



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Advisor to Director, ATB on Air Transport Economic Development	Duration of Secondment	2-3 Years
Grade Level:	P-5	Deadline for Applications	One month from publication
Duty Station:	Montreal, Canada (Remote)	Date for entry on duty	August 2025
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 Transport Bureau (ATB) is divided into three Branches: Aviation Security and Facilitation (ASF), Economic Development (ECD) and Environment (ENV). ECD carries out activities under the ICAO Strategic Objective of Economic Development of Air Transport. The activities of this entity reflect the need for ICAO's leadership in harmonizing the air transport framework focused on economic policies and supporting activities. They refer to fostering the development of an economically viable civil aviation system and enhancing its economic efficiency and transparency while facilitating access to funding for aviation infrastructure and other investment needs, technology transfer and capacity building to support the growth of air transport and for the benefit of all stakeholders. ECD assists in developing, updating, and promoting the implementation of air transport policies and guidance on air transport regulation, economics of airports and air navigation services, and funding/financing of aviation infrastructure. It is also responsible for the collection and dissemination of aviation data, including the ICAO Statistics Programme, the development and customization of air traffic forecasts and other planning parameters at global, regional and route-group levels, and the conduct of various economic analyses required for air navigation capacity and infrastructure planning, environmental protection, the efficiency of the air transport system, etc.

The incumbent reports directly to the Director, Air Transport Bureau (D/ATB) and provides strategic advice on emerging trends in the economic aspects of international civil aviation, and conceptual direction to promote ICAO's work on the economic development of the sector. The advisor ensures effective liaison with States Civil Aviation Authorities, international and regional organizations as well as industry partners. He will assist D/ATB in the preparation and hosting of the Seventh Air Transport Conference to be held in 2026.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides authoritative and high-level policy advice with regard to the regulatory framework of international air transport, achieving results such as:

- Review of the status of implementation of the recommendations of the Sixth Air Transport Conference.
- Analyse the current opportunities and challenges facing the liberalisation of international air transport including market access, airline ownership and control, fair competition, consumer protection, safeguards, etc.
- Review the status of access to funding for aviation infrastructure and financing of air transport operations.
- Draft recommendations aiming at promoting the liberalisation of international air transport and at facilitating access to funding and financing.

Function 2 (incl. Expected results)

Provides authoritative and high-level technical advice with regard to emerging trends in the economic and financial aspects of international civil aviation, achieving results such as:

- Keep abreast of the international air transport industry developments and trends.

- Design and lead the development of the economic and financial assessment of the industry.
- Design and lead the development of the traffic and financial outlook for international air transport over the next 20 years.
- Lead the assessment of the funding requirements for the development of international civil aviation over the next 20 years.

Function 3 (incl. Expected results)

Enhances the liaison with States and International Organizations, achieving results such as:

- Liaise, negotiate and coordinate closely and effectively with national authorities with respect to air transport policies and infrastructure funding/financing subjects.
- Keep abreast of development in the UN Common System regarding the field economic development in general and matters affecting international civil aviation, in particular.
- Maintain liaison with other UN organizations and bodies whose activities are of importance to an economic aspect of international aviation.
- Maintain liaison with other International/regional Organizations dealing with aviation matters.

Function 4 (incl. Expected results)

Establishes and develops partnerships and negotiates with industry and other air transport stakeholders, achieving results such as:

- Liaise effectively with industry, thereby promoting harmonized policies and best practices for the economic development of air transport.
- Identify potential synergies between ICAO and industry on matters related to the economic development of air transport.
- Draft strategies to develop these synergies.
- Provide timely input to industry-led initiatives.

Function 5 (incl. Expected results)

Supports D/ATB in the preparations and the delivery of the Seventh Worldwide Air Transport Conference, achieving results such as:

- Propose a draft Agenda for the Seventh Air Transport Conference.
- Develop policy proposals for the consideration of the Conference.
- Ensure the timely and accurate preparation and presentation of documentation, working papers and reports (related to the Seventh Worldwide Air Transport Conference) to the Council, Air Transport Committee, Panels, working groups, etc.
- Develop a plan to promote the outcome of the Conference with States, industry as well as international and regional organisations.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF OUTCOME OF THE POSITION

The Advisor to D/ATB plays a key role in leading and coordinating various initiatives related to the economic development of air transport. ICAO has a leadership role in promoting the liberalisation of air transport and in working on enhancing industry access to the necessary funding and financing and the work of the position will directly impact this key role of ICAO. S/He will also assist D/ATB in leading the preparations for the Seventh Worldwide Air Transport Conference.

WORK RELATIONS AND CONTACTS

The Advisor to D/ATB establishes extensive contacts and interfaces with senior officials of Member States, regional bodies, industry and other international organizations involved in the economic development of air transport and works closely with them with the goal of harmonizing policies and achieving consistent desirable outcomes.

Within ICAO, the incumbent coordinates activities with senior officers in ATB, as well as in other Bureaus and Offices.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's Degree or academic equivalent) in economics, statistics, business administration, law, or a related aviation, scientific or technical field. A first-level university degree in combination with an additional two years of qualifying experience in economics, statistics, business administration, law, or a related aviation, scientific or technical field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential:

- A minimum of ten (10) years of experience in progressively responsible positions at the senior level with a national government, international organization, major international airline, major service provider (airport or air navigation services provider) and aircraft manufacturer related to air transport programmes or businesses.
- Proven experience of working or negotiating in an international environment.
- Sound and in-depth managerial experience with demonstrated achievements in planning and managing air transport programmes and/or businesses, in multicultural and fast-changing environments.
- Substantial experience in the development and implementation of economic regulation/oversight, negotiation of air services agreements, administrative/financial management of the provision and operation of air navigation facilities, and/or infrastructure financing and funding.

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: Extensive knowledge of human resources management, policies, practices and procedures and ability to apply them in an international organizational setting, including the UN Common System. Ability to interpret and apply ICAO Field Service Staff Rules, regulations, policies and Administrative Instructions related to personnel. Proven ability to conduct high-level negotiations at the international level and to organize and lead international meetings. Ability to deal with sensitive and complex matters with diplomacy, discretion and tact. Demonstrate knowledge in the use of contemporary enterprise resource planning (ERP) systems as well as other electronic systems, such as E-recruiter. Excellent ability to use computers and latest software tools. Knowledge of best practices in international HR matters including UN Common System. Ability to maintain high level of confidentiality. Ability to identify issues, formulate opinions, draw conclusions, and make recommendations. Excellent ability to write clearly and concisely, and to maintain harmonious working relationships in a multinational environment. 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.

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.

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.

Building Trust: Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

MODE OF SECONDMENT

The duration of the secondment is two (2) years, which can be extended for an additional year and thereafter, depending on need for the subject matter expert and as agreed between the Secretary General of ICAO and the sponsoring entity. The seconded individual is expected to work five (5) 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.