International Civil Aviation Organization
Job Description

POSITION INFORMATION

Post Title:	Technical Expert, Remotely Piloted Aircraft Systems (RPAS) (2 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) is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council, and the Assembly. The Air Navigation Bureau provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and supporting 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 Universal Safety Oversight Audit Programme (USOAP) and Continuous Monitoring Approach that monitors all States on a continuous basis.

The Remotely Piloted Aircraft Systems (RPAS) Section serves as the focal point for all RPAS-related matters at ICAO and is responsible for the development of Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS) and guidance material related to the operation, certification and airworthiness of RPAS, C2 Links, detect and avoid system requirements, licensing and training of remote pilots and air traffic management integration issues, amongst others. The RPAS section also serves as the focal point within the Organization for unmanned/remotely piloted aviation, unmanned aircraft systems (UAS), UAS traffic management (UTM) and advanced air mobility (AAM), and is responsible for managing and coordinating developments in these areas.

The Technical Expert, Remotely Piloted Aircraft Systems (RPAS) reports directly to the Chief, RPAS Section, providing technical advice and services in relation to the development of Standards and Recommended practices for Annex 1 – *Personnel Licensing*, Annex 2 — *Rules of the Air*, Annex 3 – *Meteorology,* Annex 6 – *Operation of Aircraft,* Annex 7 — *Aircraft Nationality and Registration Marks,* Annex 8 – *Airworthiness of Aircraft,* Annex 10 — *Aeronautical Telecommunications,* Annex 11 — *Air Traffic Services,* Annex 14 — *Aerodromes,* as well as guidance material for the *Manual on Remotely Piloted Aircraft Systems (RPAS)* (Doc 10019), the forthcoming Manual on C2 Links for RPAS, the Detect and Avoid (DAA) Manual, the online UAS Toolkit and related ICAO documents. The incumbent carries out duties and responsibilities in support of RPAS-related matters, as assigned by the Supervisor. S/He also carries out duties and responsibilities in support of operations-related matters, as assigned by the Supervisor. The Technical Expert collaborates closely with other Technical Officers in the Air Navigation Bureau and other Bureaux, as well as with Regional Offices for all RPAS, UAS and AAM-related matters.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

As a subject matter expert, leads technical studies and drafts proposals related to amendment and implementation of Annexes to the Convention on International Civil Aviation and other ICAO regulatory documents, achieving results such as:

- Propose amendments to Annexes and PANS to reflect operational needs, new trends and technological developments.
- Propose amendments to guidance material to facilitate the implementation of Annexes and PANS requirements.
- Review technical studies and working papers related to the developments of RPAS, UAS, UTM and AAM operational requirements.
- Support States, industry and other stakeholders in regional/sub-regional deployment projects through the Planning and Implementation Regional Groups (PIRGs).
- Support ICAO groups of experts, as may be necessary, in ensuring relevant coordination in building global provisions.

Function 2 (incl. Expected results)

Provides technical input on RPAS, UAS, UTM and AAM matters to the ICAO Council, Air Navigation Commission (ANC) and international meetings, achieving results such as:

- Contribute to the development of working papers, State letters and other documentation required to present Annex amendment proposals to the ANC and ICAO Council;
- Prepare technical studies and working papers for the ANC and international meetings relating to AAM, UTM, UAS and RPAS;
- Provide input to facilitate technical discussions during ICAO meetings and conferences;
- Participate in the discussion of such papers and provide support, information/documentation, as needed;
- Conduct necessary follow up on actions resulting from the discussion of the papers and related recommendations, decisions or outcomes reached during panel and working group meetings;
- Participate in drafting panel and expert group meeting reports; and
- Provide comprehensive analysis of issues raised by States and international organizations and make recommendations for appropriate solutions.

Function 3 (incl. Expected results)

Provides technical expertise in the development of training material supporting RPAS, UAS, UTM and AAM provisions, achieving results such as:

- Provide support in the coordination and review of all draft guidance material;
- Serve as subject matter expert on training material for civil aviation authorities;
- Keep abreast of significant trends and technological developments in the areas of RPAS, UAS, UTM and AAM for technical discussions and future possible recommendations;
- Contribute to the development of training material to be used in courses, webinars and workshops; and
- Coordinate and support the planning, organizing and conducting of symposia, courses, webinars and workshops.

Function 4 (incl. Expected results)

Provides technical advice on matters related to aeronautical information, achieving results such as:

- Support the Secretary of the RPAS Panel and the Secretary of the AAM Study Group in the conduct of these two expert groups' work, including the development of provisions and related activities;
- Provide technical input in the coordination and review of all draft guidance material provided; and
- Prepare the necessary documentation for publication.

Function 5 (incl. Expected results)

Collaborates on matters related to the harmonization of manned and unmanned provisions, achieving results such as:

- Liaise with other Technical Officers and expert groups in the Air Navigation and Air Transport Bureaux to assure consistency between manned and unmanned SARPs, PANS and guidance material; and
- Liaise with the Legal Affairs and External Relations Bureau to assure compatibility between proposed SARPs and the Convention on International Civil Aviation.

Function 6 (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 aviation, engineering, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in aviation, engineering, or related field, may be acceptable in lieu of the advanced university degree.

Professional experience

Essential

- A minimum of seven (7) years of experience in the field of aviation safety, air navigation, air transport, or in a related area.
- Experience within a Government regulatory authority, including international aspects of these subjects, with increasing responsibility.
- Extensive experience in the management and implementation of aviation safety projects at international, regional or national levels.

Desirable

- Experience in Internet of Things (IoT), artificial intelligence or blockchain in aviation applications.
- Experience in participating in the work of standard-making bodies at the operational level.
- Experience in aviation operations as a pilot, engineer or air traffic controller.
- Experience of work in the ICAO framework, through relevant expert ICAO bodies.

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

Core Competencies:

Professionalism: Knowledge of the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA). Thorough knowledge of the Convention on International Civil Aviation, ICAO Standards and Recommended Practices (SARPs) relating to aviation safety, as well as of national civil aviation codes and civil aviation regulations. Extensive knowledge of the management and implementation of aviation safety projects at international, regional or national levels with leadership ability to plan and manage to obtain tangible results. Ability to write clearly and concisely and to present verbal reports. 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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Managerial Competencies:

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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 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.