



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Associate Field Project Officer, Americas, Middle East and Europe (AME)	Duration of Secondment:	Three (3) years
Grade Level:	P-2	Deadline for applications:	
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible
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 Field Operations Section (FOS) of the ICAO's Capacity Development & Implementation Bureau (CDI) is responsible for the development, execution, monitoring, reporting and closure of the projects contained in the CDI Technical Cooperation Programme (TCP). It provides advice and assistance regarding Safety, Air Navigation Capacity and Efficiency, Security and Facilitation, Economic Development of Air Transport, and Environmental Protection of civil aviation, in accordance with ICAO's related Standard and Recommended Practices and Procedures (SARPs) and ICAO's Regional Air Navigation Plans.

FOS executes the TCP under the One-Single Process approach (OSP) intended to create a seamless end-to-end management of projects by enhancing its service orientation and providing greater value to Member States and stakeholders, all this, while, following the ICAO Regulations and CDI ISO 9001 procedures.

Under the guidance of the Chief, Field Operations Section (FOS) and the Head, Operations Unit, the incumbent of the position will, primarily, assist the Head, Operations Unit on CDI and the team of fix term FOS Project Managers. The incumbent coordinates directly with the State, project team members and focal points assigned by Sections.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Contributes to the initiation and start-up of projects for States/Organizations in accordance with CDI procedures, achieving results such as:

- Follow up with the State regarding new project opportunities and information about State's action plans and requirements.
- Coordinate the information flow and communication with States, at the appropriate level, regarding new requests.
- Draft framework agreements and submit for their approval and countersignature.
- Review technical assessments and analysis of States' needs and develop an implementation approach to address them in a prioritized manner.
- Draft project documents and project revisions, ensuring that they indicate the desired project scope, cost, timescale, quality, risk, and benefits to meet States' requirements.
- Follow up relevant inputs to the project, for example the Technical Quality Assurance process for CDI projects outputs, with the Regular Programme (Air Navigation Bureau –ANB, Air Transport Bureau –ATB, and Regional Offices –RO) if necessary.
- Interface with ANB, ATB, ROs and the Legal Bureau (LEB) and Finances (FIN) at the appropriate level, regarding new project opportunities in relation to USOAP/USAP audit results and the development of project documents, as appropriate.
- Follow up on impediments that arise during the project development, and escalate issues to the Head of the Unit, balancing responses with an acceptable level of quality in a timely manner.
- Ensure relevant documentation during the project cycle is managed diligently; ensuring proper documentation and records are filed in compliance with ICAO Regulations and CDI procedures.
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Function 2 (incl. Expected results)

Contributes to the implementation of projects, achieving results such as:

- Monitor the implementation of projects' progress, controlling subsequent phases, reviewing the outputs/products delivery and the different stage boundaries. If required, prepare, review, and finalize additional project documentation. Ensure that the project implementation phase process follows CDI key performance indicators.
- Monitor project work plan; in coordination with field staff, ensuring that projects are implemented within the specified tolerances of time, cost, quality, scope, risk, and benefits, as agreed in the project document.
- Supported by field staff, reviewing the production of the required project outputs, monitoring overall progress and use of resources.
- Act as the designated responsible focal point for the provision of information and inputs related to the management of the project.
- Prepare annual mission plans and conduct missions.
- Coordinate periodic maintenance of project budgets as well as monitor contributions.
- Coordinate the processing of project requests (local and international recruitment, local and international missions, fellowships, etc.), following ICAO-CDI policies and procedures. In the case of project procurements, coordinate with the Procurement Section and the Technical Support & Quality Assurance Section, the preparation and implementation of project acquisition plan(s).
- Provide briefing to experts and training to recruit national field personnel as necessary, following CDI procedures.
- Provide information on projects (i.e. project progress reports, project expected implementation, State briefings, statistics on active projects, among others), as may be requested.
- Coordinate with other CDI Units, ICAO Bureaux and Regional Offices, as described in the ICAO/CDI procedures, the Regional Office Manual and the Quality Assurance processes, when applicable.
- Review and provide advice to the field staff and States' counterparts on the draft technical project deliverables.
- Ensure that project risks are identified, assessed and controlled throughout the entire project lifecycle, using the Risk Management Plan for the project.

Function 3 (incl. Expected results)

Contributes to the closure of projects, achieving results such as:

- Coordinate the closure of projects in accordance with CDI procedures.
- Review project execution against project objectives to identify best practices and lessons learned.
- Draft the project terminal report.

Function 4 (incl. Expected results)

Supports the administrative aspects of the Section, Unit, and meetings, achieving results such as:

- Support, upon request, the development and implementation of CDI's products and services (i.e. projects, IPAV, iPACKs, GAT training services and packages, and others), as well as participating in its enhancement, when necessary.
- Contribute to the implementation of the FOS Operating Plan, as required.
- Contribute to the organization and attend regional or international workshops, conferences and seminars as required

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The secondment role will reinforce the FOS Project Management Team, especially contributing to those projects of high complexity and/or high volume of activities supporting the ICAO/CDI strategy of improving the quality of its products and services.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization	
• Chief Field Operations (C/FOS)	Coordination and strategic guidance
• Head Operations Units (H/AME and/or H/APA)	Coordination and operational guidance
• FOS Project Managers	Direct supervision and guidance
b) Outside the Organization	
• National Project Coordinators	Coordination for project execution
• Project Team Leader in the field	Coordination for project execution

Title and level	Purpose
<ul style="list-style-type: none"> Field Project Officers 	Coordination for project execution
<ul style="list-style-type: none"> Other project counterparts at national level 	Coordination for project execution
<ul style="list-style-type: none"> Regional Office Officers 	Project coordination and technical quality assurance

QUALIFICATIONS AND EXPERIENCE

Education

Essential

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

Desirable

- Project Management Certification (e.g. PRINCE2, PMP, etc.).

Professional experience

Essential

- A minimum of two (2) years' experience, in project management and administration of technical assistance/cooperation within a civil aviation authority and/or international organization and/or a relevant industry.
- Experience in using modern project management practices

Desirable

- Experience working in an aviation industry

Languages

Essential

- Fluent reading, writing, and speaking abilities in English and Spanish

Desirable

- A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian).

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 decisions, 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.

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.

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.

MODE OF SECONDMENT

The duration of the secondment is for three 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.