International Civil Aviation Organization
Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Associate Global Aviation Education Plan Officer	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 International Civil Aviation Organization (ICAO) sets international Standards and Recommended Practices (SARPs) for aviation safety, air navigation, security, and environmental protection. To that effect, ICAO is a knowledge-based organization engaged in the development of intellectual property.

The Capacity Development and Implementation (CDI) delivers aviation development projects worldwide, helping States strengthen their civil aviation systems and meet international obligations. The Bureau works with all other ICAO Bureaus and Regional Offices to provide holistic support to States and international organizations to help them achieve compliance with ICAO Standards and Recommended Practices (SARPs) and ensure we advance the overall strategic objectives of ICAO and the United Nations Sustainable Development Goals (SDGs).

The Global Aviation Education Plan (GAEP) is an ICAO-facilitated initiative that has been conceptualized through three initial meetings in Madris, Montreal and Marrakesh, to support closer alignment between aviation education, training, and evolving workforce needs. It complements other priority areas such as ICAO's Global Aviation Training and Next Generation of Aviation Professionals (NGAP) programmes by providing a global platform for dialogue between academia, industry, regulators, and training providers.

The incumbent reports to DD/CDI in operationalization and day-to-day implementation of the Global Aviation Education Plan, as well as any other tasks s/he might be asked to perform.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports operationalization of the Global Aviation Education Plan (GAEP), achieving results such as:

- Support the implementation of GAEP activities in line with decisions and directions emerging from GAEP workshops and meetings.
- Contribute to translating agreed GAEP concepts (voluntary alignment, endorsement model, competency-based benchmarks) into operational workplans and internal guidance documents.
- Support the development and refinement of Terms of Reference for the GAEP Advisory Board, including mandate, composition, selection criteria, ethical safeguards, and working modalities, under supervision.
- Conduct desk research and market analysis on global aviation workforce trends, education and training models, and emerging skills gaps, drawing on industry, academic, and regulatory sources.
- Support horizon scanning activities to identify priority job domains and roles for potential GAEP pilot implementation, as identified by stakeholders.
- Synthesize comparative information on existing education alignment, endorsement, or benchmarking initiatives relevant to GAEP's scope.
- Maintain structured records of GAEP decisions, milestones, and follow-up actions to support continuity.
- Summarize research findings into concise briefing notes and internal analytical inputs.

Function 2 (incl. Expected results)

Provides substantive secretariat support to the GAEP Advisory Board, achieving results such as:

- Draft meeting documentation, agendas, and background notes.
- Coordinate meeting logistics (virtual or in-person).
- Draft meeting summaries and tracking follow-up actions.
- Assist in drafting progress summaries and implementation updates for internal reporting purposes.
- Maintain contact lists and documentation related to Advisory Board members, observers, and working groups.

Function 3 (incl. Expected results)

Supports coordination and stakeholder engagement, achieving results such as:

- Support coordination with internal ICAO stakeholders (Bureaus, Regional Offices, training-related programmes) on GAEP-related inputs.
- Assist in liaising with external stakeholders, including academia, training providers, industry, and civil aviation authorities, under guidance.
- Collate and analyse expressions of interest for participation in GAEP activities, Advisory Board membership, or pilot initiative.
- Support the promotion of the GAEP objectives and assist in preparation of presentations and briefing materials for GAEP-related meetings and events.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

- Assist GAEP operationalization through the development of foundational tools, Terms of Reference, and secretariat processes that enable the Advisory Board to function effectively.
- Acceleration of pilot activities and phased implementation by reducing administrative and analytical bottlenecks and enabling senior staff to focus on strategic direction.
- Stronger evidence base for GAEP decision-making by providing structured market research, horizon scanning, and analytical inputs on aviation workforce and education trends.
- Enhanced coordination and continuity across GAEP activities through systematic documentation, follow-up tracking, and support to stakeholder engagement.

Title and level	Purpose
a) Inside the Organization • DD/CDI, CDI Bureau	Within CDI, DD/CDI oversees the overall activities of the Bureau in relation to the social dimensions
• ATB and ADB	To coordinate as it relates to technical subject matter expertise
a) Outside the Organization	
• Stakeholders i.e. Airlines / training centers providers / Specialized Agencies / Universities providing aviation courses	Regular coordination with training and educational institutions as well as industry partners to advance the objectives of GAEP.

QUALIFICATIONS AND EXPERIENCE

Education

Essential:
An advanced-level of university degree (Master's degree or academic equivalent) in education policy, international relations, public policy, aviation management, workforce development, economics, business or public administration, law, development studies, or in a related field, is required.

Professional Experience

Essential
A minimum of two (2) years of experience in a business analysis, project management and/or programme management capacity, Research and analytical experience, stakeholder coordination and management are required.

Desirable

- Experience in the aviation industry.
- Experience supporting education, training, or workforce development initiatives, ideally in a multi-stakeholder or international context.

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.

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.

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 organisational 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.

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.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

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 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.