



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Technical Expert, Air Traffic Management (3 posts)	Duration of Secondment:	Three (3) years
Grade Level:	P-4	Deadline for applications:	Until filled
Duty Station:	Montréal, Canada	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 Air Navigation Bureau (ANB) in ICAO provides technical advice to the Air Navigation Commission (ANC), the Council, and the Assembly. ANB provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and implementing the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP), including its aviation system block upgrades as well as producing yearly safety and air navigation status reports. The Bureau develops technical studies and proposals for Standards and Recommended Practices (SARPs), and Procedures for Air Navigation Services (PANS) for further processing by the governing bodies of ICAO. The Bureau also develops related procedures and guidance material. The Bureau also manages the ICAO Universal Safety Oversight Audit Programme (USOAP), which monitors all Member States on a continuous basis.

ANB supports ICAO's crisis preparedness and response and, in some cases, leads its management. Activities include the following: Maintaining a comprehensive and adaptable framework within ICAO that will allow it to support States, as necessary, in meeting their obligations to the Annexes to the Chicago Convention, as well as obligations in other sectors such as international health regulations, in developing, promulgating and implementing relevant contingency and emergency plans. The overarching framework [in development] will contain a governance structure, as well as coordination and communication strategies. It will also seek to improve response capabilities by States in the face of various crises, including disruption, or potential disruption, of airport or air traffic management and related support services, health-related crises (e.g., pandemics), and humanitarian-related crises (e.g., natural disasters).

The Air Traffic Management (ATM) Section is responsible for promoting the ICAO vision for a global ATM system on the basis of the Global ATM Operational Concept (Doc 9854), and supports States, air navigation services providers, aerodrome operators and air operators in improving safety and reducing congestion and impact of delays by developing SARPs, PANS and guidance for en route, terminal and ATM-related aerodrome operations. It advises States, ICAO Council and ANC on air traffic management (ATM) and search and rescue (SAR) matters with overall responsibility for Annex 2 — *Rules of the Air*, Annex 10 — *Aeronautical Telecommunications*, Volume II — *Communication Procedures, including those with PANS status*, Annex 11 — *Air Traffic Services*, Annex 12 — *Search and Rescue*, the *Procedures for Air Navigation Services — Air Traffic Management* (PANS-ATM, Doc 4444), the *Procedures for Air Navigation Services — ICAO Abbreviations and Codes* (PANS-ABC, Doc 8400), the *Regional Air Navigation Plans* (ANPs) and the *Regional Supplementary Procedures* (Doc 7030). It is also responsible for contingency planning and crisis management, as well as coordination with the International Maritime Organization (IMO) and liaison with the COSPAS-SARSAT Council to optimize the establishment, maintenance and operation of SAR services. The incumbent reports directly to the Chief ATM and will collaborate closely with other Technical Officers in the Bureau and Regional Offices for all ATM-related matters.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides technical support in the development of proposals related to the amendment and implementation of Annexes to the ICAO Convention and other ICAO regulatory documents, achieving results such as:

- Keep abreast of significant trends and technological developments in ATM operations, innovation and automation.
- Analyse issues raised by States and international organizations in the field of ATM and recommend appropriate solutions.

- Draft proposals for amendment to Annexes and PANS to reflect new operational requirements, procedures, and technological developments.
- Draft proposals for amendment to other documents, such as manuals, to facilitate the implementation of Annex and PANS provisions.
- Provide support to various ICAO expert groups as necessary to ensure relevant coordination in building global provisions and guidance.
- Provide technical inputs to proposals for amendment to be presented to the ANC from the Secretariat and ICAO expert groups.

Function 2 (incl. Expected results)

Supports the Secretariat in processing the proposals for amendment to Annexes, PANS and guidance material on matters related to ATM, achieving results such as:

- Develop comprehensive working papers and other documentation required to present proposals for amendment to Annexes and PANS to the ANC and ICAO Council to facilitate technical discussions.
- Participate in the discussion of such papers and provide additional information and technical advice as needed.
- Follow up on actions resulting from the discussion of such papers during the ANC and Council meetings.
- Conduct a technical review of draft guidance material and coordinate and improve the material as required for approval by the Secretary General.

Function 3 (incl. Expected results)

Under the guidance of a Technical Officer, serves as an Acting Secretary and/or provides support to one or more of ICAO expert groups dealing with ATM matters, such as the Air Traffic Management Requirements and Performance Panel (ATMRPP), Air Traffic Management Operations Panel (ATMOPSP), Separation and Airspace Safety Panel (SASP) and Operational Data Link Specific Working Group of the Communications Panel (CP-OPDLWG), achieving results such as:

- Develop meeting documentation to facilitate effective technical discussions, including working papers, presentations and reports.
- Provide guidance and advice on technical and procedural matters, including ICAO rules, procedures and methodologies for the development of proposals for amendment to Annexes, PANS and manuals.
- Review and propose amendments to draft proposals from the expert groups for quality and consistency with ICAO policies and provisions in Annexes, PANS and manuals.
- Communicate and coordinate with members of other expert groups and the ICAO Secretariat.
- Ensure dissemination and sharing of the necessary information to support the work of the expert groups.
- Establish and maintain an ongoing interface between the ANC and the expert group.
- Establish and manage a dedicated expert group website and maintain its currency and accuracy.

