



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Technical Officer, OPS (3 posts)	Duration of Secondment:	2 years (extendable)
Grade Level:	P-4	Deadline for applications:	Open until filled
Duty Station:	Montréal	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 and 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 Technical Officer will join the Operational Safety (OPS) Section of ANB, providing technical advice and services in one or more of the following areas; flight operations, personnel licensing and training, airworthiness, instrument flight procedure design and performance-based navigation. Specifically, they will assist in the implementation of the Standards and Recommended Practices (SARPs) of Annex 1 - Personnel Licensing, Annex 6 — Operation of Aircraft, Parts I, II and III; Annex 8 – Airworthiness of Aircraft; and, Procedures for Air Navigation Services — Aircraft Operations (PANS-OPS, Doc 8168). They will also carry out additional duties and responsibilities as assigned by the Supervisor and collaborate closely with other Technical Officers in the Bureau and with Regional Offices for all OPS-related matters.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides technical support in the drafting of 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 and recommend appropriate solutions.
- Propose amendments to Annexes to reflect operational needs and new trends and technological developments.
- Propose amendments to other documents, such as manuals, to facilitate the implementation of Annex requirements.
- Keep abreast of significant trends and technological developments in the relevant fields.
- Prepare technical studies and working papers for the ANC, international meetings, etc.
- Analyse and draft proposals related to the amendment and/or implementation of relevant technical Annexes to the Convention and other ICAO documents.
- Analyse technical/operational aspects of civil aviation, preparation of working papers, reports, briefs, correspondence, etc.

Function 2 (incl. Expected results)

Support the Secretaries of the various Panels of the ANC and other expert groups managed by the OPS section, achieving results such as:

- Provide comprehensive analysis of issues raised by States and international organizations in the specified fields.
- Provide solutions and support to technical issues as requested by the ANC and Council.
- Develop meeting documentation such as working papers, presentations, and reports to facilitate effective technical discussions.
- Review draft proposals from the study groups and/or panel working 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 3 (incl. Expected results)

Provides advice and technical expertise for the Assembly, Council and ANC, achieving results such as:

- Act as subject matter expert within the organization and the greater UN, providing solutions to technical issues and recommendations for mitigating potential risks to aviation safety issues.
- Draft working/information papers for Assembly, Council, and other governing bodies, as required.
- Assist with the development of effective rollout plans for new provisions.
- Communicate Unit/Section/Branch developments by preparing and/or delivering presentations.
- Deliver technical training, internal or external, as required.
- Represent ICAO at seminars, workshops, meetings, as required.
- Assist with development of technical briefings and prepare and update presentations to the Assembly, Council, ANC.

Function 4 (incl. Expected results)

Provides support to high priority areas related to air navigation and flight safety, achieving results such as:

- Assist with implementing initiatives such as the global aeronautical distress and safety system (GADSS), continued airworthiness, and the use of electronic documents and certificates.
- Support and participate in leading regional implementation initiatives.
- Draft or review ICAO publications, such as technical manuals and circulars related to flight operations, air navigation capacity and efficiency and aviation safety.
- Support the development of guidance material associated with priority items in the ANB work programme.
- Support the development and rollout of safety management tools to implement management techniques and further enhance safety analysis.

Function 5 (incl. Expected results)

Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in aviation, or in a related field. A technical qualification in aviation such as an Airline Transport Pilot License, Air Traffic Control License, or Airframe and Power Plant Technician Certification may be accepted in lieu of the first-level university degree.

Professional experience

Essential

- Considerable operational experience (five years or more) in a relevant area such as airline/commercial aviation environment, aircraft maintenance, instrument flight procedure design, or personnel licensing.
- Experience in a safety department within a Government regulatory authority or regional oversight organization, progressing to a supervisory level with increasing responsibility.
- Previous experience working in a project-based role demonstrated time management skills and an ability to work to deadlines in a complex multidisciplinary environment.

Desirable

- A technical qualification in aviation, such as a pilot license. Experience as a Pilot in Command exercising the privileges of an Airline Transport Pilot License or commercial helicopter operations.
- Experience in providing service to international meetings.
- Experience in maintenance engineering, design, or manufacturing organization

Languages

Essential: Fluent reading, writing, and speaking abilities in English.

Desirable: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

COMPETENCIES

Core Competencies:

Professionalism: Knowledge of the Convention on International Civil Aviation, ICAO SARPs relating OPS activities, specifically related to Annexes 1, 6, 7, and 8. Shows pride in work and 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 complex problems or challenges; remains calm in stressful situations.

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 a 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: Excellent written and verbal communication skills with experience or producing clear reports on technical subjects 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 the 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 their 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 two years, which can be further extended **by mutual agreement up to five 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 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. All relationships with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

In accordance with current practice, the ICAO alternative working arrangements may be applied if desired.

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 the bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.