



# International Civil Aviation Organization

## Job Description

### POSITION INFORMATION

Post Title:	Air Transport Expert (Economic Policy)	Duration of Secondment:	Three (3) years
Level:	P-4	Deadline for applications:	-
Duty Station:	Dakar, Senegal	Date for entry on duty:	-
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ <b>Achieve gender equality and empower all women and girls.</b> ”			

### THE ORGANIZATIONAL SETTING

The Regional Office is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate organizations, regional civil aviation bodies, and UN Agencies and programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO Strategic Objectives, policies and decisions. The Regional Office also provides technical guidance and assists States with the implementation of ICAO Standards and Recommended Practices (SARPs) and air navigation plans.

The incumbent reports directly to the Deputy Regional Director with whom s/he consults on complex technical assistance issues. S/He also coordinates with the Air Transport Bureau (ATB) on matters related to economic analysis and policy and performs other duties as required.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Supports the development of air transport policy and guidance material on economic regulation of air transport**, achieving results such as:

- Support and follow up on the update of policies and guidance, including *Policy and Guidance Material on the Economic Regulation of International Air Transport* (Doc 9587), *Manual on the Regulation of International Air Transport* (Doc 9626) and circulars containing guidance to assist States.
- Support and follow up on the update of *ICAO's Policies on Taxation in the Field of International Air Transport* (Doc 8632).
- Support and follow up on the development and maintenance of international agreements on airline ownership and control, air cargo, and market access in accordance with recommendations made by the Worldwide Air Transport Conference and decisions of governing bodies.
- Support and follow up on the coordination and review of the formulation of new or additional guidance, where required, to facilitate liberalization of international air transport.
- Support and follow up on the development of guidance material for implementation of ICAO's core principles on consumer protection, including on massive air transport disruptions.
- Support and follow up on the update of ICAO's policy and guidance material related to competition.
- Serve as subject-matter expert in the field of air transport regulation to the Air Transport Regulation Panel (ATRP) as well as relevant study and working groups.
- Draft working papers in the field of air transport regulation for presentation before relevant ICAO bodies, including policy-making conferences, Council, Air Transport Committee and technical panels.

## Function 2 (incl. Expected results)

**Conducts studies and analysis on major issues of global importance and on potential regulatory issues that may arise as the air transport liberalization process progresses**, achieving results such as:

- Keep abreast of the current activities of ICAO in the economic, statistical and facilitation fields and inform member States and interested international organizations in the Region.
- Analyse economic aspects of international air transport regulation and its development such as exchange of traffic rights, bilateral and multilateral agreements, air carrier ownership and control, economic aspects of cargo, consumer protection, fair competition, and taxation.
- Promote air transport connectivity; study and develop relevant guidance material, and provide support, as required, to cost-benefit analyses of connectivity measures.
- Act as focal point in the coordination of studies and projects with other relevant international organizations and industry stakeholders in areas related to consumer protection, taxation, connectivity enhancement, air transport/tourism interaction, including with the World Trade Organization (WTO) and the World Tourism Organization (UNWTO).
- Monitor the use of ICAO core principles on consumer protection by States in their regulatory practices.
- Undertake studies on the impact of the proliferation of taxes and levies.
- Provide insight on and analyse/prepare forecasts of the evolution of air traffic in the region.

## Function 3 (incl. Expected results)

**Develops and manages databases on economic regulation, organization/ownership of airlines**, achieving results such as:

- Assist in ICAO's economic, statistical and facilitation work by encouraging and assisting States in completing questionnaires, filing statistics, implementing ICAO air transport provisions and taking follow-up action on studies, and collecting, analysing and forwarding to Headquarters such other related information available.
- Provide support to the enhancement and update of ICAO's website content related to economic regulation.
- Promote and enhance States' filing of their air services agreements with ICAO, in accordance with Article 83 of the Convention on International Civil Aviation.
- Monitor States' implementation of ICAO's policies on taxation through regular surveys and publish the results of the surveys in the Supplement to Doc 8632.
- Coordinate with States, international organizations, regional organizations and industry in the collection and dissemination of regulatory data/information to better meet their needs, and to avoid duplication of efforts.
- Establish and maintain an information filing system on air transport subjects covering all available sources in the Region.
- Maintain continued effective communication, cooperation, and coordination between ICAO and other intergovernmental and non-governmental organizations involved in air transport, travel and/or tourism.
- Provide support for developing various digital/e-tools in coordination and cooperation with the Revenue and Product Management (RPM) Section.
- Develop and manage databases and provide the Regional Office with air transport statistics and other business intelligence data through direct data collection or liaison with internal or external data providers.

## Function 4 (incl. Expected results)

**Raises awareness of, and implements, ICAO's policies and guidance materials to contribute to reducing States' costs in performing regulatory functions**, achieving results such as:

- Participate in air transport meetings and coordinate with other organizations, including industry representative entities, to raise States' awareness and observance of ICAO's policies and guidance in the air transport field to encourage them to provide ICAO with relevant feedback or information.
- Maintain liaison and cooperative work with AFCAC and other international organizations working in the Region on matters affecting international air transport and represent ICAO at meetings of these organizations as directed.
- Maintain contact with a broad range of States, organizations, and authorities on matters relating to ICAO's work.
- Maintain continued effective communication, cooperation, and coordination between ICAO, WTO, UNWTO and other intergovernmental and non-governmental organizations dealing with trade in services.
- Provide advice on actions or options needed for effective implementation of ICAO's policies, principles and other guidance materials.
- Participate and handle assigned tasks related to the annual ICAO Air Services Negotiation (ICAN) event, facilitating the activities of States towards the liberalization of international air transport.
- Design strategies and tools to better promote ICAO's policies and activities in international air transport regulation, such as providing technical input to the development of ICAO high-level air transport documents and events (symposia, regional conferences, concept notes).

