



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Regional Officer, Communication, Navigation and Surveillance (RO-CNS)	Duration of Secondment:	2 years
Grade Level:	P-4	Deadline for applications:	Until filled
Duty Station:	Cairo, Egypt	Date for entry on duty:	As soon as possible
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 Regional Office is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate organizations, regional civil aviation bodies and United Nations (UN) Agencies and programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO Strategic Objectives, policies and decisions. The Regional Office also provides Member States and stakeholders with technical guidance and assistance for implementation of Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), Regional Supplementary Procedures (SUPPs) and Air Navigation Plan (ANP). The importance of the Regional Office's role in providing implementation support has been reiterated with the ICAO No Country Left Behind (NCLB) initiative that also contributes to the attainment of UN Sustainable Development Goals.

Within this framework, the Regional Officer, Communications, Navigation and Surveillance (RO/CNS) handles all matters pertaining to CNS for the Middle East (MID) Region. S/he works under the supervision of the Deputy Regional Director and is responsible for her/his actions as well as for the quality of CNS-related services delivered

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Leads the coordination, planning and implementation of the Regional ANP and SUPPs in the area of Communications, Navigation and Surveillance (CNS), achieving results such as:

- Establish regional and sub-regional priorities and targets through close coordination with the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) in the area of CNS.
- Provide support to States in their selection, prioritization, planning and implementation of the Aviation System Block Upgrade (ASBU) module elements.
- Initiate actions in order to achieve efficient and effective implementation of the MID SUPPs and the ANP in the area of CNS.
- Develop and/or coordinate proposals for amendments to the MID SUPPs and the ANP in the area of CNS in order to maintain their currency and accuracy as well as to ensure that the proposals align with established ICAO policies, decisions and provisions.
- Coordinate with and provide sound advice to States on measures required for effective implementation of the SUPPs and ANP.
- Monitor emerging regional developments related to CNS and develop a relevant course of action through coordination with States, other regional offices, ICAO Headquarters (HQ) and stakeholders, as required.
- Provide technical input and coordinate with ICAO HQ on the progress of the regional implementation of the Global Air Navigation Plan (GANP) and relevant ASBU module elements for consideration in future editions of the GANP and ASBUs.
- Serve as Secretary and/or participate in large-scale meetings related to CNS.
- Organize, conduct and/or participate in seminars, workshops and meetings to assist States in their implementation of the ASBU module elements, the ANP and SUPPs.
- Lead and maintain active collaboration with regional colleagues through the MIDANPIRG to coordinate initiatives within the applicable regional framework.
- Maintain a regional database of the ANP compliance status, facilities development and improvement/achievement follow-up for the MID Region.

Function 2 (incl. Expected results)

Facilitates implementation of requirements in Annexes and PANS pertaining to Communications, Navigation and Surveillance, achieving results such as:

- Keep abreast of all amendments to Annexes and PANS related to CNS and identify specific needs for rollout activities in close coordination with the Secretaries of the relevant expert groups, and the Implementation Planning and Support Section (Air Navigation) in HQ.
- Analyse States' compliance with ICAO SARPs and provide technical guidance and advice to States to assist them in their efforts to upgrade and improve CNS facilities in compliance with regional and global plans and international standards through correspondence, missions and meetings.
- Monitor the status of implementation of SARPs and PANS, coordinate with and provide advice to the States on measures required for the effective implementation of the provisions contained in the relevant SARPs and PANS.
- Provide continuous monitoring and assessment of regional flight calibration requirements and report to the States for improvements.
- Support the development of all CNS Projects in the MID Region and ensure necessary follow-up and monitoring.
- Serve as Secretary or technical adviser to ICAO CNS-related meetings.
- Organize, conduct and/or participate in seminars, workshops and meetings to assist States in their implementation of CNS SARPs and PANS.
- Support the ATS Messaging Management Center in the ICAO MID Region (MID AMC) project.

