



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Environment Officer, Sustainable Aviation Fuels (SAF)	Duration of Secondment:	2 years
Grade Level:	P-4	Deadline for applications:	Until filled
Duty Station:	Montreal	Date for entry on duty:	As soon as possible

THE ORGANIZATIONAL SETTING

ICAO's activities in the environment field aim to limit or reduce the impact of international aviation on noise, local air quality and the global climate. This position is situated in the Environmental Standards Section (ES) within the Air Transport Bureau (ATB) in ICAO. The Section is responsible for the development of Standards and Recommended Practices (SARPs), conducting quantitative studies and assessment of environmental benefits, and providing guidance on aircraft noise, aircraft engine emissions (local air quality), and aeroplane CO₂ emissions. The Section maintains all volumes of Annex 16 - Environmental Protection and databases on aircraft noise, aircraft engine emissions, and aeroplane CO₂ emissions in cooperation with the Aviation Data and Analysis Section. It also provides support to the Assembly, the Council, the Air Navigation Commission (ANC), the Air Transport Committee (ATC) and the Committee on Aviation Environmental Protection (CAEP).

The incumbent reports to the Chief, Environmental Standards Section (C/ES). In this context, the incumbent will support C/ES and Environment Officers in the work directly related to sustainable aviation fuels (SAF).

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Works closely with the ICAO Secretariat and relevant committees, such as the Committee on Aviation and Environmental Protection (CAEP), as well as with international organizations, achieving results such as:

- Support the development of ICAO methodologies to account for the net emissions from the use of sustainable aviation fuels, participate in relevant international meetings in relation to these subjects and cooperate with the associated relevant institutions.
- Support the work of CAEP related to the Fuels Task Group (FTG), the Sustainability Certification Schemes Evaluation Group (SCSEG) and the Long-Term Aspirational Goal Monitoring and Reporting Task Group (LMR-TG).

Function 2 (incl. Expected results)

Coordinates and assists in the development of assistance, capacity building and training programmes, achieving results such as:

- Develops projects under the ICAO ACT-SAF programme, working directly with ACT-SAF Partners from States, International Organizations, and aviation stakeholders.

- Liaises with States and stakeholders to develop new and innovative components under the ICAO assistance, capacity building and training programmes, including the development of guidance materials related to the Sustainable Aviation Fuels.

Function 3 (incl. Expected results)

Undertakes analyses and supports the work on the assessment of aviation in-sector CO₂ emissions reductions, achieving results such as:

- Collect information from Member States and other stakeholders on the in-sector emissions reduction opportunities through sustainable aviation fuels and prepare periodic updates for C/ES.
- Coordinate the aggregation of information, monitor and assess CO₂ emissions reduction potential for international civil aviation of SAF.
- Advise on actions to consolidate the CO₂ emissions reduction potential for international civil aviation for SAF.
- Ensure the accurate accounting of the regional and global use of sustainable aviation fuels and its net emissions.
- Track progress of fuel accounting systems for international aviation currently used in the open market, participate in relevant international meetings in relation to this subject, and cooperate with the associated relevant institutions.
- Review technical reports, market assessments, system evaluations, and similar reports and data, and prepare periodic updates on the state of development and deployment of accounting methodologies for CO₂ emissions.
- Maintain estimates/forecasts of evolutionary and novel measures to reduce CO₂ emissions, including sustainable aviation fuels availability.

Function 4 (incl. Expected results)

Coordinates and assists in the development and preparation of events, material, documentation, reports, and presentations related to Environment, achieving results such as:

- Coordinate the development of documentation and presentations related to meetings associated with sustainable aviation fuels.
- Assist in managing and preparing for events associated with SAF assessment of aviation in-sector CO₂ emissions reductions.
- Conduct research as required and provide material to be published on the ICAO Environmental website in relation to SAF.
- Draft replies to public enquiries on environment, particularly related to tools and data utilized for SAF.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first level university degree, preferably in engineering, mathematics, science, statistics or in a related field.

Professional experience

Essential

- A minimum of ten (10) years' experience in an international civil aviation environment, airport, airline or environmental organization, of which a minimum of two years should be at the international level.
- Significant experience with the various components of the air transport system (such as government regulators, airlines, airports and other service providers), and their inter-relationships.
- Experience in providing service to international meetings.

Desirable

- Experience in international environmental policies within ICAO.
- Experience with Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).
- Experience with international environmental policies.
- Experience with ICAO functions, its organizational structure and international activities.
- Familiarity with the role of ICAO and of other international bodies active in the environmental field and with the work of Committee on Aviation Environment Protection (CAEP) technical working groups.

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: Sound background in sustainable aviation fuels, operations and technology associated with CO₂ emissions reduction. Familiarity with ICAO's functions and organizational structure. 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.

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.

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.

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

MODE OF SECONDMENT

The duration of the secondment is three 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 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.