- Review and draft agreements, memoranda of cooperation, and other institutional arrangements in furtherance of ICAO's activities on air transport regulation.
- Plan and coordinate the organization of events (meetings, symposia, and regional seminars) aiming to raise awareness on ICAO's policies and guidance.
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- Contribute to the Organization's revenue-generating activities by providing technical input to events, in particular, designing event programmes, selecting, securing and briefing invited speakers, and preparing operational briefings and checklists.
- Participate at international meetings and/or other events, when requested.

#### Function 5 (incl. Expected results)

**Provides advice and assistance to States on economic regulation of air transport**, achieving results such as:

- Establish and maintain, in all member States of the Region, close relations with the competent authorities of the national administration dealing with the economic, statistical and facilitation aspects of international air transport and, through these administrations, with officials of airlines, tourism organizations and other national entities whose work affects the development of international air transport.
- Advise Member States and serve as a subject-matter expert on matters related to exchange of traffic rights, bilateral and multilateral agreements, air carrier ownership and control, consumer protection and product distribution, competition and airline alliances, and taxation.
- Follow up on development and implementation of Civil Aviation Master Plan (CAMP) on the WACAF Region.
- Support the implementation of the economic aspects of the United Nations Sustainable Development Goals (SDGs).
- Handle queries and requests from both external and internal stakeholders on issues of economic regulation of air transport.

#### Function 6 (incl. Expected results)

**Performs other related duties, as assigned.**

### IMPACT OF THE OUTCOME OF THE POSITION

The position plays a key role in the enhancement, development, implementation, representation, promotion, and monitoring of the work on Air Transport and related implementation matters, including technical cooperation and assistance, concerning the Region. The impact of the key functions on the States and the Organization as a whole is significant as they help achieve the strategic objectives of the Organization by contributing to improving and reinforcing Air Transport, in a sustainable manner, in the beneficiary States. The role entails proposal of strategies to optimize the assistance provided to States, cognisant of the regional challenges that include limited financial and human resources, as well as to provide support to the Region and States in resolving Significant Air Transport concerns and other related critical matters.

### WORK RELATIONS AND CONTACTS

Title and level	Purpose-Provide
<b>a) <u>Inside the Organization:</u></b> <ul style="list-style-type: none"> <li>• ICAO Regional Director (D1) and</li> <li>• ICAO Deputy Regional Director (P5)</li> </ul>	Advice and guidance on policy matters on sensitive issues. Provide mission and meeting planning, reports.
<ul style="list-style-type: none"> <li>• Air Transport Bureau Officers at Headquarters</li> </ul>	Advice and guidance on discipline-specifics and policy matters on sensitive issues. Briefing HQ on regional developments in the field.
<ul style="list-style-type: none"> <li>• Regional Officers and Technical Officers at Headquarters</li> </ul>	Advice and guidance on discipline-specifics and policy matter on sensitive issues.
<b>b) <u>Outside the Organization:</u></b> <ul style="list-style-type: none"> <li>• Counterparts in the United Nations country teams, civil aviation administrations, and relevant international organizations and industry stakeholders in areas related to consumer protection, taxation, connectivity enhancement, air transport/tourism interaction, including with the World Trade Organization (WTO) and the World Tourism Organization (UNWTO).</li> </ul>	Obtain technical, operational and economic information, identify problems/challenges and provide advice as required. Coordinate joint projects. Support to resource mobilization efforts for the Region.

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

An advanced-level university degree in economics (such as microeconomics, business economics, industrial organization, and economics of transportation and trade), political science, international relations, law, management or business administration, or related field, is additional years of qualifying experience in economics (such as microeconomics, business economics, industrial organization, and economics of transportation and trade), political science, international relations, law, management or business administration, or related field, may be accepted in lieu of the advanced university degree

### Professional experience

#### Essential

- A minimum of seven (7) years of experience in work related to economic regulation of air transport or economic/commercial aspects of air transport business within a national government, international organization, major international airline, and/or major service provider (airport or air navigation services provider).
- Experience in the development and implementation of economic regulation, and/or the negotiation of air services agreements.
- Experience in drafting and/or reviewing documents on programme activities, preferably on air transport subjects.
- Experience in providing technical support for and/or organizing international meetings in the air transport field.

#### Desirable

- Experience in developing air transport policies at the national, regional and/or international level.
- Experience in analysing data/information and conducting research on regulatory or business issues.
- Experience in developing and implementing a working relationship with multiple stakeholders.

### 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 various components of the air transport system (such as government regulators, airlines, airports and other service providers) and their inter-relationship. Advanced knowledge and understanding of ICAO's air transport policies and guidance on economic regulation. Familiarity with the national regulatory framework, including competition policies/laws, consumer protection regimes, economic oversight, and air services agreements/arrangements. Ability to write clearly and concisely and to present verbal reports. Shows pride in work and 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.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

## MODE OF SECONDMENT

The duration of the secondment is three (3) years. 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 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.