



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Regional Officer, Environment	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 effective 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 attainment of UN Sustainable Development Goals.

The incumbent reports directly to the Deputy Regional Director (Technical Team Leader), MID. S/he will work on environmental matters, in order to promote the implementation of ICAO SARPs, procedures, plans and policies, including technical assistance, in the Middle East. The incumbent will provide expert technical support and advisory services in the field of environment (ENV) to the States accredited to MID and act as focal point/liaison officer, in coordination with the concerned sections of the Air Transport Bureau (ATB) at ICAO Headquarters and other Regional Offices, as required. For the work related to the ICAO ENV Assistance Projects at HQ, the incumbent will report directly to DD/ENV.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Ensures monitoring and provides support, in collaboration with other staff members in the MID Office and ICAO Headquarters, on the implementation of the ICAO environment related SARPs, plans, and policies for the 15 States in the MID Region, achieving results such as:

- Follow up, foster, and initiate actions aimed at achieving efficient and effective implementation of Annex 16 Environmental Protection by States, Doc 9988 and other guidance material related to aviation and environmental protection.
- Manage, follow-up, foster, and initiate actions to achieve the implementation of the States’ Environmental Action Plan.
- Keep abreast of current civil aviation developments, including relevant activities of ACAO, IATA, IFALPA, CANSO, ISO, WMO, UNFCCC, and other international organizations and individual States.
- Prepare, analyze and manage the technical/operational aspects of ENV-related subjects and associated reports, briefs, correspondence, etc.
- Coordinate regional programmes and planning or operational documents with HQ activities, ensuring that environment activities are aligned with ICAO policies.

Function 2 (incl. Expected results)

Acts as Secretary to meetings in fields of assigned responsibility, coordinates and implements the MID annual operating plans in the area of ENV, and assists as required at other meetings, achieving results such as:

- Manage, provide assistance and guidance to States for the development/update and implementation of States’ Action Plans for CO2 Emissions Reduction Activities as well as the implementation of Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) in liaison with the ATB/ENV.

- Conduct capacity-building and assistance activities under the ICAO Assistance Capacity-building and Training for CORSIA (ACT CORSIA) programme in the MID Region.
- Liaise and coordinate with ATB/ENV for the ICAO initiative ACT CORSIA, facilitating additional States's participation in the CORSIA buddy partnerships and coordination of buddy partnership follow-up actions.
- Coordinate and assist ATB/ENV and represent the Organization at meetings in the Region for all environment matters such as the organization of meetings, coordination with States, and organizations.
- Conduct, participate in and/or serve as secretary/technical adviser at ICAO meetings, seminars, and workshops related to ENV and assist as required at other meetings in the MID Region.
- Facilitate inter-State coordination and cooperation in order to create/improve harmonized operational improvements and to achieve measurable progress in the ENV fields.

Function 3 (incl. Expected results)

Implements and supports the ICAO Regional Office Work Programme in the technical/environment fields and the MID NCLB technical assistance and capacity building programme in the area of environment, achieving results such as:

- Analyze States' needs/problems and initiate/propose solutions.
- Organize, facilitate, and support seminars and workshops aimed at developing capacity or addressing specific challenges.
- Prepare working papers, reports, briefs, and correspondence on technical/operational and environmental aspects of civil aviation.
- Assess the status of implementation of ENV-related SARPs, as relevant and provide assistance for the implementation of corrective actions to eliminate identified deficiencies in the ENV field and enhance their environmental capabilities.

Function 4 (incl. Expected results)

Coordinates with ICAO HQ and relevant regional and international organizations, achieving results such as:

- Ensure harmonized and coordinated implementation of ICAO SARPs, plans, and policies in the ENV area.
- Ensure the efficient and effective use of the MID resources directed at the implementation of the ENV-related programmes.
- Represent ICAO at meetings of international organizations and provide consistent explanations of SARPs and global viewpoints.
- Organize and coordinate relevant meetings and represent ICAO in regional meetings.

Function 5 (incl. Expected results)

Serves as liaison, manages, and provides support to the environment assistance projects, in coordination with ICAO HQ, including liaising with donor and/or recipient States and relevant regional and international organizations, achieving results such as:

- Support the ongoing activities related to the ICAO-Environment assistance projects, including but not limited to the ICAO Assistance Projects.
- Green funding opportunities and projects to be used in the development of sustainability of Environment.
- Manage and coordinate with funding partners, as well as other ICAO Bureaus.
- Coordinate and provide technical advice on the work of the project with the consultants recruited for assistance work.
- Prepare and review documentation associated with the assistance work (such as progress report, contracts, etc.).
- Serve as the interface between project-related activities in the regions and with HQ.
- Prepare and review documentation associated with assistance projects (such as progress reports, contracts, etc.).

Function 6 (incl. Expected results)

Supports the implementation of the regional outreach strategy in the MID Region, achieving results such as:

- Initiate regional communication of ICAO initiatives via traditional and non-traditional promotions, including but not limited to the ICAO online blog and a regional newsletter.
- Support activities/actions meant to increase the number of contacts in the regions which can be served by ICAO products and activities.
- Perform the function of Global Aviation Training Focal point for the office, coordinating and organizing relevant training for the MID States.

Function 7 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The position will foster mutual growth and development, benefiting the individual, ICAO and the nominating State. The secondee will bring specialized expertise and additional resources that can help ICAO fulfil its mandate more effectively, in developing and implementing effective climate policies in the international civil aviation sector. The secondee will contribute with a diverse perspective and innovative solutions to ICAO, enriching the organization's approach for the implementation of CORSIA and other climate strategies in the sector. By contributing to the development of robust strategies, the secondee will help accelerate global efforts to meet climate goals and reduce greenhouse gas emissions in the civil aviation sector.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none">Jane Hupe, Deputy Director ENVTetsuya Tanaka, Chief CC section	Seeking guidance from Management on political and technical issues in relation to the work of TAB and CORSIA Eligible Emissions Units
<ul style="list-style-type: none">Karen Ortega, Environment OfficerTAB	Coordination in relation to the activities to be organized for the TAB and CORSIA Eligible Emissions Units
b) Outside the Organization <ul style="list-style-type: none">Emission unit programmes	Exchange official communication in relation to CORSIA eligible emissions units

QUALIFICATIONS AND EXPERIENCE

Education

Essential:

An advanced university degree (Master's degree or academic equivalent) in environment, air transport economics, environmental economics, environmental law, or in a related field. A first level university degree, in combination with an additional two years of experience in environment, air transport economics, environmental economics, environmental law, or in a related field, may be accepted in lieu of the advanced university degree.

Desirable:

Professional experience

Essential

- A minimum of seven (7) years of experience in an international civil aviation environment, airport, airline, or environmental organization and sound background in programme/project management.
- Experience in the field of environment in a public or private organization.
- Experience participating in and servicing international civil aviation meetings.

Desirable

- Experience in dealing with high-level officials, government representatives or senior executives from States.
- Experience in the organization of workshops or meetings of experts.
- Experience in training and capacity building activities.

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, or Spanish).

Competencies

Professionalism: Good knowledge of the CORSIA SARPs and knowledge of other SARPs relating to environmental protection. Good knowledge of environmental impacts of civil aviation and familiarity with the work of ICAO. 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 seconded individual 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.