Function 3 (incl. Expected results)

Provides support to Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP-CMA) and participates in other ICAO safety-related activities, achieving results such as:

- Provide support on matters related to Air Navigation Services (ANS), to the Portfolio Holder (PH) of the ICAO MID Regional Office in the management of the MID USOAP- CMA portfolio.
- Conduct, as required, audits and ICAO Coordinated Validation Missions (ICVMs), subject to successful completion of USOAP CMA training.
- Provide guidance and assistance to States in the development and implementation of Corrective Action Plans (CAPs) to address findings identified through USOAP-CMA activities.
- Promote the implementation of resulting safety initiatives related to ANS in close coordination with States, international organizations and the industry.

Function 4 (incl. Expected results)

Provides support to the ICAO Capacity Development and Implementation Bureau (CDI), achieving results such as:

- Serve as a technical focal point to support CDI assessment of States' requirements and capabilities to comply with requirements for CNS, and recommend actions to remedy outstanding deficiencies, as required.
- Determine the type and scope of Technical Co-operation/implementation support activities to assist States in developing their facilities in compliance with international standards.
- Provide high-level technical input on CNS matters in the preparation of the project documentation.

Function 5 (incl. Expected results)

Facilitates and coordinates Aeronautical Radio Frequency and SSR Mode S Interrogator code management, achieving results such as:

- Provide guidance and assistance to States in radio frequency assignment/ Mode S radar Interrogator code planning and management.
- Maintain a common ICAO frequency database of all aeronautical frequencies used by States in the Region.
- Provide assistance to States with their preparation of World Radio Conferences (WRCs) to support ICAO position and participate in the regional telecommunication forums in coordination with ICAO Headquarters.
- Lead inter-regional coordination and management of SSR Mode S Interrogator code for efficient operation of SSR Mode S.

Function 6 (incl. Expected results)

Performs other related duties, as assigned

IMPACT OF OUTCOME OF THE POSITION

The role of the incumbent greatly contributes to the effectiveness of the Regional Office and client perception of its services in terms of timely accomplishment of the office's activities related to the communications, navigation and surveillance. It also results in increased level of implementation of the Safety Tools in the region(s) and a high level of currency of safety and air navigation data.

WORK RELATIONS AND CONTACTS

The incumbent will be working in a matrix environment. S/he receives advice and guidance on policy matters and sensitive issues concerning technical/operational matters from the Regional Director and/or the Deputy Regional Director.

The incumbent establishes relationships with other ICAO Regional Officers on operational and technical matters. Furthermore, the incumbent interacts with the relevant Bureaus at Headquarters, especially the Air Navigation Bureau (ANB).

QUALIFICATIONS AND EXPERIENCE

Education

Essential:

An advanced-level university degree (Master's degree or academic equivalent) in systems engineering, radio navigation systems, communications, navigation and surveillance (CNS) systems or satellite-based aeronautical systems or in a related field, is required. A first-level university degree in combination with two additional years of qualifying experience in systems engineering, radio navigation systems, communications, navigation and surveillance (CNS) systems or satellite-based aeronautical systems or in a related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of seven (7) years' experience in a civil aviation administration or in an international organization with duties involving the design, development, manufacture, installation, operation and/or maintenance of aeronautical communications, navigation and surveillance (CNS) systems.
- Experience in conducting ANS inspections and monitoring implementation and setting up of systems in support of ANS.
- Experience in and providing service to international meetings.

Desirable

- Experience in negotiating with government authorities.
- Experience with computer-based record-keeping systems.
- Experience in working closely with senior officials at the State and international levels.
- Experience working within a large aviation-related international organization
- Experience in managing technical groups, symposia, workshops and seminars.

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 air navigation surveillance obligations of a civil aviation authority and of Safety Management; Thorough knowledge of ICAO functions, organization, international activities, and technical publications related to CNS and applicable International Telecommunication Union (ITU) regulations and documentation; Knowledge of aviation operations in the MID Region; knowledge of the Convention on International Civil Aviation. Sound knowledge of modern radio frequency and digital technologies for ground and satellite-based aeronautical CNS infrastructure and familiarity with conventional CNS technologies. Familiarity with ICAO publications related to aircraft operations and air traffic management. 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.

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.

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.

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.