



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Associate Technical Assistance Officer	Duration of Secondment:	2 years with possibility of extension
Grade Level:	P-2	Deadline for applications:	Until filled
Duty Station:	Bangkok	Date for entry on duty:	As soon as possible
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> 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.

The incumbent reports directly to the Regional Officer, Technical Assistance (RO/TA) who provides direct technical supervision of the day-to-day work of the incumbent. Under the direction and guidance of RO/TA and overall supervision of the Deputy Regional Director and/or Regional Director as applicable, the incumbent will work in coordination with other Regional Officers.

The incumbent, in consultation with the Regional Officer, Technical Assistance (RO/TA) may coordinate with the respective sections in the Capacity Development and Implementation Bureau, Air Navigation Bureau and the Air Transport Bureau at ICAO HQ on matters related to implementing the ‘Policy on ICAO Implementation Support Provided to States’ as well as with the Air Transport Bureau on matters related to development of regional air transport in order to provide coordination support to RO/TA to maintain liaison with civil aviation authorities and service providers of States and international/regional organizations in the Asia Pacific Region and supporting implementation of projects relating to all ICAO strategic objectives. The incumbent will perform other duties as required.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Under the guidance of, and in coordination with the RO/TA, coordinates activities in the States to which the APAC office is accredited to enhance the provision of ICAO’s Implementation Support,** achieving results such as:

- Support the RO/TA in establishing and maintaining durable contacts with the relevant authorities of States and international/regional civil aviation bodies, with a view to raise the profile of ICAO.
- Collect information from States and support creating opportunities for implementation support.
- Assist RO/TA on the assistance needs analysis of States and identify new business opportunities, including but not limited to capacity building, as well as procurement to address identified needs of States.
- Assist the RO/TA in the development of draft Terms of References (TORs) for new projects.
- Review and brief RO/TA on project proposals developed by CDI as required.
- Assist in coordinating ICAO’s work with that of other organizations to ensure harmony in the delivery of assistance, and attend meetings of such organizations, as required.
- Support resource mobilization efforts of ICAO.

#### Function 2 (incl. Expected results)

**Coordinates the training implementation and capacity/competency development of APAC States**, achieving results such as:

- Address the training requests emanating from the APAC and/or the States and/or the TRAINAIR PLUS Programme (TPP) Members.
- Interact with Member States and collaborate in the identification of training needs and propose appropriate training solutions.
- Follow-up on training needs identified by the subject matter experts of the APAC Regional Office.
- In consultation with the RO/TA, coordinate delivery of the training activities in the APAC Member States and/or TPP Members.
- Assist ICAO GAT to develop, plan and monitor yearly training schedules in the APAC Region, in coordination with Member States and TPP Members.
- Support and coordinate as necessary, regional training activities, such as Training Symposia etc.

### Function 3 (incl. Expected results)

**Assists RO/TA to evaluate and monitor the progress and effectiveness of regional technical co-operation and assistance projects as well as assistance provided by the APAC Office to individual State projects/Groups of States projects, as agreed to between the Regional Office and CDI and ANB**, achieving results such as:

- Support the RO/TA, in conjunction with the CDI, in identifying business development opportunities to promote ICAO's products and services, including in the areas of safety, security and facilitation, air navigation, environment etc.
- Monitor operational activities of selected regional projects assigned by RO/TA including attending meetings of such organizations as required.
- Participate in evaluation of outcomes of regional projects vis-à-vis defined objectives, scope, timelines, and milestones.
- Provide inputs in the evaluation of the performance of project experts, including contract extensions.
- Participate and contribute on TA matters in Regional Office and ICAO meetings, as required.

### Function 4 (incl. Expected results)

**Supports the work of ICAO and Member States, within the scope of Next Generation of Aviation Professionals (NGAP) and Gender Equality Programme (GEP)**, achieving results such as:

- Assist the RO/TA in promoting the NGAP and GEP in the region.
- Develop and maintain project management methodologies, processes, and tools to ensure effectiveness and efficiency across all projects related to NGAP and GEP.
- Establish and maintain strong relationships with internal and external stakeholders to ensure clear communication and alignment to build capacity.
- Monitor the success of States/Administrations and relevant stakeholders to increase accountability and activities related to NGAP and GEP.
- Relay consistent and accurate updates to business/project owners about the progress of the NGAP and GEP, issues, and further engagement with external partners.
- Ensure that ICAO NGAP and GEP activities comply with established ICAO policies, procedures and practices, and ICAO's standards.
- Provide regular status updates of activities and communicate key milestones, risks, and issues to RO/TA and provide recommendations to overcome obstacles.
- Contribute to strategic planning and provide input on resource allocation and NGAP/GEP activity prioritization.

### Function 5 (incl. Expected results)

**Performs other related duties, as assigned.**

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

A first level university degree in aeronautics, air transport economics, business administration, aviation law, communication, or in a related field. A technical qualification in aviation such as an Airline Transport Pilot License (ATPL), or Air Traffic Control License or Airframe and Power Plant Technician Certification may be accepted in lieu of a first level university degree.

### Professional experience

#### Essential

- A minimum of three (3) years' experience with a civil aviation authority and/or international organization and/or a relevant industry.
- Experience working with civil aviation authorities for the implementation of technical assistance/cooperation projects.
- Experience in programme management working with training domain for the administration, delivery, and implementation of training programme/courses at the national and/or sub-regional and/or regional level.

#### Desirable

- Experience in drafting training proposals, agreements, and other relevant materials.
- Experience participating in and providing service to international meetings.
- Experience in negotiating with government authorities.
- Experience working in a multi-national and multi-cultural environment.

### 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:** 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.

**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 2 years, which can be extended for an additional year exceptionally and thereafter, depending on need for the subject matter expert. 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 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.