



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Technical Officer, Aviation Security	Duration of Secondment:	3 years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Montréal, Canada	Date for entry on duty:	July 2024
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 Aviation Security Policy (ASP) Section, Aviation Security and Facilitation (ASF), Air Transport Bureau (ATB) is responsible for policy development related to security of the international air transport system, including developing and updating Annex 17 – *Aviation Security*, managing the work programme of the Aviation Security (AVSEC) Panel and its working groups, managing the continued development of aviation security guidance material including Doc 8973 – *Aviation Security Manual*; Doc 10084 – *Risk Assessment Manual for Civil Aircraft Operations Over or Near Conflict Zones*; Doc 10108 – *Aviation Security Global Risk Context Statement*; and providing support to the Assembly, the Council, and the Aviation Security Committee (ASC).

The ASP Section is also responsible for policy development with regards aviation cybersecurity in international civil aviation, including developing and updating the Aviation Cybersecurity Strategy and the Cybersecurity Action Plan, managing the work of the Ad Hoc Cybersecurity Coordination Committee (AHCCC), and developing aviation cybersecurity guidance material.

In addition, the ASP Section is responsible for fostering cooperation on security matters with other United Nations agencies and international bodies. Among the many entities with which the ASP Section coordinates its work are the UN Counter-Terrorism Committee Executive Directorate (CTED), International Air Transport Association (IATA) and Airports Council International (ACI).

The incumbent reports to the Chief, Aviation Security Policy Section (C/ASP), from whom s/he seeks advice and guidance on assignments and provide support to the other staff and Consultants. It is expected that the incumbent works autonomously, consulting and collaborating with other ASP staff, and with other staff of different ICAO bureaus and Regional Offices, as necessary, in order to undertake the responsibilities of the position.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Serves as technical expert, achieving results such as:

- provide expert contributions in aviation security policy development and planning of activities;
- formulate strategies and recommendations to resolve problems raised by Member States and specialized aviation security experts, including the identification and resolution of national differences from the ICAO provisions related to aviation security objectives;
- monitor world-wide, inter-regional and regional developments in the aviation security field;
- provide advice and assistance to States, regional bodies and international organizations concerned; and
- contribute to the updating, implementation and monitoring of the Global Aviation Security Plan (GASeP) and follow up on its implementation.

Function 2 (incl. Expected results)

Serves as ICAO technical expert in air cargo security matters, achieving results such as:

- coordinate and provide expert input to the work of the Aviation Security Panel Working Group on Air Cargo Security (WGACS), and liaising with other Working Groups of the Aviation Security Panel, as necessary;
- represent ICAO in relevant working groups from other international organization or stakeholders with a air cargo security component;

- ensure coordination with other ICAO Bureaux and with counterparts in the aviation industry to identify and build on wider safety-security synergies;
- produce working papers, guidance, or other documents as necessary for ICAO expert and governing bodies, or for publication, including the use of advance cargo information to enhance aviation security processes; and
- disseminate information on ICAO aviation security policy and its implementation inside ICAO, in industry fora and other events organized by international organizations.

Function 3 (incl. Expected results)

Serves as technical expert for supporting the ICAO Secretariat in GAsEP implementation, achieving results such as:

- ensure that the passenger and air cargo related elements of the GAsEP attributed to the ICAO Secretariat for action;
- coordinate and provide technical expert input to the work of the Aviation Security Panel and its Working Groups as necessary;
- ensure that work to improve the efficiency and effectiveness of passenger and cargo security screening, liaising with relevant Working Groups of the Aviation Security Panel and screening equipment manufacturers; and
- contribute to ICAO leadership efforts to promote risk-based and outcomes-focused measures and approaches based on Annex 17 SARPs that take into account the need to maintain an appropriate balance between the effectiveness and sustainability of measures.

Function 4 (incl. Expected results)

Promotes productive interactions/partnerships with representatives of Member States, industry and other international organizations, achieving results such as:

- coordinate responses to developments in aviation security and in related fields which could have an impact on aviation security, establishing a basis which allows for an outcomes-focused and risk-based implementation of Annex 17 SARPs, and where possible diminishing barriers between security-related requirements of different organizations;
- develop harmonized guidance material, brochures, manuals and other information material intended to provide for the dissemination of best practices in aviation security and related fields; and
- share effectively information between ICAO and relevant industry and international organizations.

Function 5 (incl. Expected results)

Develops policy papers, working papers and meeting reports, and compiles and provides technical information as required, including:

- present policy documents required for meetings of the Assembly, the Council, the Aviation Security Committee and the Aviation Security Panel and its working groups, in a timely manner;
- produce correspondence (including State letters) and technical information for transmittal to Member States and other international organizations;
- carry out effective liaison on various AVSEC programme matters with other Secretariat entities, in particular the Air Navigation Bureau, Legal Affairs and External Relations Bureau, and the ICAO Regional Offices; and
- produce accurate and useful supportive background notes, speeches and talking points for senior management.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF OUTCOME OF THE POSITION

The position will have a positive impact on ICAO's leadership in addressing the challenges of aviation security.

The incumbent promotes the development and implementation of ICAO provisions, guidance and best practices related to aviation security.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization	
<ul style="list-style-type: none"> • The incumbent will consult with other Officers, and collaborate with counterparts in other Bureaux, including the Air Navigation Bureau (ANB), Legal and External Affairs Bureau (LEB), and Bureau of Administration and Services (ADB) 	To ensure that aviation security, and especially cargo security, is fully considered and coordinated across all relevant disciplines within ICAO.
b) Outside the Organization	

<ul style="list-style-type: none"> The incumbent establishes contacts and interfaces with officials of Member States, regional bodies, industry and other international organizations involved in all aspects of aviation security. 	The coordinating role and functions of the post involves promoting the development of ICAO's aviation security programme.
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QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in an aviation or security-related discipline, public administration, law, international relations, scientific or technical discipline relevant to aviation security.

Professional experience

Essential

- A minimum of ten (10) years of experience in a civil aviation environment, in particular in the aviation security field, preferably involving international responsibilities;
- Substantial experience with the development and implementation of procedures and measures for the prevention of acts of unlawful interference with civil aviation, notably of Annex 17 to the Chicago Convention;
- Substantial experience in the area of cargo and mail security-related concepts;
- Considerable experience in communication and cooperation with counterparts within international organizations, national administrations, professional organizations and industrial partners in the field of aviation security;
- Experience in communicating technical and high-level information to a wide range of audiences.

Desirable

- Experience with ICAO structure and objectives;
- Experience with international civil aviation issues, particularly in the technical/operational field;
- Experience in project management;
- Experience in developing security-related information material and manuals.

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

Core 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.

MODE OF SECONDMENT

The duration of the secondment is for 3 years, which can be extended for an additional year 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 Trusted 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.