



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Technical Officer, Personnel Licensing and Training (PEL), USOAP CMA	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) in ICAO is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council and the Assembly. ANB provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and implementing the Global Aviation Safety Plan (GASP) and the 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 and develops related procedures and guidance material. The Bureau also manages the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA), which monitors all Member States on a continuous basis.

The Safety and Air Navigation Oversight Audit Section (OAS) in Monitoring and Oversight (MO) of the Air Navigation Bureau (ANB) is responsible for the implementation of the ICAO Universal Safety Oversight Audit Programme (USOAP), which is aimed at ensuring the effective implementation by ICAO Member States of safety-related Standards and Recommended Practices (SARPs) and associated procedures using a continuous monitoring approach. The Section is responsible to identify safety deficiencies in Member States by conducting various USOAP activities such as safety oversight audits, ICAO Coordinated Validation Missions (ICVMs), off-site validation activities, assess associated safety risks, and develop assistance strategies. The Section is also responsible for reporting on audit findings and for determining the impact on aviation safety arising from the lack of effective implementation of the critical elements of a safety oversight system.

The incumbent reports directly to the Chief, Safety and Air Navigation Oversight Audit Section (C/OAS). Under the supervision C/OAS, the incumbent will be responsible for participating in the USOAP continuous monitoring approach (CMA) activities and give advice to States, in coordination with the Standards and Procedures Officers (SPOs/OAS).

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Participates in USOAP CMA activities, achieving results such as:

- Plan, prepare for, and participate in, the conduct of safety oversight audit and validation missions, either as a team leader or team member, to determine States' capacity for safety oversight by verifying compliance with the Chicago Convention or national regulations, conformance with ICAO Standards and adherence to ICAO Recommended Practices and procedures and good aviation safety practices.
- Conduct analyses of USOAP CMA activities' findings and corrective action plans in the area of personnel licensing and training submitted by States to enable ICAO, States and international organizations to prioritize actions to resolve safety concerns.
- Participate in international and regional USOAP CMA related events: meetings, conferences, symposia and other related events.
- Provide training to team members and team leaders on the conduct of USOAP activities.

Function 2 (incl. Expected results)

Ensures timely development and preparation of reports for transmittal to Member States, achieving results such as:

- Review audit findings, reports, corrective action plans and any other information submitted by States in the area of personnel licensing and training.
- Review updates on the progress submitted by States in resolving safety-related deficiencies identified through the USOAP for posting on the public website of ICAO and USOAP restricted website.
- Perform quality control on audit and validation reports and related documentation to ensure consistency and adherence to the established report preparation standards and requirements.
- Prepare mission reports and follow up on actions thereof.

Function 3 (incl. Expected results)

Contributes to the evolution of USOAP CMA, achieving results such as:

- Lead the activities related to the enhancement of the protocol questions and methodology related to the assessment of the implementation of the State Safety Programme in the area of personnel licensing and training.
- Ensure all questionnaires related to personnel licensing and training matters are maintained up to date to keep pace with the latest Annex amendments and associated guidance material.
- Manage and maintain the information contained in the Universal Safety Oversight Audit Programme (USOAP) online framework (OLF) primarily in the area of personnel licensing and training.
- Maintain and update the computer-based Training (CBT) as appropriate, in the area of personnel licensing and training.

Function 4 (incl. Expected results)

Maintains liaison with and provide specialized advice to Member States, ANB Sections, ICAO Bureaus and ICAO Regional Offices and USOAP qualified experts, achieving results such as:

- Coordinate with State National Continuous Monitoring Coordinators (NCMCs), staff from ICAO Regional Offices, and staff from ANB Sections and other ICAO Bureaus on USOAP-related matters, specifically in the area of personnel licensing and training.
- Respond to queries related to USOAP from States, Secretariat and ICAO USOAP qualified auditors and subject matter experts, primarily in the area of personnel licensing and training.

Function 5 (incl. Expected results)

Supports the implementation of USOAP CMA, achieving results such as:

- Contribute to the improvement of the Monitoring and Oversight Quality Management System by applying quality assurance techniques and participating in the conduct of internal audits, in accordance with ISO requirements.
- Participate in the preparation and conduct of safety oversight-related training courses, seminar/workshops in accordance with the Quality Management Systems Procedures (QMSPs).
- Assist in the preparation of reports and working papers for the Assembly, the Council and the Air Navigation Commission.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in an aviation-related technical discipline, or in a related field. A technical qualification such as a holder of pilot licence, air traffic control licence, may be accepted in lieu of the university degree.

Professional experience

Essential

- A minimum of ten (10) years' experience in an aviation environment, such as an airline, training organization or similar aviation related organization in the flight operations and/or training domains.
- At least five years' experience in a Civil Aviation Authority, in an aviation safety role involving practical experience at an inspectorate or supervisory level, in the development and application of national regulations relating to personnel licensing and training, to include all aspects of the qualification and licensing process and the conduct of safety oversight audits or inspections.

Desirable

- Specialized flight safety experience in any of the fields of flight operations, flight training or personnel licensing.
- Certification as a USOAP auditor.
- Experience of quality management systems.
- Extensive experience in safety management (State Safety Programme and/or Safety Management Systems).
- Experience as a pilot of air transport aircraft in international operations or equivalent experience related to flight operations certification and issuance of approvals.

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 ICAO functions, organization and international activities in personnel licensing and training and aircraft operations. Knowledge of the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA). Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matters; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal interest; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

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.

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.

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.

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.

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