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

POSITION INFORMATION

Post Title:	Associate PSIDS Technical Capacity and Implementation Officer	Duration of Secondment:	One (1) to Two (2) years
Grade Level:	P-2	Deadline for applications:	
Duty Station:	Nadi (hybrid)	Date for entry on duty:	January 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 Regional Office is primarily responsible for maintaining continuous liaison with accredited States, regional civil aviation bodies, international organisations and UN Agencies. The Regional Office promotes the harmonized implementation of ICAO Strategic Objectives, policies, Standards and Recommended Practices (SARPs) and the Regional Air Navigation Plan (ANP), while providing technical assistance and guidance to the States.

The Pacific Small Islands Developing States (PSIDS) comprise of a group of States in the Asia Pacific Region facing unique sustainable development challenges, including geographic remoteness, limited technical and financial resources, high transportation costs and constrained aviation oversight capacity. These factors can affect the ability of States to fully implement ICAO SARPs and effectively participate in regional and global aviation initiatives.

To strengthen aviation development and implementation support across the Pacific, ICAO established the PSIDS Liaison Office in Nadi, Fiji. The Office serves as a focal point for engagement with the PSIDS, regional organizations and development partners, while facilitating the delivery of targeted assistance programmes and capacity-building initiatives.

Under the supervision of the PSIDS Liaison Officer, the Associate PSIDS Technical Capacity and Implementation Officer (TCIO) is primarily responsible to support the planning, coordination and delivery of ICAO assistance programmes across the Pacific region. The secondee provides implementation support, technical advice, project coordination and capacity-building assistance to help the PSIDS strengthen aviation oversight capabilities, address identified implementation gaps and advance national and regional aviation priorities.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides direct technical support to PSIDS States to strengthen aviation oversight capabilities and implementation of ICAO requirements, achieving results such as:

- Analyse implementation needs and provides substantive technical assistance to PSIDS in applying SARPs, Global Plans, regional priorities and associated implementation initiatives across safety, air navigation, security, facilitation, environmental protection and capacity development, as appropriate.
- Conduct technical reviews of policies, procedures, manuals and implementation plans, as required.
- Support States in compiling, reviewing and validating information and submissions required by ICAO, including inputs to the OLF, to ensure accuracy completeness and timely submission.
- Maintain regular liaison with designated State focal points, analyse day-to-day technical enquiries from States on implementation matters, and provide timely, practical guidance, as appropriate.

Function 2 (incl. Expected results)

Monitors and analyses aviation developments affecting PSIDS and contributes to evidence-based decision-making, achieving results such as:

- Research and analyse information on aviation capacity challenges and emerging risks.
- Coordinate technical inputs from consultants and specialized experts.

- Facilitate information exchange among participating States and organizations.
- Contribute to the development review and updating of regional implementation roadmaps and assistance priorities (including the Priority Assistance Map), by analysing identified needs, implementation gaps and emerging priorities
- Maintain and analyse country implementation profiles and records of assistance activities to support needs assessment, progress monitoring and follow-up action.
- Prepare and deliver technical presentations and briefings tailored to the needs of States and other stakeholders, where appropriate.

Function 3 (incl. Expected results)

Contributes to the planning and delivery of training, workshops and technical capacity-building initiatives across the Pacific, achieving results such as:

- Coordinate and monitor the implementation of cooperative activities agreed by the PSIDS Liaison Officer with partners and donors.
- Contribute to the design, coordination and delivery of regional and national workshops, seminars and technical meetings.
- Identify and coordinate with subject-matter experts and technical resource personnel.
- Monitor and facilitate follow-up actions arising from training activities.
- Coordinate mission logistics, agendas, briefing material and mission reports.

Function 4 (incl. Expected results)

Supports implementation and monitoring and evaluation of aviation development projects across the PSIDS region, achieving results such as:

- Monitor project milestones, deliverables and implementation timelines, and identify potential delays requiring follow-up.
- Analyse implementation and prepare status updates, performance reports and technical briefings for review.
- Contribute to the development of project concepts, business cases, funding proposals and implementation plans for consideration by donors and partners.
- Coordinate and consolidate substantive inputs from States, partners and consultants involved in assistance projects.
- Coordinate and monitor follow-up on agreed actions arising from missions, audits, workshops and meetings.
- Assess project risks and identifying emerging implementation challenges and prepare recommendations for the PSIDS Liaison Officer.
- Monitor progress of technical assistance implementation using tracking tools and databases and recommend adjustments as required.

Function 5 (incl. Expected results)

Contributes to strengthening regional aviation oversight mechanisms, achieving results such as:

- Support activities involving PASO and other regional oversight arrangements.
- Assist with data collection, analysis and reporting on regional implementation performance.
- Identify recurring challenges across States and recommend regional solutions.
- Monitor developments relating to the ICAO monitoring programme for Regional Safety or Security Oversight Organizations.
- Assist with coordination of technical support activities involving partner organizations and oversight entities.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The work entails the coordination of the delivery of activities outlined in Implementation Support Roadmap and Priority Assistance Map for PSIDS. The position contributes to the effective operation of the PSIDS Liaison Office, and the quality of outcomes plays a vital role in enhancing the efficiency and effectiveness of the PLO operations. This contributes to improved implementation of safety and security oversight systems at national and regional (Pacific Aviation Safety Office) level.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization • PSIDS Liaison Officer, P-4	Provide advice and guidance on policy matters on sensitive issues.

• Regional Technical Officers in APAC RO, (P-4)	Provide advice on mission planning, meeting preparation and reporting activities. Seek advice on matters related to technical domains.
• Technical Officers at Headquarters, in particular implementation areas of the Air Navigation Bureau (ANB), Air Transport Bureau (ATB), and Capacity Development and Implementation (CDI) • Professional Staff and General Staff of the ICAO APAC Regional Office and Regional Sub-Office.	Provide advice and guidance on capacity development, policies and sensitive issues.
b) Outside the Organization • Counterparts in civil aviation administrations, airport operators, air navigation services providers, air operators, aviation training institutions, Regional Safety Oversight Organisation (PASO), Multilateral Development Banks (MDBs), and international organizations such as ACI, CANSO, IATA, IFATCA, IFALPA and ICCAIA.	Obtain or provide technical and operational information, identify problems and provide technical advice as required. Coordination of assistance delivery, including joint projects, if any.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent) in aviation or related field is required. A first-level university degree in combination with two additional years of qualifying experience in aviation or related field may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of two (2) years' experience with increasing responsibility and reaching senior officer level in a civil aviation administration, autonomous aviation authority, airline or similar aviation-related organization
- Experience in the planning, coordination and monitoring of civil aviation development projects.

Desirable

- Experience working with civil aviation authorities for the implementation of technical assistance/cooperation projects.
- Experience in the areas of aviation safety and security, preferably as safety or security inspectors or auditors.
- Experience in working in a multi-national and multi-cultural environment.
- Experience working with a Regional Safety or Security Oversight Organization.
- Experience with the ICAO Universal Safety Oversight Audit Programme (USOAP) and/or Universal Security Audit Programme (USAP).

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: Sound knowledge of the Convention on International Civil Aviation, Standards and Recommended Practices (SARPs) and guidance materials. Well versed in the use of relevant software applications, including Microsoft Office. 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.

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 one (1) year, 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.