



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Programme Officer, NGAP (multiple positions)	Duration of Secondment	Three (3) years
Level:	P-3	Deadline for applications	Until filled
Duty Station:	Montréal	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 Field Personnel Section (FPS) within the Capacity Development and Implementation (CDI) Bureau is responsible for managing recruitment and contract administration for international and national experts involved in Capacity Development and Implementation Programmes. Additionally, FPS oversees the Next Generation of Aviation Professionals (NGAP) programme.

In response to Assembly resolution A39-29 adopted by ICAO Member States, the NGAP programme was launched to engage the global aviation community in addressing the current and anticipated shortage of human capital in the aviation sector and developing strategies to attract, educate, train, and retain the next generation of aviation professionals. The programme focuses on ensuring a reliable pipeline of a competent, inclusive, and diverse workforce across all aviation disciplines to sustain and advance the global air transport system. It also promotes the development of global, regional, and national workforce planning and supports ICAO's No Country Left Behind initiative and the United Nations Sustainable Development Goals (SDGs), particularly those related to gender equality and decent work.

Under the supervision of the NGAP programme manager, the incumbent will be responsible for:

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Participates in, and contributes to the processes of outreach and promotion of NGAP, achieving results such as:

- Develop communication campaigns and promotional materials and manage the marketing of the ICAO NGAP programme.
- Develop toolkits outlining best practices on how to attract, recruit, educate train and retain the next generation of aviation professionals.
- Contribute to the organization and execution of workshops, seminars, and webinars as needed.
- Prepare presentations on NGAP to various audiences.
- Review, update, and maintain the ICAO NGAP website, as well as other communication and publicity tools, in close collaboration with the ICAO Communications Office.
- Maintain active contact with counterparts at the State level, ACI, IATA, academia, industry, schools, and other stakeholders to facilitate coordination and implementation of activities that attract, educate, and retain young talent in aviation.

Function 2 (incl. Expected results)

Participates in, and contributes to resource mobilization activities, achieving results such as:

- Support the development of concept notes, business cases, and proposals for mobilizing resources.
- Identify and engage with potential donors to secure funding for NGAP projects.
- Monitor the implementation of funded projects and draft comprehensive reports to update donors on progress and outcomes.

Function 3 (Incl. Expected results)

Develops partnerships, achieving results such as:

- Identify and contribute to establishing partnerships with relevant organizations and institutions.
- Collaborate with partners to develop and implement joint initiatives and projects.
- Coordinate and facilitate meetings and discussions with partners to ensure effective collaboration.
- Monitor and evaluate the success of partnerships in achieving NGAP objectives and make recommendations for improvement.

Function 4 (incl. Expected results)

Facilitates and supports skills shortage monitoring and alignment, achieving results such as:

- Propose mechanisms to monitor and address skills shortages in the aviation industry.
- Identify and analyze data on current and future skills requirements covering all aviation disciplines to inform strategic planning.
- Report on trends and gaps in aviation skills to inform and guide training and development initiatives.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential:

An advanced-level university degree (Master's degree or academic equivalent) in business administration, engineering, communication, strategic management, human resources management, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in business administration, engineering, communication, strategic management, human resources management, or related field, may be accepted in lieu of the advanced university degree.

Desirable:

- Certificate in aviation training, aviation data management

Professional experience

Essential:

- A minimum of 5 years' experience as a mid-level manager, of which three (3) years must have been in training, HR, resource mobilization, programme implementation and management support, or aviation data management.

Desirable:

- Experience and ability to conduct statistical surveys/studies, data analysis, modelling of capacity and reporting on the same.
- Experience in conducting gap analysis of technical skill sets in aviation.

Languages Experience

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: Demonstrates knowledge of coordination, planning and organization skills with the ability to establish and follow plans and priorities. 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.

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.

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; tailor's 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.

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 and exceptionally. The Seconded 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 engaging personnel normally subject to the stipulations of a Memorandum of Understanding.