



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

| | | | |
|--|---|---------------------------|-----------------|
| Post Title: | Project Officer, NGAP ambassador programme | Duration of Secondment | Three (3) years |
| Level: | P-3 | Deadline for applications | |
| Duty Station: | Montréal, Canada | Date for entry on duty | ASAP |
| 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 Field Personnel Section (FPS) within the Capacity Development and Implementation (CDI) Bureau is responsible for managing recruitment and contract administration for international and national experts involved in Capacity Development and Implementation Programmes. Additionally, FPS oversees the Next Generation of Aviation Professionals (NGAP) programme.

In response to Assembly resolution A39-29 adopted by ICAO Member States, the NGAP programme was launched to engage the global aviation community in addressing the current and anticipated shortage of human capital in the aviation sector and developing strategies to attract, educate, train, and retain the next generation of aviation professionals. The programme focuses on ensuring a reliable pipeline of a competent and inclusive workforce across all aviation disciplines to sustain and advance the global air transport system. It also promotes the development of global, regional, and national workforce planning and supports ICAO's No Country Left Behind initiative and the United Nations Sustainable Development Goals (SDGs).

The incumbent will support ICAO's Next Generation of Aviation Professionals (NGAP) initiatives by assisting in the development and implementation of the Global Aviation Ambassador Programme for NGAP, aimed at attracting and strengthening the aviation talent pipeline worldwide. The role focuses on identifying and coordinating national focal points, collaborating with stakeholders, and supporting outreach initiatives to attract, educate, and retain the next generation of aviation professionals.

Under the supervision of the NGAP programme manager, the incumbent will be responsible for:

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Assists in the development of the Global Aviation Ambassador Programme for NGAP, achieving results such as:

- Articulate clear concept, scope, objectives, and expected outcomes for the establishment of the Global Aviation Ambassador Programme in line with Assembly Resolution A39-29 and the ICAO NGAP strategy.
- Design a detailed plan for the Programme's establishment, including deliverables, milestones to facilitate regular status updates.
- Assist and provide substantive input into the rollout and implementation of the Programme, ensuring alignment with ICAO's NGAP framework.
- Participate in the identification and coordination of national focal points (government agencies, academia, industry stakeholders) to support aviation workforce initiatives.
- Collaborate with Member States and industry partners to facilitate national and regional NGAP outreach activities.
- Contribute to engagement strategies and advocacy campaigns to promote NGAP and workforce development.

Function 2 (incl. Expected results)

Supports the Operationalization, Management, and Monitoring of the Programme, achieving results such as:

- Assist in the operationalization, management, and monitoring of the NGAP Global Ambassador Programme.
- Roll out the implementation of the Programme, including the establishment of the network of Ambassadors with clear roles and responsibilities, as well as the framework and conditions for their engagement.
- Support the development of structured frameworks for Ambassadors, including guidelines, objectives, and performance indicators.
- Prepare and execute training sessions for Ambassadors to ensure alignment with ICAO's NGAP goals.
- Participate in the facilitation of partnerships with universities, aviation schools, and training organizations to expand the Programme's reach.
- Provide substantive input into the planning and execution of international and regional workshops to share best practices.

Function 3 (Incl. Expected results)

Supports Capacity-Building and Stakeholder Engagement, achieving results such as:

- Assist in the organization of training, mentorship, and awareness sessions for Ambassadors and focal points.
- Collaborate with Member States and regional partners to integrate NGAP strategies into national workforce development plans.
- Monitor, report, and provide progress updates effectively on the status and outcomes of the NGAP Ambassador Programme

Function 4 (incl. Expected results)

Supports Knowledge Sharing and Continuous Improvement, achieving results such as:

- Participate in the collection and analysis of qualitative and quantitative data to track trends in aviation talent development.
- Collaborate in maintaining a knowledge-sharing platform to facilitate collaboration among Ambassadors and focal points.
- Provide substantive input into reports, case studies, success stories and documentation for ICAO's NGAP repository.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The position will support the implementation of ICAO's Next Generation of Aviation Professionals (NGAP) strategy by promoting aviation careers and strengthening national engagement across the education sector, industry, and public institutions. The position will help raise awareness of aviation opportunities among youth, students, and early-career professionals, while also supporting collaboration with schools, universities, training centres, civil aviation authorities, and industry stakeholders. A key outcome of the position will be the development of guidance and terms of reference to help States identify and activate national NGAP Ambassadors, thereby creating a broader, structured network of advocates for aviation workforce development.

WORK RELATIONS AND CONTACTS

| Title and level | Purpose |
|--|---|
| a) Inside the Organization | Provide strategic direction, coordination, and oversight of NGAP activities |
| • NGAP Programme Manager | |
| • Communications Section | Coordinate outreach materials and public engagement campaigns |
| • Regional Offices | Ensure alignment with regional NGAP priorities and support national implementation with accredited States |
| • Training and Capacity Building Section | Collaborate on educational initiatives and integration with existing training framework |
| b) Outside the Organization | |
| • Civil Aviation Authorities/Department of Transport | Support identification and engagement of national NGAP Ambassadors and implementation of national outreach |
| • Academic and Training Institutions | Promote aviation careers and education pathways targeting youth from early age- Support institutional partnerships |
| • Industry Stakeholders (e.g. airlines, airports, ANSPs) | Strengthen linkages between education and employment, identify workforce needs. Strengthen outreach and promotion initiatives at national, regional and global levels |
| • Youth Organizations | Engage young people and broaden access to aviation-related opportunities |
| • Ministries of Education, Labour, and Transport | Facilitate alignment of national policies with aviation workforce development objectives |

QUALIFICATIONS AND EXPERIENCE

Education

Essential:

An advanced-level university degree (Master's degree or academic equivalent) in business administration, engineering, communication, strategic management, human resources management, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in business administration, engineering, communication, strategic management, human resources management, or related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential:

- A minimum of five (5) years of relevant experience in human resources management, workforce development, education, training, or aviation sector engagement.
- Experience in programme management, capacity-building, stakeholder coordination, and outreach initiatives.

Desirable:

- Experience working with Member States, industry, and academia on workforce-related projects.

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: Demonstrates coordination, planning and organization skills with the ability to establish and follow plans and priorities. 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.

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.

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.

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; tailor's language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.

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.

MODE OF SECONDMENT

The duration of the secondment is 3 years, which can be extended for an additional year and exceptionally. The Seconded 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 Trust 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 engaging personnel normally subject to the stipulations of a Memorandum of Understanding.