Function 4 (incl. Expected results)

Provides technical expertise on ATM-related matters to the ICAO governing bodies, States and international organisations and other external stakeholders, achieving results such as:

- Act as subject matter expert on ATM-related matters.
- Draft replies to correspondence from States and international organizations on ATM-related matters.
- Draft working/information papers and technical briefings/presentations for the Assembly, Council and ANC, and international meetings as required.

Function 5 (incl. Expected results)

Supports the coordination and implementation of ATM-related operational concepts, requirements and procedures, achieving results such as:

- Maintain active liaison with the ICAO Regional Offices on the roll-out of new operational concepts, requirements and procedures.
- Plan and conduct specific technical training sessions, internal or external, as required to communicate developments in the area of ATM.
- Organize and conduct global or regional events to create awareness and implementation support, as required.
- Represent ICAO at international meetings, seminars, and workshops, as required.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The Technical Expert, ATM supports the advancement of global air navigation efficiency, safety, and modernization. The position contributes to developing, implementing, and amendment of ICAO's SARPs, PANS and guidance material related to ATM, ensuring effective, innovative, and compliant air traffic management worldwide.

By providing expert guidance and technical input, the incumbent supports stakeholders in enhancing airspace management, reducing congestion and delays, and integrating new technologies, ultimately improving global aviation safety and efficiency.

WORK RELATIONS AND CONTACTS

The Technical Expert, ATM, operates in a collaborative environment, interacting with various internal and external stakeholders to ensure the effective development and implementation of global air traffic management standards and policies.

Title and level	Purpose
a) Inside the Organization	
• Chief, Air Traffic Management	To receive strategic direction and report on ATM-related priorities.
• Air Navigation Bureau Colleagues	To collaborate on technical matters across different disciplines.
• Air Navigation Commission	To provide technical expertise and contribute to ATM-related discussions through working papers and presentations.
• ICAO Regional Offices	To coordinate regional implementation of ATM standards and procedures
• ICAO Governing Bodies	To support the Assembly and Council by preparing reports, technical papers, and presentations on ATM developments and challenges.
b) Outside the Organization	
• ICAO expert group	To lead or participate in activities aimed at global harmonization of ATM practices.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

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

A technical qualification in the field of ATM, such as an Air Traffic Control License, may be accepted in lieu of a first level university degree.

Professional experience

Essential

- A minimum of seven (7) years qualifying experience as a qualified air traffic controller (minimum area control rating).
- Experience in the planning and implementation of advanced ATM systems and procedures involving safety risk assessments, airspace design, reduced separation minima and/or advanced CNS technologies.
- Experience in drafting regulatory documents and/or operational procedures related to ATM.
- Experience in the operational use of ATS data link systems such as PDC, CPDLC, ADS-C and/or AIDC.
- Experience in providing service to international meetings.

Desirable

- Experience in ICAO expert groups dealing with ATM matters, such as the Air Traffic Management Requirements and Performance Panel (ATMRPP), Air Traffic Management Operations Panel (ATMOPSP), Separation and Airspace Safety Panel (SASP) and Operational Data Link Specific Working Group of the Communications Panel (CP-OPDLWG)
- Experience working within a large aviation-related international organization.

- Experience as a pilot, remote pilot, ANS inspector or ICAO auditor.
- Experience in managing technical groups, symposia, workshops, etc.
- Experience in flight operations and airworthiness matters.
- Experience in developing functional requirements for ATM systems.

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: Advanced knowledge of the ICAO provisions related to ATM/SAR, including the Convention on International Civil Aviation, Annexes, Procedures for Air Navigation Services (PANS), Regional Supplementary Procedures (SUPPs) and Air Navigation Plans (ANPs) and guidance material. Knowledge of the International Convention on Maritime Search and Rescue (SAR). Knowledge of the ICAO work towards the development and implementation of the Global Aviation Safety Plan/Global Air Navigation Plan and their relationship with regional planning and implementation activities. Advanced understanding of the ATM-related threads and elements in the Aviation System Block Upgrade (ASBU). Knowledge of ICAO functions, organization and international activities in fields other than ATM and SAR. Sound knowledge of new operational concepts and technological developments in support of ATM innovation/automation. Advanced knowledge of civil aviation issues and familiarity with the work of other related international organizations. Familiarity with activities concerning ATM-related research, development, trials and demonstrations in progress in ICAO regions. 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.

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.

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 (3) years, which can be extended for an additional year and thereafter, depending on the 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.