



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Technical Officer, Aerodromes (2 posts)	Duration of Secondment:	Three years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible.

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. 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 Universal Safety Oversight Audit Programme (USOAP) and Continuous Monitoring Approach that monitors all States on a continuous basis.

The Airport Operations and Infrastructure Section (AOI) delivers ICAO provisions on airspace and aerodrome matters to support States, air navigation service providers, aerodrome operators and air operators to achieve the relevant regulatory and operational improvements through its multi-disciplinary work programmes and technical expertise. The Section advises States, ICAO Council and Air Navigation Commission on airspace and aerodrome matters with overall responsibility for Annex 3 — Meteorological Service for International Air Navigation, and Annex 14 — Aerodromes, and related documents. It maintains a primary coordination role with the World Meteorological Organization (WMO).

The incumbent reports directly to the Chief of the AOI Section. The responsibilities of the post, as detailed below, focus on aerodrome design and operations.

MAJOR DUTIES AND RESPONSIBILITIES

Under the guidance and supervision of C/AOI, achieving the following results:

Function 1 (incl. Expected results)

Drafts proposals related to the amendment and implementation of technical annexes to the ICAO Convention and other ICAO regulatory documents, achieving results such as:

- Analyse problems raised by States and International Organizations in the field of aerodrome design and operations and recommend appropriate solutions.
- Propose amendments to Annexes to reflect operational needs and new trends and technological developments, including provisions for future aerodromes to accommodate new aircraft technologies including use of new fuels.
- Propose revisions to other documents, such as manuals to facilitate the implementation of Annex requirements.
- Keep abreast of significant trends and technological developments in the field of aerodrome design and operations.
- Prepare technical studies and working papers for the ANC, international meetings, etc. relating to aerodrome design and operations.
- Analyse and draft proposals related to the amendment and/or implementation of relevant technical Annexes to the Convention and other ICAO documents, particularly in the areas of aerodrome design and operations.
- Prepare reports on analyses of technical/operational aspects of civil aviation, and prepare working papers, reports, briefs, correspondence, etc.
- Review and develop related global guidance.
- Support ICAO panels and study groups as may be necessary in ensuring relevant coordination in building global provisions and guidance.

Function 2 (incl. Expected results)

Develops working papers for the ICAO Council, ANC and international meetings on matters related to aerodrome design and operations, achieving results such as:

- Develop comprehensive working papers, State letters and other documentation required to present Annex amendment proposals to the ANC and ICAO Council to facilitate technical discussions.
- Participate in the discussion of such papers and provide support information as needed.
- Conduct the necessary follow-up actions resulting from the discussion of the papers during panel and working group meetings.

Function 3 (incl. Expected results)

Serves as Secretary and/or manages or supports panels such as the Aerodrome Design and Operations Panel including its working groups and/or study groups of the ANC, achieving results such as:

- Provide comprehensive analysis of issues raised by States and international organizations in the field of aerodrome design and operations.
- Provide solutions to technical issues raised by the ANC and Council.
- Develop meeting documentation to facilitate effective technical discussions including working papers, presentations and reports.
- Provide guidance on ICAO procedures and methodologies for standards making.
- Review draft proposals from the panel working groups and/or study groups for quality and consistency with ICAO policies.
- Communicate and coordinate with panel members and other ICAO Sections and technical bodies.
- Report panel activities to the ANC.
- Review proposals to be presented to the ANC from the Secretariat, panels and/or study groups.

Function 4 (incl. Expected results)

Drafts correspondence, technical studies and publications for transmittal to Member States and international organizations, achieving results such as:

- Draft replies providing specialized advice and assistance to States, aerodrome operators, air navigation services providers, international organizations, and other stakeholders on aerodrome design and operations.
- Draft and review ICAO publications, such as technical manuals and circulars related to aerodrome design and operations.
- Draft working/information papers for the Assembly, Council and other governing bodies, as required.

