



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Technical Expert, Capacity Development and Implementation Bureau (multiple opportunities)	Duration of Secondment:	Three (3) years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Montréal, Canada	Date for entry on duty:	
<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 “ <b>Achieve gender equality and empower all women and girls.</b> ”			

### THE ORGANIZATIONAL SETTING

The Capacity Development and Implementation Bureau (CDI) is responsible for the execution of ICAO’s Capacity Development and Implementation Programme, providing technical support to ICAO Member States through Implementation support projects funded by the State, multi-lateral, bilateral and other donor-funded mechanisms in all matters relating to the development of safe, secure and environmentally friendly civil aviation. It also assists States in identifying and formulating regional, State, inter-State and fellowship programmes.

Under the guidance of the Director, CDI, with whom s/he consults on complex technical issues, the incumbent will serve as a technical resource, supporting the Bureau with the ICAO Implementation Support projects and other related technical support activities. In addition, the incumbent will support key technical assistance initiatives, including the development and deployment of Implementation Packages, as well as activities undertaken by the Global Aviation Training (GAT) Section and Field Operations Section (FOS).

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Serves as an aviation technical resource and subject matter expert for the Capacity Development and Implementation Programme (CDIP), achieving results such as:**

- Provide technical support for design, development, and deployment of ICAO Implementation Packages (iPacks), including needs assessment, prioritization, and integration of State-specific audit findings and corrective action plans (CAPs). Review, analyse, and provide input to CDI proposals in response to requests by States for iPacks support, ensuring alignment with ICAO Standard and Recommended Practices (SARPs), Universal Safety Oversight Audit Programme (USOAP), central monitoring agency (CMA) audit outcomes, and global aviation safety/security objectives.
- Act as a liaison between the CDI and the Air Navigation Bureau, the Air Transport Bureau and ICAO Regional Offices with regard to iPacks’ development and implementation, ensuring traceability to USOAP CMA findings, PQs (Protocol Questions), and SSP/SMS maturity frameworks.
- Provide technical support to groups of experts, panels and working groups in the harmonization of audit-related tools, CAP monitoring, and assistance mechanisms for States.
- Support the Global Aviation Training (GAT) Section by identifying and addressing training needs of Civil Aviation Authorities (CAAs), particularly in relation to USOAP PQs, State safety oversight systems (SSP), and corrective action planning.
- Monitor and analyse emerging global civil aviation trends, audit results, and performance indicators for the definition and adaptation of new TC products and services.

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

**Serves as the Bureau’s interface with civil aviation authorities and international organisations in coordinating technical activities, achieving results such as:**

- Provide technical input and expert technical advice in support of the Director, CDI, by preparing briefs and presentations as needed for potential client States, and ICAO donors.
- Liaise with Civil Aviation Authorities as CDI's interface regarding joint technical assistance activities.
- Review, analyse, and provide expert input in response to requests by States for projects.
- Draft working papers and technical reports related to CDI activities, ensuring alignment with ICAO's Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach and capacity-building initiatives.

### Function 3 (incl. Expected results)

**Provides technical advice and expertise for CDI's Business Development**, achieving results such as:

- Coordinate with Resource Mobilization officers to identify potential funding and in-kind support for CDI projects.
- Contribute to the development and implementation of a unified strategy for all Technical Programme activities.
- Identify, define and develop ways to more closely connect CDI's activities with the Resource Mobilization functions and the Air Navigation and Air Transport Bureaus.
- Analyse CDI Business Development proposals hosted on the Resource Mobilization platform to identify potential projects that might be undertaken by CDI.
- Participate in expert group technical discussions, or in international meetings/conferences promoting CDI's catalogue of products and services.

### Function 4 (incl. Expected results)

**Collaborates in the development and enhancement of aviation data reporting systems**, achieving results such as:

- Coordinate with the ANB and ATB Bureaus to help advance the use of ICAO's D4I (Data for Implementation) tools and processes in order for CDI to identify potential challenges related to the implementation of new standards and develop products and services to market to States and Civil Aviation Authorities.
- Monitor and follow up on actions resulting from discussions related to the use of ICAO's D4I (Data for Implementation).
- Monitor and follow up on actions related to ICAO's safety and security audit data platforms (e.g. CMA Online Framework, iSTARS, PQ status dashboards) for the development of targeted products and services for States.

