



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Technical Officer, Meteorology	Duration of Secondment:	Three (3) years
Grade Level:	P-4	Deadline for applications:	Until filled
Duty Station:	Montréal, Canada	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 Air Navigation Bureau (ANB) is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council, and the Assembly. The Air Navigation Bureau provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and supporting implementing the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP), including its aviation system block upgrades as well as producing yearly safety and air navigation status reports. The Bureau develops technical studies and proposals for Standards and Recommended Practices (SARPs), and Procedures for Air Navigation Services (PANS) for further processing by the governing bodies of ICAO. The Bureau also develops related procedures and guidance material. The Bureau also manages the Universal Safety Oversight Audit Programme (USOAP) and Continuous Monitoring Approach that monitors all States on a continuous basis.

The Airport Operations and Infrastructure Section (AOI) delivers ICAO provisions on airspace and aerodrome matters to support States, air navigation service providers, aerodrome operators and air operators to achieve the relevant regulatory and operational improvements through its multi-disciplinary work programmes and technical expertise. The Section advises States, ICAO Council and Air Navigation Commission on airspace and aerodrome matters with overall responsibility for Annex 3 — Meteorological Service for International Air Navigation, Annex 10 — Aeronautical Telecommunications, Volume I — Radio Navigation Aids, and Annex 14 — Aerodromes, and related documents. It maintains a primary coordination role with World Meteorological Organization (WMO).

The Seconded will join the AOI Section of ANB providing technical advice and services in relation to aeronautical meteorology. S/he carries out duties and responsibilities in support of meteorology matters, as are assigned to her/him by the Supervisor. The incumbent collaborates closely with other Technical Officers in the Bureau, as well as with Regional Offices for all matters relevant to his/her duties.

The incumbent reports to the Chief, AOI (C/AOI) with whom s/he consults on work-related issues and from whom s/he seeks advice and guidance on assignments. The incumbent carries out duties and responsibilities as assigned to her/him by C/AOI. The incumbent exercises initiative in the day-to-day conduct of the work, in line with the guidance provided by C/AOI on objectives and policy.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Drafts proposals related to the amendment and implementation of technical annexes to the ICAO Convention and other ICAO regulatory documents, achieving results such as:

- Analyse problems raised by States and International Organizations in the field of aeronautical meteorology, and recommend appropriate solutions.
- Propose amendments to Annexes to reflect operational needs and new trends and technological developments.
- Propose amendments to other documents, such as manuals to facilitate the implementation of Annex requirements.
- Keep abreast of significant trends and technological developments in the field of aeronautical meteorology.
- Prepare technical studies and working papers for the ANC, international meetings, etc. relating to operational procedures and technical aspects of aeronautical meteorology.
- Analyse and draft proposals related to the amendment and/or implementation of relevant technical Annexes to the Convention and other ICAO documents, particularly in the areas of aeronautical meteorology. Preparation of reports on analyses of

technical/operational aspects of civil aviation, and preparation of working papers, reports, briefs, correspondence, etc. Review and development of related global guidance.

- Support ICAO panels and study groups as may be necessary in ensuring relevant coordination in building global provisions and guidance.
- Analyse problems raised by States and international organizations, and recommend solutions to such problems.

Function 2 (incl. Expected results)

Develops working papers for the ICAO Council, ANC and international meetings on matters related to aeronautical meteorology, achieving results such as:

- Develop comprehensive working papers, State letters and other documentation required to present Annex amendment proposals to the ANC and ICAO Council to facilitate technical discussions.
- Participate in the discussion of such papers and provide supporting information, as needed.
- Conduct necessary follow-up on actions resulting from the discussion of the papers during panel and working group meetings.

Function 3 (incl. Expected results)

Supports panels such as the Meteorology Panel (METP) including its working groups and/or study groups of the ANC, achieving results such as:

- Provide comprehensive analysis of issues raised by States and international organizations in the field of aeronautical meteorology.
- Provide solutions to technical issues raised by the ANC and Council.
- Develop meeting documentation to facilitate effective technical discussions including working papers, presentations and reports.
- Provide guidance on ICAO procedures and methodologies for standards making.

Function 4 (incl. Expected results)

Drafts correspondence, technical studies and publications for transmittal to Member States and international organizations, achieving results such as:

- Draft replies providing specialized advice and assistance to States, air navigation services providers, aerodrome operators, international organizations, public and other stakeholders on aeronautical meteorology.
- Draft and review ICAO publications, such as technical manuals and circulars related to aeronautical meteorology.
- Draft working/information papers for Assembly, Council and other governing bodies, as required

Function 5 (incl. Expected results)

Provides advice, guidance and technical expertise on operations-related matters to the Assembly, Council and ANC, achieving results such as:

- Act as subject matter expert on aeronautical meteorology matters, providing recommendations for mitigating potential risks to aviation safety issues related to such matters.
- Draft working/information papers for Assembly, Council and other governing bodies as required.
- Communicate developments of Unit/Section/Branch by preparing and/or delivering presentations as required.
- Represent ICAO at seminars, workshops, meetings, as required.
- Develop technical briefings and prepare and update presentations to the Assembly, Council, ANC, and to various panels.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in atmospheric sciences, a subject area such as physics or mathematics, or in a related field.

Desirable

An advanced level university degree (Master's Degree or academic equivalent) in aeronautical meteorology

Professional experience

Essential

- A minimum of ten (10) years' experience in the technical, operational and procedural aspects of aeronautical meteorology in an international environment.

- Experience with project planning/management methods.

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 ICAO provisions related to aeronautical meteorology. Familiarity with ICAO institutional objectives and air navigation planning framework. Good understanding of the role of aeronautical meteorology in the global air navigation system. 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.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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 for two or three years which can be extended for an additional year 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.