



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Communications, Navigation and Surveillance and Air Traffic Management (CNS/ATM) Officer	Duration of Secondment:	Two (2) to Three (3) years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Bangkok, Thailand	Date for entry on duty:	June 2026
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 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 implementation of ICAO Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), Regional Supplementary Procedures (SUPPS) and Regional Air Navigation Plan (ANP). The Regional Office also provides technical guidance and assists States with implementation.

The Communications, Navigation and Surveillance (CNS) Regional Officers at the APAC Office, in coordination the Air Navigation Bureau (ANB) at ICAO HQ, support the planning, coordination and implementation of CNS systems across the Region to promote a harmonized, interoperable and performance-based air navigation system in line with the Global Air Navigation Plan (GANP). They are responsible for matters related to aeronautical communications, navigation and surveillance, including spectrum management, and promote the implementation of ICAO provisions, guidance material and regional objectives primarily derived from Annex 10 and relevant PANS. They also facilitate the implementation and monitoring of the APAC Air Navigation Plan (ANP), SUPPS and the Seamless ANS Plan, while providing technical assistance to States, supporting APANPIRG and its CNS contributory bodies, and advancing key regional initiatives.

The incumbent reports to the Regional Officer, Communications, Navigation and Surveillance (RO/CNS), who provides direct technical supervision of the incumbent’s day-to-day work. Under the guidance of the RO/CNS and the overall supervision of the Regional Director and/or Deputy Regional Director, the incumbent will work in coordination with other Regional Officers and in close collaboration with other Seconded Officers.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Coordinate, plan and support the implementation of the Asia/Pacific Seamless Air Navigation Service (ANS) Plan, Regional ANP and SUPPs in the area of CNS, achieving results such as:

- Identify regional and sub-regional priorities and target through close coordination with the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) in the area of CNS.
- Provide support to States in their selection, planning and implementation of the Aviation System Block Upgrade (ASBU) threads and elements.
- Coordinate with and provide sound advice to States on measures required for effective implementation of the SUPPs, ANP, and Seamless Air Navigation Services (ANS) objectives.
- Provide technical input to ICAO HQ on the progress of the regional implementation of the Global Air Navigation Plan (GANP) and relevant ASBU threads and elements for consideration in future editions of the GANP and ASBUs.
- Serve as Secretary and/or participate in large-scale meetings related to CNS.
- Organize, conduct and/or participate in seminars, workshops and meetings to assist States in their implementation of the ASBU modules, the ANP and SUPPs.
- Support active collaboration with regional colleagues through the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) to coordinate initiatives within the applicable regional framework.

Function 2 (incl. Expected results)

Facilitates implementation of requirements in Annexes and PANS pertaining to Communications, Navigation, Surveillance and frequency spectrum, achieving results such as:

- Keep abreast of all amendments to Annexes and PANS related to CNS and spectrum and identify specific needs for rollout activities in close coordination with the relevant sections in the ANB at HQ.
- Analyze States' compliance with ICAO SARPs and provide technical guidance and advice to States to assist them in their efforts to upgrade and improve CNS facilities and services in compliance with regional and global plans and international standards through correspondence, missions, and meetings.
- Monitor the status of implementation of SARPs and PANS, coordinate with and provide advice to the States on measures required for the effective implementation of the provisions contained in the relevant SARPs and PANS.
- Provide continuous monitoring and assessment of regional flight calibration practices and guidance and report to the States for improvements.
- Support the development of CNS and other related projects including information communication technology in the APAC Region and ensure necessary follow-up and monitoring.
- Organize, conduct and/or participate in seminars, workshops, and meetings to assist States in their implementation of CNS related SARPs and PANS.

Function 3 (incl. Expected results)

Provides support to Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP-CMA) and participates in other ICAO safety-related activities, achieving results such as:

- Provide support on matters related to Air Navigation Services (ANS) to the Portfolio Holder (PH) of the ICAO APAC Regional Office in the management of the APAC USOAP- CMA portfolio.
- Conduct, as required, audits and ICAO Coordinated Validation Missions (ICVMs) subject to successful completion of USOAP CMA training.
- Provide guidance and assistance to States in the development and implementation of Corrective Action Plans (CAPs) to address findings identified through USOAP-CMA activities.
- Promote the implementation of resulting safety initiatives related to ANS in close coordination with States, international organizations, and industry.

