



# International Civil Aviation Organization

## Job Description

### POSITION INFORMATION

Post Title:	Environment Officer (Corsia Market-Based Measures)	Duration of Secondment:	[1 year with possible extension]
Level:	P-4	Deadline for application:	March/April 2025
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ <b>Achieve gender equality and empower all women and girls.</b> ”  Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher-level categories.			

**ICAO Core Values: Integrity, Professionalism, Respect for Diversity.**

### THE ORGANIZATIONAL SETTING

ICAO's activities in the environment field aim to limit or reduce the impact of international aviation on noise, local air quality and the global climate. This position is situated in the Climate Change Section (CC), Environment unit within the Air Transport Bureau (ATB) in ICAO. CC is responsible for supporting the development of policies, conducting studies and providing guidance on measures to address aviation's contribution to climate change, including sustainable aviation fuels, the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) and international cooperation on climate change. It also provides support to the Assembly, the Council and its Climate and Environment Committee (CEC), as well as the technical work related to climate change conducted by the Committee on Aviation Environmental Protection (CAEP) and the Technical Advisory Body (TAB).

The CC Section is seeking a highly motivated and skilled specialist to join the team as a seconded. The incumbent will serve as a policy and technical expert on CORSIA and other MBMs and is under the supervision of the Chief, Climate Change Section (C/CC). In this capacity, the incumbent will assist to develop and update the ICAO Standards, policies and guidance material related to CORSIA, and capacity building and assistance to Member States for the implementation of the CORSIA.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function1 (incl. Expected results)

**Coordinates the work of CAEP on CORSIA-related matters**, achieving results such as:

- Contribute to the implementation of CORSIA-related tasks included in the work programme of CAEP.
- Contribute to the preparation of CORSIA-relevant CAEP meetings through the provision of agendas, Working Papers, Information Papers, presentation materials, and other materials as requested.
- Contribute to the further development, review and update of Annex 16, Volume IV and the ETM, Volume IV and any other supporting guidance material by CAEP.
- Provide technical analysis and updated tools to assess the effects of aviation on the environment in relation to CORSIA.

#### Function 2 (incl. Expected results)

**Assists in the planning and execution of overall ICAO activities for the implementation of Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA)**, achieving results such as:

- Support the planning, monitoring and reporting progress of activities for the CORSIA implementation in accordance with the provisions of Annex 16, Volume IV, decisions by the Assembly, Council and its advisory groups, as applicable.

- Support the governance and deliberative bodies of the Organization, including the Assembly, Council, CEC, CAEP, on issues related to the CORSIA implementation.
- Closely follow developments in other UN bodies and international organizations (e.g. UNFCCC, IMO) on market-based mechanisms, and ensure appropriate follow-through.
- Support other issues related to the CORSIA implementation, as required.

### Function 3 (incl. Expected results)

**Coordinates the implementation of ICAO Assistance, Capacity-building and Training for CORSIA (ACT-CORSIA) programme, achieving results such as:**

- Organize Headquarters (HQ) and regional seminars related to CORSIA implementation and contribute to the seminars related to the CORSIA implementation.
- Coordinate capacity building activities of States under the ICAO ACT-CORSIA initiative, particularly ACT-CORSIA partnerships among States.
- Develop outreach material, such as training kits and practical guidelines/manuals..
- Provide support to ACT-CORSIA Trainers to ensure that they are able to successfully complete their training activities.
- Prepare responses to public enquiries on CORSIA, presentations to interested parties, technical studies, publications and articles, as necessary.
- Manage the administration of websites dedicated to CORSIA and process material to be published on the ICAO website.

### Function 4 (incl. Expected results)

**Coordinates the development and preparation of material, documentation, reports, and presentations related to Environment, achieving results such as:**

- Prepare documentation and presentations related to meetings and other requirement for market-based measures. Provide research material as required to C/CC. Process material to be published on the ICAO Environment website.
- Prepare and process replies to public enquiries on environment.
- Prepare summaries of main developments in other UN bodies and international organizations (e.g. UNFCCC, IMO) on MBMs for C/CC.
- Provide inputs, as necessary, to ensure that environmental considerations and implications are taken into account during the development of recommendations.

### Function 5 (incl. Expected results)

**Performs other related duties, as assigned.**

## IMPACT OF OUTCOME OF THE POSITION

The position will foster mutual growth and development, benefiting the individual, ICAO and the nominating State. The secondee will bring specialized expertise and additional resources that can help ICAO fulfil its mandate more effectively, in developing and implementing effective climate policies in the international civil aviation sector. The secondee will contribute with a diverse perspective and innovative solutions to ICAO, enriching the organization's approach for the implementation of CORSIA and other climate strategies in the sector. By contributing to the development of robust strategies, the secondee will help accelerate global efforts to meet climate goals and reduce greenhouse gas emissions in the civil aviation sector.

## WORK RELATIONS AND CONTACTS

Title and level	Purpose-Provide
<b>a) Inside the Organization</b> <ul style="list-style-type: none"> <li>• Jane Hupe, Deputy Director ENV</li> <li>• Tetsuya Tanaka, Chief CC section</li> </ul>	Seeking guidance from Management on political and technical issues in relation to the work of CAEP
<ul style="list-style-type: none"> <li>• Manuel Caballero Alarcon, Environment Officer (Market-Based Measures)</li> </ul>	Coordination in relation to the activities to be organized for CAEP
<b>b) Outside the Organization</b>	N/A

N/A	N/A
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## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

- An advanced level university degree (Master's degree or equivalent) in environmental engineering, science, law, or a related field, is required. A first level university degree, in combination with an additional two (2) years of experience in environmental engineering, science, law, or a related field, may be accepted in lieu of the advanced university degree.

### Professional experience

#### Essential

- A minimum of seven (7) years' experience in the environmental field, within a government, manufacturing industry, international organization, airline, or relevant financial or research institution.
- Experience with the implementation of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) working in a Civil Aviation Authority or regional organization.

#### Desirable

- Experience with ICAO and/or other international bodies active in the environmental field and with the work of the CAEP working groups, in particular on CORSIA.
- Experience with ICAO Annexes and other ICAO documents.

### 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:** Knowledge of international environmental policies, in particular, those that relate to aviation emissions, carbon markets and climate change and ICAO Assembly Resolutions relating to aviation environmental protection. Knowledge on carbon markets and market-based instruments in different regions in the world. General knowledge of the aircraft engine emissions, their impacts on the environment, and mechanisms for mitigating such impacts. Knowledge in the development and preparation of documentation and guidance material in the field of environmental protection. Knowledge of the main international treaties, conventions, policies, and measures to deal with climate change. Knowledge of the main international treaties, conventions, policies, and measures to reduce emissions through economic instruments. 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.

**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 honors 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.

**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.

**Judgment and Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## Mode of Secondment

The duration of the secondment is two 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.