



# International Civil Aviation Organization

## Job Description

### POSITION INFORMATION

Post Title:	Environment Officer (Market-Based Measures – Carbon Markets)	Duration of Secondment:	[1 year with possible extension]
Grade Level:	P-4	Deadline for applications:	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) 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 other market-based measures (MBMs), 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 Council's 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 the CORSIA, including the support to the TAB, and capacity building and assistance to Member States for the implementation of the CORSIA.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Coordinates the work of the Technical Advisory Body (TAB) on the assessment of CORSIA Eligible Emissions Units and the preparation of ICAO CORSIA document**, achieving results such as:

- Ensure the TAB assessment process of the emissions unit programmes in light of the CORSIA Emissions Unit Criteria (EUC) and report the TAB recommendations on CORSIA Eligible Emissions Units to the ICAO Council.
- Oversee the organization and preparation of the following: update of relevant documentation for CORSIA Eligible Emissions Units, TAB meetings, conference calls, communication with programmes and collection of unit supply data.
- Contribute to the timely publication of ICAO CORSIA document “CORSIA Eligible Emissions Unit” based on the Council decisions and keep the ICAO web pages updated in relation to the work of TAB, CORSIA eligible emissions units and other relevant documents.
- Oversee the development and enhancement of the IT tool to assist the TAB.

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

**Assists in the planning and execution of overall ICAO activities for the implementation of CORSIA**, achieving results such as:

- Support the planning, monitoring and reporting progress of activities for the CORSIA implementation in accordance with the decisions by the Assembly and the Council.

- 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 research and analysis of international carbon markets and any potential impact on the CORSIA eligible emissions units,** achieving results such as:

- Conduct and follow up studies and undertake research on issues associated with global carbon markets and the relation with the CORSIA eligible emissions units, in particular their availability and price in the carbon markets.
- Provide analytical support to the CC section on carbon markets, including Article 6 of the Paris Agreements.

### Function 4 (incl. Expected results)

**Coordinates capacity building and assistance activities under the ICAO ACT-CORSIA Programme,** achieving results such as:

- Organize Headquarters (HQ) and regional seminars related to CORSIA implementation and contribute to the seminars particularly on issues related to the CORSIA Central Registry (CCR).
- Develop outreach material, such as training kits and practical guidelines/manuals, and contribute to the outreach material particularly on issues related to the CCR.
- Prepare responses to public enquiries on CORSIA eligible emission units, presentations to interested parties, technical studies, publications and articles, as necessary.
- Assist in the administration of websites dedicated to CORSIA and process material to be published on the ICAO website.
- Oversee the development of SharePoint lists and dashboards to manage and visualize CORSIA-related information and data.

### Function 5 (incl. Expected results)

**Coordinates the development, and preparation, of documentation related to the CORSIA,** achieving results such as:

- Prepare working papers, scenarios, reports, minutes, etc. related to CORSIA, to the Assembly, Council, CEC, CAEP and other bodies of the Organization for the approval of C/CC.
- Prepare summaries of main developments in other UN bodies and international organizations (e.g. UNFCCC, IMO) on MBMs for C/CC.
- Update CC-related documentation as necessary and prepare memos and reports on CC-related activities.
- Monitor other activities of ICAO and provide inputs, as necessary, to ensure that environmental considerations and implications are taken into account during the development of recommendations from other areas; keep C/CC informed of these developments.

### Function 6 (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 TAB and CORSIA Eligible Emissions Units
<ul style="list-style-type: none"> <li>• Karen Ortega, Environment Officer</li> <li>• TAB</li> </ul>	Coordination in relation to the activities to be organized for the TAB and CORSIA Eligible Emissions Units

<b>b) Outside the Organization</b>	
<ul style="list-style-type: none"> <li>Emission unit programmes</li> </ul>	Exchange official communication in relation to CORSIA eligible emissions units

## 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 two (2) additional 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 international carbon markets and market-based instruments in different regions of the world including, but not limited to, Article 6 under the Paris Agreement and former crediting mechanism (Clean Development Mechanism).

#### 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 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.

**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.