function 3 (incl. Expected Results)

Contributes to the Regional implementation of the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) activities, achieving results such as:

- Support the RO's activities to assist States in preparing for USOAP CMA activities, as required.
- Support States in developing and implementing their Corrective Action Plans (CAPs).

Function 4 (incl. Expected Results)

Participates in enhancement of partnerships to provide implementation support to States through collaboration with regional organizations and other stakeholders, achieving results such as:

- Assist in the monitoring of regional projects' operational activities, including attending meetings of associated organizations as required.
- Participate in the implementation of safety strategies, as assigned.
- Facilitate mutual exchange of safety related information that may have an impact on aviation.

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.

Desirable

- An advanced university degree (Master's Degree or academic equivalent) in a related field.

Professional experience

Essential

- A minimum of six (6) years' experience in personnel licensing in a civil aviation administration, an airline or similar aviation-related organization.

Desirable

- Experience participating in and providing service to international meetings.

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 national civil aviation codes and civil aviation regulations. Knowledge of the Convention on International Civil Aviation, ICAO Standards and Recommended Practices (SARPs) relating to aviation safety, and related guidance material specifically related to Annexes 1. Knowledge of ICAO and its functions, and world-wide activities in aircraft operations, airworthiness, States' safety oversight responsibilities, State Safety Programme (SSP) and safety management systems (SMS). Knowledge of the ICAO Universal Safety Oversight Audit Programme (USOAP). 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.

MODE OF SECONDMENT

The duration of the secondment is two years, 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.