



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Air Traffic Management (ATM) Officer	Duration of Secondment:	Three (3) years
Grade Level:	P-3	Deadline for applications:	
Duty Station:	Beijing, China	Date for entry on duty:	September 2026
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

As a subsidiary office of the Asia and Pacific (APAC) Regional Office in Bangkok, the APAC Regional Sub-Office (RSO) is primarily responsible for supporting APAC States to improve the airspace organization and management (AOM) and to maximize air traffic management (ATM) performance with the aim of meeting the growth in traffic without compromising the safety. The mandate of the RSO, which is operated on a project-oriented structure, is to help to facilitate the efficient management of the airspace and the international air traffic flows in the APAC Region, through the implementation of AOM, collaborative decision making (CDM) and air traffic flow management (ATFM). This includes assistance to improve ATFM capability in States, implementation of performance-based navigation (PBN) in en-route and terminal airspace, approach procedures, enhancement of airspace utilization (civil/military aspect) and improvement of traffic flows (review of ATS route networks) in the APAC Region. The APAC RSO closely coordinates with Regional Officers from the Regional Office in Bangkok and as necessary with technical officers of the Air Navigation Bureau (ANB) at ICAO HQ.

The RSO promotes the timely and harmonized implementation of the ICAO Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), the Global and Regional Air Navigation Plans, and Regional Supplementary Procedures (SUPPS) within the technical projects assigned and in close coordination with the APAC Regional Office.

The incumbent reports directly to the Regional Officer, Air Traffic Management (RO/ATM) ATFM/CDM of APAC RSO with whom he/she consults on a regular basis. Under the direction and guidance of the RO/ATM (ATFM/CDM), the incumbent will work in coordination with other Regional Officers and Chief of RSO in order to promote the implementation of ICAO SARPs, PANS, SUPPS and Air Navigation Plan (ANP) and related matters in the Region and perform other duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the Regional Officer, Air Traffic Management (RO/ATM-ATFM/CDM) in all matters related to ATM, Air Traffic Flow Management (ATFM) Airport Collaborative Decision Making (A-CDM) and Regional ANS Implementation data Monitoring in order to promote the implementation of ICAO SARPs, PANS, SUPPS and the ANP and the Asia/Pacific Seamless Air Navigation System (ANS) Plan, in accordance with established policies, achieving results such as:

- Provide guidance and support to States, on request, on the implementation of ICAO provisions and regional performance expectations from the Asia/Pacific Seamless ANS Plan related to ATFM and A-CDM.
- Draft follow-up letters on Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) Conclusions and Decisions on ATFM, A-CDM, ATC Separation application subjects.
- Assist in identifying, monitoring, and following up on deficiencies in the ATM field related to ATFM and A-CDM.

Function 2 (incl. Expected results)

Assists the Regional Officer, Air Traffic Management (RO/ATM-ATFM/CDM) in all matters related to the development of materials for ATM-related meetings, seminars and workshops, achieving results such as:

- Contribute to RSO's work programme through active involvement in the planning and preparation of meetings of the various ATM-related APANPIRG-contributory bodies.
- Carry out follow-up actions resulting from Seamless ANS analysis by the Regional Office and APANPIRG Contributing bodies and APANPIRG that support the update of the Asia/Pacific Seamless ANS Plan and its contributing subordinate plans.
- Assist in preparing workshops, seminars, and related training activities.

- 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 minutes and drafting of associated meeting reports.

Function 3 (incl. Expected results)

Supports the Regional Officer, Air Traffic Management (RO/ATM) in developing a Regional Dashboard for APAC ANS Implementation progress achieving results such as:

- Develop methodologies to collate and integrate various data sources or develop new data sources to collect required performance data for regional dashboard as needed.
- Develop data analytical tools to report on regional data relevant to safety analysis and implementation status.
- Collaborate with and assist other Regional Officers in multidisciplinary projects and meetings, and in processing and monitoring of Reporting Forms.

Function 4 (incl. Expected results)

Cooperates with other Regional Officers, as applicable, achieving results such as:

- Assist in the analysis of Seamless ANS reporting forms, Regional ATFM Implementation Reporting Forms and Regional A-CDM Implementation Forms prepared and/or submitted by APAC States, support interactions with APAC States to help them finalize reports and assist the APAC Regional Office in preparing the reporting material for meetings of ATM, Subgroups and APANPIRG.

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 Air Traffic Management or an aviation-related field, is required. A first-level university degree in combination with two additional years of qualifying experience in Air Traffic Management or an aviation-related field, may be accepted in lieu of the advanced university degree.

A technical qualification in the field of ATM, such as an Air Traffic Control License may be accepted in lieu of the first-level university degree.

Professional experience

Essential

- A minimum of five (5) years' experience in Air Traffic Services.
- Experience as an active participant in ICAO regional technical meetings.
- Experience in ATFM, CDM, A-CDM activities.

Desirable

- Experience in ATM-related assistance programmes at national, regional and/or international levels.
- Experience in ATM and Airspace planning, Airport and Airspace capacity studies and analysis.
- Experience as an active participant in APANPIRG, ATM Sub-Group, meetings.

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 the Convention on International Civil Aviation and key ICAO ATM-related publications, including the Global ATM Operational Concept (Doc 9854), Global Air Navigation Plan, ASBU methodology, and regional air navigation plans. Sound understanding of civil aviation governance, particularly in the Asia/Pacific region, and familiarity with APANPIRG mechanisms. Understanding of ICAO initiatives to enhance aviation safety, capacity, and efficiency. Skilled in ATM area such as the Seamless ANS

Plan, ATC separation standards. Competent in project management and proficient in Microsoft Office, with ability to work in multinational, multidisciplinary teams and in interregional projects with States and stakeholders. 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 three (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 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.