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

POSITION INFORMATION

Post Title:	Field Operations Officer	Duration of Secondment:	Three (3) years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Montréal, Canada	Date for entry on duty:	1 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 Capacity Development and Implementation Bureau (CDI), through the Field Operations Section (FOS), is responsible for the development, implementation, monitoring, evaluation and closure of technical cooperation and technical assistance projects and programmes undertaken with ICAO Member States.

FOS manages a diversified portfolio of projects involving institutional strengthening, aviation infrastructure and systems, procurement, capacity development, operational improvements and other initiatives supporting implementation of ICAO Strategic Objectives, Standards and Recommended Practices (SARPs), regional plans and Member State priorities.

Under the overall direction of the Chief, Field Operations Section (C/FOS), the incumbent is responsible for the planning, development, implementation and oversight of a portfolio of complex technical cooperation and capacity-development projects within an assigned geographical region or programme area.

The incumbent acts as the principal operational focal point for assigned Member States and leads the development of implementation strategies, project frameworks, work plans, procurement approaches, resource requirements, risk-management arrangements and performance-monitoring mechanisms.

The post requires extensive coordination with Member States, Regional Offices, technical Bureaus, Procurement, Finance, Human Resources and other ICAO units, as well as with international experts, contractors, service providers and other external stakeholders.

The incumbent exercises substantial professional judgement and autonomy in identifying implementation requirements, resolving operational and programme-management issues, integrating technical, financial, procurement and institutional considerations, and recommending appropriate courses of action to management and counterpart authorities.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Leads the development and strategic planning of technical cooperation and capacity-development projects, achieving results such as:

- Lead the identification, formulation and development of complex technical cooperation and capacity-development projects within the assigned geographical portfolio.
- Assess Member State requirements and translate policy, operational and technical needs into viable project concepts, implementation strategies, project documents, agreements and project revisions.
- Determine appropriate project scope, implementation modalities, governance arrangements, resource requirements, sequencing, milestones and performance indicators.
- Develop implementation scenarios and advise Member States and ICAO management on alternative approaches, associated risks, costs, dependencies and implementation implications.
- Lead negotiations and consultations with Member State authorities concerning project objectives, scope, implementation arrangements, contributions, responsibilities and expected results.

- Ensure that project proposals comply with applicable ICAO policies, procedures, quality requirements and due-diligence mechanisms.
- Identify opportunities for expanding ICAO implementation support and developing integrated or follow-on programmes in response to evolving State needs.

Function 2 (incl. Expected results)

Leads the implementation and operational management of a complex regional project portfolio, achieving results such as:

- Exercise overall operational responsibility for assigned projects throughout the project life cycle, from initiation through implementation, monitoring and closure.
- Establish and maintain integrated project work plans, schedules, implementation forecasts, resource plans, risk registers and decision logs.
- Lead multidisciplinary implementation involving technical experts, procurement specialists, finance officers, administrative personnel, Member State counterparts and external suppliers.
- Coordinate interdependent project components and resolves implementation issues affecting scope, schedule, cost, quality or expected results.
- Monitor implementation performance against approved project documents, budgets, work plans, forecasts, procurement plans and agreed performance indicators.
- Identify significant deviations, implementation constraints and emerging risks and determines or recommends corrective measures.
- Lead periodic project reviews with Member States and internal stakeholders and establishes priorities and recovery measures where implementation is delayed or at risk.
- Coordinate project closure, ensuring completion of operational, financial, contractual and reporting requirements and documentation of lessons learned.

Function 3 (incl. Expected results)

Leads procurement, financial and resource planning for assigned projects, achieving results such as:

- Develop and endorse integrated procurement strategies and procurement plans for assigned projects in coordination with the Procurement Section and technical teams.
- Determine sequencing, dependencies and critical procurement milestones required to achieve project objectives.
- Review complex technical requirements, terms of reference, specifications, evaluation criteria and related procurement documentation from an implementation and project-management perspective.
- Lead the operational coordination of major procurement processes and identify risks associated with procurement strategy, market conditions, technical requirements, evaluation, contracting and implementation.
- Review project budgets, forecasts, expenditures, commitments, cash requirements and implementation rates and determine corrective measures where deviations arise.
- Develop and maintain operational forecasts and resource projections for the assigned portfolio.
- Advise Member States and management on funding requirements, budget revisions, additional contributions and scope adjustments arising during implementation.
- Coordinate with Procurement, Finance, Budget and other organizational units to resolve complex operational and financial issues that could affect delivery.
- Ensure consistency between procurement schedules, technical implementation requirements, available funding and overall project timelines.

