International Civil Aviation Organization
Job Description

POSITION INFORMATION

Post Title:	Passenger Data Expert	Duration of Secondment:	2-3 years
Grade Level:	P-4	Deadline for applications:	XX 2026
Duty Station:	Montreal, Canada	Date for entry on duty:	XX 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 Air Transport Bureau (ATB) supports Security and Facilitation; Economic Development of Air Transport; and Environmental Protection. ATB also contributes towards Safety, develops and coordinates global policy and a legal framework, manages the Aviation Security Audit Programme, and assists States in implementing security Standards and resolving deficiencies. ATB manages the Statistics Programme, generating aviation data, as well as forecasting activities and economic studies, enabling the provision of authoritative information on present and future air transport development.

The Aviation Security, Cybersecurity and Facilitation Branch (ATB/ASF) contributes to the development and coordination of a global policy and legal framework for international civil aviation with respect to aviation security, cybersecurity and facilitation, conducts audits that identify aviation security shortcomings and assists States in implementing security standards. ASF is responsible for the development, maintenance of, and advice relating to, Annex 17 – *Security* and Annex 9 – *Facilitation*.

The Facilitation (FAL) Section is one of the four Sections of the Aviation Security, Cybersecurity and Facilitation Branch, charged with delivering results with respect to ICAO's Strategic Goal – *Aviation Delivers Reliable, Accessible and Seamless Mobility for All*. Its primary responsibility is to develop and update Standards and Recommended Practices (SARPs) related to the facilitation of the international air transport system, found in Annex 9 — *Facilitation*, and to support Member States with their implementation of SARPs. The Section manages and oversees the work programme of the Facilitation Panel (FALP) and its working groups and directs the work of the Facilitation Division. The Section is equally responsible for activities related to the ICAO Traveller Identification Programme (ICAO TRIP) Strategy, which includes the development of specifications for Machine Readable Travel Documents (MRTDs), published as Document 9303, the work programme of the Technical Advisory Group on the Traveller Identification Programme (TRIP) Strategy (TAG/TRIP) and its working groups, and the operation of the Public Key Directory (PKD). It provides support to the Assembly, Council, Air Transport Committee (ATC) and the PKD Board.

The incumbent reports directly to the Chief Facilitation Section, from whom s/he seeks advice and guidance on complex technical and managerial issues and may be assigned to work with other colleagues in ASF.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Facilitates and advances ICAO's support for State implementation of Advance Passenger Information (API) and Passenger Name Record (PNR) systems, achieving results such as:

- Promote State engagement in peer-to-peer exchanges, technical assistance initiatives and capacity-building activities related to passenger data systems.
- Collect, update and disseminate information on funding mechanisms and partnerships available to assist with API/PNR implementation.
- Participate in ICAO events, such as the Traveller Identification Programme (ICAO TRIP) Symposia and API workshops, and provide advice and guidance to States on implementing Passenger Data Systems.
- Encourage regional cooperation and public-private partnerships to promote innovative, interoperable and cost-effective passenger data system solutions.
- Provide technical advice to strengthen national inter-agency cooperation, ensuring passenger data systems deliver maximum facilitation and security benefits.

- Develop working papers, analytical reports and briefings for ICAO governing bodies, and participate in relevant international meetings and expert groups.
- Maintain engagement with partner organizations, industry stakeholders and ICAO Regional Offices to support harmonized global implementation of API/PNR standards and practices.

Function 2 (incl. Expected results)

Leads, oversees and coordinates the work to be developed and implemented in relation to the Counter-Terrorism Travel Programme (UNCTTP) and Passenger Data Systems, achieving results such as:

- Contribute to needs assessments of national border management systems under UNCTTP.
- Formulate strategic recommendations for enhancing border control management through the use of passenger data systems.
- Represent ICAO as required, in assessment missions to ICAO Member States and in UNCTTP/UNCCT coordinated assessment and capacity building missions.
- Provide substantive input to the planning, implementation, monitoring and reporting of UNCTTP project activities.
- Guide the development of project proposals, work plans, progress reports and donor briefings.
- Advise on draft legislation to regulate the collection, transmission, use, retention and sharing of passenger data in compliance with internationally recognized standards and human rights, including conflicts of law that inhibit the international transfer and processing of Passenger Name Record (PNR) data.
- Develop working papers, informal briefings, analyses and reports for the ICAO Assembly, the ICAO Council, the Air Transport Committee, the ICAO Technical Advisory Group on the Traveller Identification Programme (TAG/TRIP) and its working groups.
- Contribute expert advice to the deliberations on such papers and studies and initiate required implementation and follow-up action.
- Maintain coordination with UNCCT, UN entities, donors and implementing partners.
- Develop correspondence and technical analyses for transmittal to Member States and other international organizations.
- Maintain liaison with, and provide specialized advice to, other Sections within ICAO Headquarters and to the ICAO Regional Offices, and other international organizations.
- Undertake missions to Member States and represent ICAO at meetings of other international organizations and at international meetings on policy and technical aspects of the ICAO Passenger Data Systems, as required.

Function 3 (incl. Expected results)

Enhances States' compliance with Annex 9 – *Facilitation* SARPs and specifications related to API and PNR, achieving results such as:

- Provide relevant Annex 9-related input, as required, to the World Customs (WCO)/International Air Transport Association (IATA)/International Civil Aviation Organization (ICAO) on Advance Passenger Information (API) Guidelines and *Guidelines on Passenger Name Record (PNR) Data* (ICAO Doc 9944).
- Provide substantive input to the ad-hoc revision of Annex 9 – *Facilitation* and related guidance material on matters related to Passenger Data Systems.
- Develop detailed, step-by-step implementation guidelines for API, including all API-related SARPs of Annex 9.
- Develop detailed, step-by-step implementation guidelines for PNR, including all PNR-related SARPs of Annex 9.

