



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Flight Procedure Design Instructor	Duration of Secondment:	2 years
Grade Level:	P-3	Deadline for applications:	XX-XX-2025
Duty Station:	Beijing, China	Date for entry on duty:	XX-XX-XXXX
<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> ”			

### THE ORGANIZATIONAL SETTING

Under the Director of the Capacity Development and Implementation Bureau (D/CDI), the Field Operations Section (FOS) is responsible for the development, implementation, monitoring, evaluation and closing of Technical Assistance (TA) and Technical Cooperation (TC) projects. It develops agreements and assists in developing country-specific as well as regional projects and programmes by identifying priority areas, developing objectives, activities and deliverables, setting time frames and specifying budgetary requirements.

The purpose of this project is to assist the States to develop sustainable capability in the instrument flight procedure (IFP) domain so as to meet their commitments under Assembly Resolution A37-11 for Performance Based Navigation (PBN) implementation and their obligations for the quality of their IFPs. This has to be accomplished through training, assistance with quality assurance, procedure design. FPP day-to-day operations are required to be performed under the overall supervision and guidance of FPP Programme Coordinator. The services of the APAC FPP are to be provided by a core team of experts in the fields of procedure design, quality assurance, training and automation and in other specific fields as may be identified in the approved annual work programme to be implemented. These experts will be assigned to the FPP Programme Coordinator.

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Serves as the Flight Procedure Design Instructor**, achieving results such as:

- Deliver ICAO APAC FPP Training Courses.
- Design the procedures in accordance with conceptual design agreed by concerned State.
- Conduct independent review for a procedure designed by another FPP designer to ensure the implementation of quality assurance process and submit a validation report to FPP Coordinator.
- Conduct On-Job Training (OJT) upon the request of concerned State.
- Compilation of trainee's assessment reports and its distribution after each course.

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

**Supports the development of, and implements the work plan of the Flight Procedure Programme**, achieving results such as:

- Assist the FPP Coordinator in developing a conceptual design of a task to be undertaken.
- Take part in the development of new training courses in compliance with the ICAO SARPs or other Documents when the plan is approved by of ICAO APAC FPP Steering Committee (SC).

#### Function 3 (incl. Expected results)

**Coordinates and supports activities of the Flight Procedure Programme**, achieving results such as:

- Participate in Flight Procedure Design Consulting and implementation support upon the request of concerned State.
- Participate in the assessment to the trainees' when it is required.
- Participate in the Quality Assurance of the ICAO APAC FPP training courses.

#### Function 4 (incl. Expected results)

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

### IMPACT OF THE OUTCOME OF THE POSITION

The Flight Procedure Design Instructor, under the overall supervision and guidance of FPP Programme Coordinator, is expected to work as a core team member of FPP to develop, maintain, and deliver the ICAO APAC FPP training programmes, in Beijing, China. The programmes include the following PANS-OPS Conventional Procedure Design Courses, PBN procedure Design Courses, PANS-OPS Refresher Courses, RNP-AR procedure design course, Quality Assurance Course, Point-in-Space Procedure Design, IFPD On-the-Job Training, and other training programmes when approved by ICAO APAC FPP Steering Committee (SC).

### WORK RELATIONS AND CONTACTS

The Flight Procedure Design Instructor performs the duties under the overall supervision and guidance of FPP Programme Coordinator and receives technical guidance from the FPP Coordinator.

### 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 an additional two (2) years of qualifying experience in aviation, or related field, may be accepted in lieu of the advanced university degree.
- Training as an Instrument Flight Procedure Design Instructor for ICAO PANS-OPS (Doc 8168) courses with thorough understanding of teaching techniques, assessment methods, and competency-based training program development.

#### Professional experience

##### Essential

- A minimum of five (5) years of aviation experience as a pilot or an air traffic controller or demonstrated equivalence.
- Solid experience as Instrument Flight Procedure Design specialist with extensive knowledge of ICAO PANS-OPS (Doc 8168) and ICAO PBN (Doc 9613) requirements.
- Experience as an Instrument Flight Procedure Design Instructor for ICAO PANS-OPS (Doc 8168) courses with thorough understanding of teaching techniques, assessment methods, and competency-based training program development.

##### Desirable

- Experience using Flight Procedure Design automation systems for flight procedure design.

#### 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:** Thorough understanding of Flight Procedure Design Quality Assurance (Doc 9906) requirements and its implementation. 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.

**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.

**Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

**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.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

## MODE OF SECONDMENT

The duration of the secondment is 2 years, which can be extended for an additional one year and thereafter, depending on need for the subject matter expert. The secondee is expected to work for 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.