Function 4 (incl. Expected results)

Designs and leads project performance, risk-management and implementation-control mechanisms, achieving results such as:

- Develop methodologies, tools and management arrangements for monitoring the performance of assigned projects and portfolios.
- Establish project indicators, implementation dashboards, monitoring frameworks and escalation mechanisms appropriate to the complexity and risk profile of projects.
- Analyse project and portfolio information to identify systemic implementation trends, bottlenecks, financial or procurement risks and opportunities for improvement.
- Design corrective-action and recovery strategies for projects experiencing significant implementation difficulties.
- Lead risk identification and assessment and ensure that material risks are escalated and addressed at the appropriate organizational level.
- Maintain integrated management information, dashboards and reporting arrangements to support senior-management decision-making.
- Evaluate the effectiveness of implemented tools, procedures and controls and recommend enhancements where required.
- Establish or contribute to standards, guidance and good practices for project planning, monitoring, forecasting, risk management and reporting across FOS.

Function 5 (incl. Expected results)

Provides substantive advisory services and represents FOS with Member States and stakeholders, achieving results such as:

- Serve as the principal operational focal point for senior officials of assigned Member States on matters related to technical cooperation and capacity-development projects.
- Provide authoritative advice on implementation approaches, programme-management arrangements, project governance, resource requirements and delivery risks.
- Lead consultations and negotiations with civil aviation authorities, ministries, airport and air-navigation organizations and other national stakeholders.
- Coordinate closely with ICAO Regional Offices and technical Bureaus to ensure consistency between project implementation and ICAO technical and regional priorities.
- Represent FOS in project steering committees, technical meetings, missions, implementation reviews and other coordination mechanisms.
- Build and maintain partnerships with international organizations, regional bodies, development partners and other stakeholders relevant to the assigned portfolio.
- Identify emerging requirements and opportunities for technical cooperation and advise management on potential programme development.
- Prepare high-level briefings, substantive reports, decision papers and recommendations for senior management and Member States.

Function 6 (incl. Expected results)

Provides technical leadership and contributes to organizational improvement, achieving results such as:

- Lead multidisciplinary project teams and temporary working groups, as required.
- Review substantive work produced by experts and other project personnel to ensure consistency with agreed project objectives and implementation requirements.
- Lead or contribute to lessons-learned exercises and translate implementation experience into improved corporate processes and guidance.
- Participate in organizational change initiatives affecting project and programme implementation.

Function 7 (incl. Expected results)

Performs other related duties, as assigned.

Impact of Outcome of the Position

The work of the incumbent has a direct impact on the successful development and implementation of major technical cooperation and capacity-development projects and on ICAO's ability to deliver effective implementation support to Member States.

Decisions and recommendations made by the incumbent affect project scope, implementation strategies, resource allocation, procurement sequencing, financial requirements, implementation schedules and risk-management arrangements.

The incumbent's work influences the effectiveness and sustainability of aviation-sector investments and institutional-capacity initiatives implemented through ICAO and affects the Organization's relationship with Member States and its reputation as an implementation partner.

Errors in project design, implementation strategy, resource planning or risk assessment may result in significant delays, additional costs, contractual or operational difficulties, failure to achieve expected project results, or reputational and financial consequences for ICAO and participating Member States.

Work Relations and Contacts

Internal

Maintains regular contacts with the Chief of FOS, Heads of Units, Regional Offices, technical Bureaus, Procurement, Finance, Budget, Human Resources, Legal Affairs and other ICAO units.

External

Maintains substantive working relationships with senior officials of civil aviation authorities, ministries, airport operators, air navigation service providers and other governmental entities, as well as with international organizations, contractors, consultants and industry stakeholders.

Qualifications and Experience

Educational background

Essential

An advanced-level university degree (Master's degree or equivalent) in an aviation-related field, engineering, economics, business administration, public administration, project/programme management, law or a related field. A first-level university degree in aviation-related field, engineering, economics, business administration, project/programme management, law or a related field, may be accepted in lieu of the advanced university degree.

Desirable

- Professional certification in project or programme management, such as PMP, PRINCE2 or equivalent.
- Specialized training in aviation management, procurement, financial management, risk management or organizational development.

Professional experience and knowledge

Essential

- **A minimum of seven (7) years of progressively responsible professional experience** in the development and implementation of technical cooperation, capacity-development, infrastructure, institutional-strengthening or comparable complex projects in civil aviation, an international organization, government institution or relevant industry.
- Demonstrated experience in managing complex projects or a portfolio of projects involving multiple stakeholders, technical disciplines and interdependent activities.
- Experience in project formulation, implementation planning, budgeting, procurement planning, monitoring, risk management and reporting.

- Experience in advising senior officials or management and coordinating multidisciplinary project teams.
- Experience working in an international or multicultural environment.

Desirable

- At least three years of international experience in technical cooperation, development or aviation-related programmes.
- Experience in the United Nations Common System.
- Experience working directly with civil aviation authorities and other government institutions.
- Experience with major procurement, infrastructure or technology implementation projects.

Language Skills

Essential

Fluent reading, writing and speaking abilities in English and Spanish.

Desirable

A working knowledge of another language of the Organization (Arabic, Chinese, French or Russian).

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.

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.

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.

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.

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

MODE OF SECONDMENT

The duration of the secondment is three (3) years, which can be extended for an additional one (1) year and thereafter, depending on the need. 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.