



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Associate Field Project Officer, CDI	Duration of Secondment:	Three (3) years
Grade Level:	P-2	Deadline for applications:	
Duty Station:	Montreal, Canada	Date for entry on duty:	01.01.2027
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 International Civil Aviation Organization (ICAO), a specialized UN agency, sets international standards for aviation safety, security, environmental protection, and air navigation. ICAO is committed to advancing these goals through collaboration with its Member States and other stakeholders. The Field Operations Section (FOS) of ICAO's Capacity Development and Implementation Bureau (CDI) is responsible for the development, execution, monitoring, reporting and closure of the projects contained in the Technical Cooperation Programme (TCP). It provides advice and assistance regarding the 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 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. 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 analyses 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 the Finance Branch (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.

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 is in compliance with 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, review 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 recruited 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 packages, and others), as well as participating in their enhancement, when necessary.
- Contribute to the implementation of the FOS Operating Plan, as required.
- Contribute to the organization and attend regional or international workshops, conference and seminars as required.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The role of Associate Field Project Officer enhances ICAO's global visibility and supports the fulfilment of ICAO's Strategic Goals by contributing to the successful implementation of projects in CDI's portfolio under the guidance of the Chief, Field Operations Section (FOS) and the Head, Operations Unit. In particular, the work directly supports No Country Left Behind through enhanced implementation of the TCP.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization Head, Operations Unit, First Reporting Officer	Contribute to the initiation, implementation and closure of projects for States/Organizations in accordance with CDI procedures and to the realization of the FOS Operating Plan.

b) Outside the Organization Representatives of States and Organizations with which CDI is implementing projects	Coordinate with States/Organizations the implementation and closure of projects in accordance with CDI procedures and to the realization of the FOS Operating Plan.
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QUALIFICATIONS AND EXPERIENCE

Education

Essential

- An advanced university degree (Master's degree or academic equivalent) in an aviation-related technical discipline, international cooperation, business administration, or related field, is required. A first level university degree in combination with an additional two (2) years of qualifying experience in an aviation-related technical discipline, international cooperation, business administration, or 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.
- Work experience in the United Nations Common System, an international organization, or with a government.

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

Core 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.

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.

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.

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.

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

MODE OF SECONDMENT

The duration of the secondment is three (3) years, which can be extended for an additional one (1) year and thereafter, depending on the need. 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.