Function 4 (incl. Expected results)

Drives the APAC Office's work programme by actively contributing to the planning and coordination of activities related to ATM and its interfaces with CNS, achieving results such as:

- Facilitate coordination and information exchange between CNS and ATM functional areas, including on cross-cutting issues such as GNSS radio frequency interference (RFI) and AIDC implementation, supporting alignment of work programmes and initiatives across the two domains.
- Assist the APAC Office in its work programme through active involvement in the planning and coordination of meetings of CNS/ATM-related APANPIRG contributory bodies, as well as relevant workshops, seminars and training activities.
- Review working papers, information papers and presentations submitted by States and international organizations and support the preparation of meeting documentation.
- Cooperate with, and assist, the Regional Officers in multidisciplinary activities, meetings, and regional initiatives, particularly those involving CNS/ATM integration and emerging operational challenges.

Function 5 (incl. Expected results)

Provides support to the ICAO Capacity Development and Implementation (CDI) Programme, achieving results such as:

- Serve as a technical focal point to support CDI assessment of States' requirements and capabilities to comply with requirements for CNS/ATM, and recommend actions to remedy outstanding deficiencies, as required.
- Determine the type and scope of CDI activities to assist States in developing their facilities in compliance with international standards.
- Provide high-level technical input on CNS matters in the preparation of the project documentation.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The work entails the coordination of activities outlined in CNS, ATM, and other relevant air navigation related SARPs, policy, and guidance materials. The position contributes to the effective delivery of CNS/ATM related services and the quality of outcomes and plays a vital role in enhancing the efficiency and effectiveness of the Regional Office's operations, promoting the timely completion of activities related to CNS. This contributes to improved implementation of SARPs, PANS, SUPPs, and the Air Navigation Plan across the APAC Region and ensures the accuracy and relevance of safety and air navigation data and information within the region, fostering a higher standard of operational safety and efficiency.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none"> ICAO Regional Director (D1), ICAO Deputy Regional Director (P5) and Regional Officer, CNS (P4) Regional Officer, ATM (P4) 	Advice and guidance on policy matters on sensitive issues. Advice mission and meeting planning reports. Advice on matters related to CNS/ATM.
<ul style="list-style-type: none"> Chiefs and Technical Officers at Headquarters, in particular, Air Navigation Bureau (ANB), Professional Staff and General Staff of the ICAO APAC Regional Office and Regional Sub-Office. 	Advice and guidance on discipline – specifics, policy matters and sensitive issues. Briefing Headquarters on regional developments in the field and implementation planning related to CNS/ATM.
b) Outside the Organization <ul style="list-style-type: none"> Counterparts in civil aviation administrations, airport operators, air navigation services providers, air operators, aviation training institutions, Regional Cooperative Programmes, and international organizations such as ACI, CANSO, IATA, IFATCA, IFALPA and ICCAIA. 	Obtain technical and operational information, identify problems and provide technical advice as required in CNS/ATM field. Coordination of joint projects, if any.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent), in systems engineering, aeronautical communications, radionavigation and surveillance systems, air traffic management, or related field, is required. A first-level university degree, in combination with two (2) additional years of qualifying experience in systems engineering, aeronautical communications, radionavigation and surveillance systems, air traffic management, or related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of seven (7) years' experience in a national civil aviation administration, involving practical experience in the air navigation, CNS/ATM system implementation, and safety oversight and management processes.
- Experience with ICAO Standards and Recommended Practices (SARPs), policies and procedures, particularly in CNS and ATM field.
- Experience with the functions and activities of ICAO's Global and Regional bodies, particularly with APANPIRG and its contributory bodies.
- Experience as an active participant in ICAO Regional or Global Study Groups, Panels, Task Forces, Ad hoc Groups or relevant International Organizations.
- Experience in the development and delivery of training or information sharing activities related to air navigation services (ANS).

Desirable

- Experience with aeronautical systems integration, including ATM Automation Systems, AIM Systems, Aeronautical Message Handling System (AMHS), and Flight Information Service (FIS) Systems.
- Experience working in an international organization, multi-national and multi-cultural environment.
- Experience in international projects between Air Navigation Services Providers (ANSPs), or in assistance missions to foreign ANSPs.

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), Procedures for Air Navigation Services (PANS) and guidance materials related to CNS and ATM. 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.

MODE OF SECONDMENT

The duration of the secondment is two (2) 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.