Function 4 (incl. Expected results)

Administers and advances initiatives enabling Member States to share experiences and best practices related to implementation of Facilitation Measures, achieving results such as:

- Analyse the models for certifying Facilitation inspectors and instructors and extract lessons learned for potential application by other States.
- Support Member States in establishing comprehensive national air transport facilitation programmes in line with ICAO provisions and internationally recognized best practices.
- Develop and maintain an ICAO platform or knowledge-sharing mechanism for the exchange of models, tools, guidance and implementation experiences.
- Develop technical papers, recommendations and reports for ICAO bodies on enhancing global sharing of facilitation practices and strengthening national inspectorate models.
- Encourage contributions from Member States and regional bodies to the platform through case studies, implementation methodologies and regulatory frameworks.

- Provide guidance and technical input to States seeking to adapt best-practice models for their own facilitation oversight and programme development.

Function 5 (incl. Expected results)

Guides and strengthens global efforts to enhance Facilitation implementation while advancing capacity-building initiatives under ICAO FAL programmes, achieving results such as:

- Provide substantive advice and assistance to Member States in developing and applying national oversight frameworks for air transport facilitation to ensure consistent implementation.
- Contribute to the development and refinement of the ICAO Oversight Manual for Air Transport Facilitation, ensuring alignment with internationally recognized requirements and State needs.
- Conduct compliance assessments, diagnostic reviews and advisory missions to assist States in identifying gaps and improving adherence to facilitation provisions.
- Develop analytical reports, strategic recommendations and working papers for ICAO governing bodies on oversight, compliance challenges and implementation priorities.
- Provide technical guidance to enhance national institutional mechanisms for continuous monitoring
- Promote broad participation of States and industry in facilitation-related training programmes, workshops, seminars and technical assistance activities.
- Identify needs and contribute to competency-based learning solutions, while engaging States and partners to mobilize technical expertise for ICAO capacity-building delivery.
- Foster collaboration with regional organizations, training institutions and international partners to expand the reach, effectiveness and sustainability of global facilitation capacity development.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The performance of the incumbent contributes to the United Nations Counter-Terrorism Centre's (UNCCT) Project 2018-02-82 whereby Member States have an enhanced capacity to detect, prevent, investigate and prosecute terrorist offences and other serious crimes, and related travel, in accordance with Security Council resolution 2396 (2017), ICAO Standards and Recommended Practices, as well as other international law obligations. The incumbent will also contribute to the effectiveness of the Facilitation Section in terms of timely accomplishment of guidance material, reports, and events related to Advance Passenger Information (API) and Passenger Name Record (PNR). The impact of the functions on the Organization as a whole is significant, as the Member States should be enabled to fully benefit from the incumbent's subject matter expertise in assisting in providing technical assistance on Passenger Information Unit (PIU) implementation and guidance on *Machine Readable Travel Documents* (Doc 9303) and on the ICAO Traveller Identification (ICAO TRIP) Strategy.

The incumbent is responsible, under the direction of the Chief of Facilitation Section, for her/his actions and decisions as well as for the quality of services delivered to Member States.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization • Officers of Aviation Security and Facilitation,	to consult and coordinate on the development and implementation of technical projects relating to facilitation and the TRIP Strategy, the related Standards and Recommended Practices, guidance material and communications.
• the Legal Affairs and External Relations Bureau • the Capacity Development and Implementation Bureau	To provide technical input and briefs to Directors and Chiefs on the status of API and PNR and effective implementation of Standards and Recommended Practices (SARPs) and related guidance material in the areas of Annexe 9 Chapter 9.
b) Outside the Organization	
• Representatives from States, international organization and industry.	The incumbent interacts with representatives from States, international organizations and industry on administrative matters related to the above-mentioned.

• ICAO representative in various technical groups	The incumbent interacts with representatives from States, international organizations and industry on administrative matters related to the above-mentioned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential:
An advanced-level university degree (Master's degree) or academic equivalent in international affairs, business administration, computer science, engineering, or in related field is required. A first-level university degree in combination with two additional years of qualifying experience in international affairs, business administration, computer science, engineering, or in related field, may be acceptable in lieu of the advanced university degree.

Desirable
Certification in project and programme management.

Professional experience

Essential:

- A minimum of seven (7) years of experience in Advance Passenger Information (API) and Passenger Name Record (PNR) related issues.
- Experience in automated data processing systems and electronic data exchange capabilities.
- Technical expertise related to the UN/EDIFACT PAXLST Message and related matters.
- Technical expertise related to the PNRGOV Guidelines.

Desirable:

- Airline experience
- Experience in international civil aviation law, especially the Chicago Convention and its Annexes.
- Experience with ICAO functions and its organization, particularly of its FAL Programme, the Strategic Objectives, the ICAO TRIP Startegy and Annex 9 Facilitation.

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: Good working knowledge of ICAO Annex 9 SARPs and associated guidance material and relevant Annexes. Good knowledge of air transport facilitation matters and familiarity with border control processes. Ability to use computers and contemporary networks. Ability to write clearly and concisely and to present verbal reports. Ability to establish and maintain productive working relationships with external partners. 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.

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.

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 and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

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.

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 the 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.