### Function 5 (incl. Expected results)

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

## IMPACT OF THE OUTCOME OF THE POSITION

The work of the Technical Expert directly contributes to ICAO's mandate of supporting States in achieving safe, secure, and sustainable civil aviation systems. The incumbent's technical expertise ensures that ICAO's capacity development projects, implementation packages (iPacks), and training initiatives are effectively aligned with ICAO Standards and Recommended Practices (SARPs), audit findings, and corrective action plans. By facilitating the translation of audit outcomes into practical capacity-building measures, the position strengthens States' regulatory and oversight capabilities, enhances global aviation safety and security performance, and contributes to the credibility of ICAO's technical assistance programmes. Successful outcomes will also foster trust with donor States and partners, thereby supporting ICAO's resource mobilization and long-term programme sustainability.

## WORK RELATIONS AND CONTACTS

Title and level	Purpose
<b>a) Inside the Organisation</b>	
Director, CDI (D-1)	Provide technical advice, prepare reports/briefings, and support decision-making.
Colleagues in the Air Navigation Bureau (ANB) and Air Transport Bureau (ATB)	Collaborate on the development and alignment of iPacks, technical assistance, and data-driven oversight initiatives.
Global Aviation Training (GAT) Section and Field Operations Section (FOS)	Coordinate on training needs assessments and delivery of capacity-building activities.
ICAO Regional Offices	Ensure technical assistance activities are consistent with regional priorities and audit outcomes.
<b>b) Outside the Organisation</b>	
Civil Aviation Authorities (CAAs)	Act as ICAO's interface for technical cooperation, iPack implementation, training, and corrective action planning.

International and regional organizations (e.g., UN agencies, donor institutions, regional safety oversight organizations)	Coordinate partnerships, resource mobilization, and joint initiatives.
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## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

An advanced level university degree (Master's degree or academic equivalent) in aviation-related technical discipline, aeronautical engineering, air transport management, aviation safety/security, or a related field. A first-level university degree in an aviation-related technical discipline, aeronautical engineering, air transport management, aviation safety/security, or a related field may be accepted in lieu of the advanced university degree.

### Professional experience

#### Essential

- A minimum of seven (7) years of progressively responsible technical or managerial experience within a Civil Aviation Authority.
- Experience in the field of international civil aviation.
- Experience with ICAO's standards-setting processes.
- Experience with ICAO CMA tools (iSTARS, CMA Online Framework), SSP/SMS implementation, and data-driven oversight.
- Regulatory and policy-making experience gained with a national aviation regulatory agency.
- Experience in writing material for partnerships and resource mobilization, including project proposals, and promotional materials.

### Languages

#### Essential

Fluent reading, writing, and speaking abilities in English.

#### Desirable

A working knowledge of any other language of the Organisation (Arabic, Chinese, French, Russian, Spanish).

### Competencies

#### Core Competencies:

**Professionalism:** Demonstrated expertise in ICAO's standards-setting processes, including in-depth knowledge of the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) methodology, Protocol Questions (PQs), and corrective action planning. Extensive regulatory and policy-making experience gained with a national aviation regulatory agency, with proven ability to interpret, implement, and align national frameworks with ICAO SARPs. Thorough knowledge of the FAA's and EASA's international regulatory interests, global safety initiatives, and oversight practices, and how these interact with ICAO's global aviation safety, security, and facilitation frameworks. Strong understanding of ICAO's organizational structure, governance, and working methods, including its technical assistance, technical cooperation, and capacity development programmes. Proven ability to manage and deliver complex technical projects, including those linked to audit outcomes and regulatory capacity-building, with strong diplomatic skills in a multi-national and multicultural environment. Excellent writing, communication, and analytical skills, with experience in producing audit-related reports, technical documentation, and donor-facing materials. 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.

**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 organisational 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.

**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.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates an 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.

## MODE OF SECONDMENT

The duration of the secondment is three (3) years. 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.