



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Aerodromes and Ground Aids (AGA) Officer	Duration of Secondment:	Two (2) to Three (3) years
Grade Level:	P-3	Deadline for applications:	
Duty Station:	Bangkok, Thailand	Date for entry on duty:	01 April 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 Regional Office is primarily responsible for maintaining continuous liaison with States to which it is accredited and with appropriate organizations, regional civil aviation bodies and sub-regional bodies and UN Agencies and programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO policies, decisions, Standards and Recommended Practices (SARPs) and air navigation plans.

The Aerodromes and Ground Aids (AGA) function supports the planning and operations of aerodromes in the Asia and Pacific Region and promotes the implementation of Standards and Recommended Practices (SARPs), procedures, guidance material, and Regional performance objectives from, primarily, Annex 14 – Aerodromes, Annex 19 – Safety Management, Procedures for Air Navigation Services – Aerodromes (PANS-Aerodromes, Doc 9981) and related documents including Manual on Certification of Aerodromes (Doc 9774), the Asia/Pacific Regional Air Navigation Plan, Doc 7030 – Regional Supplementary Procedures, and the Asia/Pacific Seamless Air Navigation Services (ANS) Plan and its subsidiary plans. The Section is responsible for matters relating to aerodrome operations and planning (AOP) within the Asia and Pacific Regions.

The incumbent reports directly to the Regional Officer, AGA who provides direct technical supervision of the day-to-day work of the incumbent. Under the direction and guidance of RO/AGA and overall supervision of the Regional Director and/or Deputy Regional Director, the incumbent will work in coordination with other Regional Officers and in close collaboration with other Seconded Officers of the Regional Office.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Assists States in the implementation of the provisions related to the design and operations of aerodromes included in Annex 14, PANS-Aerodromes and in Planning and implementation of Asia Pacific Regional Air Navigation Plan, achieving results such as:

- In consultation with RO/AGA provide guidance and support to States on request in the implementation of ICAO SARPs, with a primary focus on Annexes 14 and 19, PANS-Aerodromes and Documents and AGA-related regional performance expectations from the Asia/Pacific Seamless ANS Plan.
- In consultation with RO/AGA draft workshop and seminar programs, training programmes, and associated presentations and training materials for the introduction to APAC States of amendments to Annexes 14; Doc 9981 and Doc 9774.
- Support RO/AGA in identifying, monitoring and undertaking follow-up actions on air navigation deficiencies in the AOP fields.
- Support RO/AGA in developing model aerodrome regulations, procedures for certification and surveillance of aerodromes; regional guidance materials and training materials for training of national Aerodrome Inspectors.
- Assist RO/AGA in the preparation and processing of Proposals for Amendment (PfAs) to the Asia/Pacific Region Air Navigation Plans and Regional Supplementary Procedures.

Function 2 (incl. Expected results)

Assists the APAC Office in its work programme through active involvement in the planning and preparation of meetings of AGA related APANPIRG-contributory bodies and relevant workshops, seminars, technical assistance missions and training activities etc., achieving results such as:

- Review working papers, information papers and presentations submitted by States and international organizations for meetings of APANPIRG contributory bodies and assist in the taking of notes and drafting of associated meeting reports.
- Support RO/AGA in the Regional Office's State Mentoring program in AOP field and participate in missions, such as, Combined Action Team (CAT), Runway Safety Go-Team, Aerodrome Assistance Go-Team and ICAO No Country Left Behind (NCLB) program.
- Maintain Asia Pacific aerodrome directory including information on status of certification of aerodromes, Runway Safety Team (RST), Airport Collaborative Decision Making (A-CDM), etc.
- Cooperate with and assist the other Regional Officers in multidisciplinary projects and meetings, and in the reception, processing and monitoring of Seamless ANS Report Forms.

Function 3 (incl. Expected results)

Supports the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA), achieving such results as:

- Support RO/AGA to assist States with the objective of improving their safety oversight capabilities with particular emphasis in certification and surveillance of aerodromes, eliminating identified deficiencies and improving their EI in USOAP CMA.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The incumbent coordinates various activities outlined in the Part II, Aerodromes/Aerodrome Operations and Planning (AOP) of the ICAO Air Navigation Plan for the APAC Region. S/he is responsible, under the direction of the Regional Officer, Aerodromes and Ground Aids (RO/AGA), for her/his actions and decisions as well as for the quality of services delivered by the Regional Office, regarding AGA activities.

The performance of the incumbent greatly contributes to the effectiveness of the Regional Office and client perception of its services in terms of timely accomplishment of the office's activities related to AGA. It also results in an increased level of effective implementation of SARPs, PANS, SUPPs and ANP in the APAC Region. Her/his performance also contributes to ensuring a high level of currency of safety and air navigation data/information in the Regions.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none"> • ICAO Regional Director (D1), • ICAO Deputy Regional Director (P5) and • Regional Officer, Aerodromes and Ground Aids (AGA) (P4) 	Advice and guidance on policy matters on sensitive issues. Advice mission and meeting planning reports. Advice on matters related to AGA.
<ul style="list-style-type: none"> • Chiefs and Technical Officers at Headquarters, in particular, Airport Operations and Interoperability Section (AOI), Air Navigation Planning and Support Section (IMP-AN), Safety and Air Navigation Audit Section (OAS), and Oversight Support Unit (OSU). • Professional Staff and General Staff of the ICAO APAC Regional Office. 	Advice and guidance on discipline – specifics, policy matters and sensitive issues. Briefing Headquarters on regional developments in the field and implementation planning related to AOP.
b) Outside the Organization <ul style="list-style-type: none"> • Counterparts in civil aviation administrations, airport operators, air navigation services providers, air operators, aviation training institutions, Regional Cooperative Programmes (COSCAPs) and international organizations such as ACI, CANSO, IATA, IFATCA, IFALPA, ICCAIA 	Obtain technical and operational information, identify problems and provide technical advice as required in AGA field. Coordination of joint projects, if any.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent), in the field of civil engineering, airport engineering or other aviation-related technical discipline, or in a related field, is required. A first-level university degree, in combination with two (2) additional years of qualifying experience in the field of civil engineering, airport engineering or other aviation-related technical discipline, or in a related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of five (5) years' experience with activities related to aerodrome certification and surveillance performed by Aerodrome Inspector of a Civil Aviation Administration.
- Experience in providing training and/or conducting seminars/workshops in an aviation-related discipline, specifically relating to Annex 14, aerodrome certification and safety management.
- Experience in the development of national regulations, standards, procedures and guidance materials related to aerodrome regulation and operations.
- Work experience in ICAO USOAP-CMA online framework activities.

Desirable

- Successfully completed ICAO USOAP CMA Computer-based training in AGA area, including training on Aerodrome Certification, Audit Techniques, State Safety Programme and Safety Management System provided by reputed International or National Training Institutes.
- Experience as an active participant in ICAO Regional Aerodrome Operations and Planning Working Group or Sub-Group, or Global Aerodrome Design and Operations Study Groups/Steering Groups, Task Forces, or relevant International Organizations or Regional/ Sub-regional Cooperative Programmes such as COSCAPs.
- Experience in aerodrome operations.

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: Sound knowledge of the Convention on International Civil Aviation, Standards and Recommended Practices (SARPs) and guidance materials related to aerodromes. Well versed in the use of relevant software applications, including Microsoft Office. 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 two (2) 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.