



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Regional Officer, Environment and Climate Change	Duration of Secondment:	Two years initially
Grade Level:	P-3	Deadline for applications:	TBD
Duty Station:	Bangkok, Thailand	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 attainment of UN Sustainable Development Goals.

ICAO's activities in the field of environmental protection aim to limit or reduce the impact of international aviation on noise, local air quality and the global climate. The Regional Office supports the Environment sections within the Air Transport Bureau (ATB) in ICAO by organizing and conducting seminars and workshops, collecting environmental protection-related data, developing guidance and conducting other activities to facilitate States' implementation of ICAO SARPs and policies related to environmental protection, including preparation and implementation of States' voluntary action plans on international aviation carbon dioxide (CO₂) emissions reduction, and implementation of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

The incumbent reports directly to the Regional Officer, Aeronautical Meteorology / Environment (RO-MET/ENV) who provides technical supervision of the work of the incumbent. Under the direction and guidance of RO-MET/ENV and overall supervision of the Regional Director and/or Deputy Regional Director, the incumbent will work in coordination with other Regional Officers.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Assists the Asia and Pacific (APAC) Office in its work programme through active involvement in the planning, preparation and conducting of meetings, workshops, seminars, and other activities including assistance and capacity building related to the ICAO's strategic objective – environmental protection, achieving results such as:

- Present and discuss technical information with States to promote the position of ICAO during relevant activities.
- Draft, finalize and distribute reports and/or summaries as necessary to concisely and accurately record relevant outcomes.
- Draft, finalize and distribute Invitation letters to States to effectively promote the relevant activities.
- Draft, finalize and publish agendas, bulletins, and discussion papers to support the relevant activities.

Function 2 (incl. Expected results)

Coordinates with international/regional organizations, including through participation in external conferences, seminars, meetings, and missions addressing ENV protection matters, and promotes collaboration among different stakeholders to maximize synergies and ensure efficient and cost-effective assistance to States, achieving results such as:

- Participate in relevant external forums to promote collaboration on ICAO's plans, policies and provisions concerning environmental protection, including ICAO's initiatives on CORSIA, States' action plans on CO₂ emissions reduction (SAP), and ICAO's Assistance, Capacity-building, and Training for Sustainable Aviation Fuels (ICAO ACT-SAF) programme.
- Provide necessary support for ICAO Headquarters environmental protection events organized in the APAC region.

Function 3 (incl. Expected results)

Supports States in the implementation of Annex 16 requirements and ICAO guidance material on ENV aspects, in particular for the development, update and implementation of SAP and CORSIA requirements, achieving results such as:

- Assist APAC States in designating/updating SAP and CORSIA focal points to maintain engagement in CORSIA and SAP implementation support.
- Organize and conduct assistance activities to support the inclusion by APAC States in their SAP of quantified data on their contributions to the realization of ICAO global aspirational goals and information on SAF initiatives.
- Provide targeted assistance to facilitate APAC States to fulfil their CORSIA-related requirements according to ICAO Annex 16, Volume IV.
- Provide targeted assistance to encourage States to participate in the CORSIA offsetting requirements.

Function 4 (incl. Expected results)

Monitors the implementation by APAC States of the voluntary action plans for the planning and reporting of States' activities, to address CO2 emissions from international civil aviation, and assists in the management of the regional programme for preparation and implementation of States' action plans and CORSIA, achieving results such as:

- Monitor the States' implementation of CORSIA-related requirements.
- Monitor the development, update, and submission of SAP by APAC States.
- Monitor the progress of ICAO ACT-SAF programme and coordinate/facilitate the registration of additional APAC States and Organizations expressing their intention to participate actively.
- Monitor the progress of ACT-CORSIA Buddy Partnerships activities, facilitate delivery of ICAO assistance to support the partnerships, and coordinate/facilitate the entry of new States.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent) in environmental studies, environmental science, or a related field, is required. A first-level university degree, in combination with two (2) additional years of qualifying experience in environmental studies, environmental science or a related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of five (5) years' experience in an international civil aviation environment, airport, airline or environmental organization.
- Sound experience in programme/project management of which two years should be at the international level.
- Experience in providing service to international meetings.

Desirable

- Experience with international environmental policies within ICAO.

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 knowledge of ICAO functions, organization, international activities and technical publications, especially those related to environmental protection; ability to meet deadlines, solve problems and manage busy work schedules effectively. Knowledge of relevant office software applications, such as word processing and data sheets, and their use. 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.

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.

MODE OF SECONDMENT

The duration of the secondment is two years, which may be extended for an additional one year exceptionally 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 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 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.