



# International Civil Aviation Organization

## Job Description

### POSITION INFORMATION

Post Title:	Technical Assistance/Air Transport Officer	Duration of Secondment:	Three (3) years
Grade Level:	P-3	Deadline for applications:	Until filled
Duty Station:	Bangkok, Thailand	Date for entry on duty:	As soon as possible
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ <b>Achieve gender equality and empower all women and girls.</b> ”			

### 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 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 Regional Officer, Technical Assistance (RO/TA) who provides direct technical supervision of the day-to-day work of the incumbent. Under the direction and guidance of RO/TA and overall supervision of the Deputy Regional Director and/or Regional Director as applicable, the incumbent will work in coordination with other Regional Officers.

The incumbent, in consultation with the Regional Officer Technical Assistance (RO/TA) may coordinate with the respective sections in the Technical Cooperation Bureau, Air Navigation Bureau and the Air Transport Bureau at ICAO HQ on matters related to implement the ‘Policy on ICAO Implementation Support Provided to States’ as well as with the Air Transport Bureau (ATB) on matters related to economic analysis and policy to provide back up support to RO/TA to maintain liaison and coordination with civil aviation authorities and service providers of States and international/regional organizations in the Asia Pacific Region and supporting implementation of projects relating to all ICAO strategic objectives. The incumbent will perform other duties as required.

The administration and management of the Technical Assistance/Air Transport Officer shall be in accordance with the ICAO Policy on Secondment approved by the ICAO Council and published by its decision dated 25 May 2022 and any amendments thereto.

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Under the guidance of, and in coordination with the RO/TA, conducts activities in the States to which the APAC office is accredited to enhance the provision of ICAO’s Implementation Support, achieving results such as:**

- Support in establishing and maintaining durable contacts with the relevant authorities of States and international/regional civil aviation bodies, with a view to strengthen and raise the profile of ICAO in technical assistance/cooperation activities and promoting the ICAO technical co-operation and assistance programmes.
- Participate in discussions with States on the formulation of requests for technical assistance as well as related documents including resource mobilization.
- Make assessments and brief RO/TA on the assistance needs of States and identify new project opportunities, including but not limited to capacity building and procurement of services and goods.
- Coordinate with TCB in the development of draft Terms of References for new projects.
- Assist in coordination with TCB to garner assistance from financial institutions to technical cooperation projects.
- Review and brief RO/TA on project proposals developed by TCB as required; and

- Assist coordination of work of ICAO with that of other organizations to ensure harmony in the delivery of assistance and attend meetings of such organizations as required.

## Function 2 (incl. Expected results)

**In coordination with RO/TA and in consultation with TCB, ATB and ANB, supports development of Regional technical cooperation and assistance initiatives as well as other projects as agreed to between the Regional Director and Directors of TCB/ATB/ANB, achieving results such as:**

- Participate in the development of Project Documents, in coordination with TCB, ATB and ANB, and subsequent revisions thereof, as required.
- Coordinate and assist preparation of ICAO's input and participate in project review meetings and Steering Committee Meetings.
- Monitor the course and progress of regional projects including Cooperative Development of Operational Safety and Continuing Airworthiness Programme (COSCAPs) and propose improvements where necessary.
- Assist in organizing and conducting regional CAPSCA meetings including participation.
- Assist in the preparation and implementation of Environmental Protection projects as and if required by the Regional Director in coordination with relevant subject matter Regional Officer/s.
- Support the selection of project experts, following the procedure established by TCB, in coordination with the relevant Regional Officers, review applications received from TCB, and forward appropriate recommendations for further review if necessary by the RO/TA.
- Review, in coordination with RO/TA and relevant Regional Officers, mission plans and requests of regional TC experts and make appropriate recommendations for consideration; and
- Assist in planning briefing and debriefing of TC experts prior to and upon completion of their assignments in the field.

## Function 3 (incl. Expected results)

**Evaluates and monitors the progress and effectiveness of regional technical co-operation and assistance projects as well as assistance provided by the APAC Office to individual State projects/Groups of States projects as agreed to between the Regional Office and TCB and ANB, achieving results such as:**

- Assist implementation of the Recommendations/Implementation Roadmap of the ICAO PSIDS Aviation Needs Analysis Project Report as endorsed by the ICAO Council.
- Support activities of the ICAO PSIDS Liaison Officer as and when required under the guidance of the RO/TA.
- Monitor operational activities of selected regional projects assigned by RO/TA including attending meetings of such organizations as required.
- Participate in evaluations of outcomes of regional projects vis-à-vis defined objectives, scope, timelines and milestones.
- Provide inputs in the evaluation of the performance of project experts, including contract extensions.
- Provide recommendations for authorization of mission travel requests by project experts.
- Monitor the effective administration of the ICAO Developing Countries Training Programme.
- Participate, represent and contribute on TC matters in Regional Office and ICAO meetings as required; and
- Prepare and provide to RO/TA inputs to Annual Council Report on activities related to TCB and ANB.

## Function 4 (incl. Expected results)

**Supports the work of the Organization in the areas of economic regulation of international air transport and of airport and air navigation services economics and management, achieving results such as:**

- Assist disseminating ICAO's policies and guidance material on economic regulation of international air transport to promote such policies.
- Support the RO/TA in the monitoring and reporting of significant developments in the region with respect to States' air transport policy, air service agreements/arrangements and economic liberalization.
- Support the RO/TA in monitoring States' policies on taxation affecting air transport and charging practices for airports and air navigation services, and where appropriate, encourage States to follow ICAO's air transport policies.
- Communicate to Headquarters the training needs of States in the field of aviation forecasting techniques.
- Liaise with RO/TA and assist in the organization, preparation and conduct of seminars on airport and air navigation services economics and management, and the collection of material required for ad hoc studies.
- Collaborate in the organization, preparation and conduct of ICAO Headquarter's air transport regional events such as symposia, regional development fora.
- Assist RO/TA in communicating developments in regional aviation infrastructure.
- Approach States within the Region, as needed, to submit statistical data and obtain replies to State Letters relating to air transport issues; and
- Assist RO/TA in providing appropriate assistance to States in implementing the regional action plans and roadmaps to develop air transport in general.

## Function 5 (incl. Expected results)

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

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

A first level university degree in aeronautics, air transport economics, business administration, aviation law, or in a related field. A technical qualification in aviation such as an Airline Transport Pilot License (ATPL), or Air Traffic Control License or Airframe and Power Plant Technician Certification may be accepted in lieu of a first level university degree.

### Professional experience

#### Essential

- A minimum of ten (10) years' experience as an officer with a civil aviation authority and/or international organization and/or a relevant industry, with an increasing level of responsibility.
- Experience working with civil aviation authorities for the implementation of technical assistance/cooperation projects and/or in air transport economics and policy including a minimum of five years in the Asia – Pacific Region.
- Experience in air navigation and airport infrastructure project preparation, implementation, and monitoring in the Region.
- Experience in establishing and maintaining databases on subjects relating to forecasting and economic regulation of air transport.

#### Desirable

- Experience working with international or regional organizations or donor/financial institutions for resource mobilization.
- Experience participating in and providing service to international meetings.
- Experience in project development and management, and in the use of project management software tools.
- Experience in negotiating with government authorities.
- Experience working in a multi-national and multi-cultural environment.

### 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:** 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.

**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 and thereafter, depending on need for the subject matter expert. 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.