Function 5 (incl. Expected results)

Provides advice, guidance and technical expertise on aerodrome design and operations to the Assembly, Council and ANC, achieving results such as:

- Act as subject matter expert on aerodrome matters, providing recommendations for mitigating potential risks to aviation safety related to such matters.
- Draft working/information papers for the Assembly, Council and other governing bodies as required.
- Communicate developments of Unit/Section/Branch by preparing and/or delivering presentations as required.
- Represent ICAO at seminars, workshops, meetings, as required.
- Develop technical briefings and prepare and update presentations to the Assembly, Council, ANC and to various panels.

Function 6 (incl. Expected results)

Provides assistance to ICAO regional offices and the Capacity Development and Implementation Bureau including briefing and de-briefing of CDI experts, review of consultants' reports and resolution of aerodrome-related issues, achieving results such as:

- Ensure ICAO provisions on aerodromes and related subjects are properly disseminated, understood and implemented.
- Support and participate in activities organized by the regional offices.
- Where requested, review CDI's consultants' reports to ensure quality and reflect best practices and latest ICAO aerodrome provisions and consistent with ICAO policies.
- Organize ICAO seminars/workshops and other promotional material in support of the ICAO strategy and policy on aerodrome matters at the regional level.

Function 7 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The incumbent of the position plays an important role in the development and implementation of ICAO Standards and Recommended Practices and related guidance material on aerodrome matters, including aerodrome planning, design and operations, and in the development and support of ICAO policy and guidance on matters in related areas. The impact of the key functions of the position on the Organization is significant as it directly contributes to ICAO's ability to effectively assist States in pursuing aviation safety and air navigation efficiency improvements, in line with the ICAO strategic objectives and strategic goals.

The incumbent establishes working relationships internally with technical and support staff in the Air Navigation Bureau, with particular regard to staff involved directly or indirectly in the work of the AOI Section. Interaction with staff in other Bureaux will be required on an ad-hoc basis.

Externally, extensive interaction and close working relations with aviation experts in member States and international organizations such as ACI, IATA, IFALPA, CANSO and other runway safety partners, will be required to facilitate global coordination of development and implementation of ICAO provisions.

WORK RELATIONS AND CONTACTS

Technical Officer, Aerodromes (P-4)	Purpose
<ul style="list-style-type: none"> • Inside the Organization <ul style="list-style-type: none"> • ANB • Other Bureaux • Regional offices 	<ul style="list-style-type: none"> • The incumbent establishes working relationships internally with technical and support staff in AOI and other Sections of ANB. This includes working together to develop technical proposals and coordinating among different disciplines on technical matters. • Interaction with staff in other Bureaux for coordination on cross-bureau matters. • Interaction with regional officers to assist in the implementation of ICAO SARPs.
<ul style="list-style-type: none"> • Outside the Organization <ul style="list-style-type: none"> • ICAO Expert groups (ADOP and other panels and study groups), and international organizations such as ACI, IATA, IFALPA, ICCAIA and CANSO 	Externally, extensive interaction and close working relations with aviation experts in ICAO expert groups nominated by States and international organizations such as ACI, IATA, IFALPA, ICCAIA and CANSO to facilitate global coordination of development and implementation of ICAO provisions.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

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

Professional experience

Essential

- A minimum of seven (7) years' experience in the field of planning, design, and operation of international aerodromes.
- Experience of working in Civil Aviation Administration/Airport Authority or related organizations.
- Experience with project planning/management methods.

Desirable

- Experience of working collaboratively in the ICAO standards making framework and/or relevant expert/regional ICAO bodies.
- Experience in managing technical groups, symposia, workshops, etc.

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: Good knowledge of ICAO provisions related to aerodrome design and operations, including those in Annex 14, Volume I - Aerodrome Design and Operations, and Volume II – Heliports, PANS-Aerodromes, and associated guidance materials, including the Aerodrome Design Manual and Airport Services Manual. Knowledge of ICAO functions, organization, and international activities, especially in the fields of aerodrome design and operations. Familiarity with ICAO institutional objectives and air navigation planning framework. 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.

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 based on mutual agreement. 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.