International Civil Aviation Organization
Job Description [Applicable solely to secondment]

Post Title:	Technical Officer – Safety Management, USOAP CMA	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 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 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) using a Continuous Monitoring Approach (CMA) that monitors all States on a continuous basis.

The Safety and Air Navigation Oversight Audit Section (OAS) of the Monitoring, Oversight and Coordination (MOC) entity of the Air Navigation Bureau (ANB) is responsible for the implementation of the ICAO USOAP, which is aimed at ensuring the effective implementation by ICAO Member States of safety-related Standards and Recommended Practices (SARPs) and associated procedures using a continuous monitoring approach. The Section is responsible to identify safety deficiencies in Member States by conducting various USOAP activities such as safety oversight audits, ICAO Coordinated Validation Missions (ICVMs), off-site validation activities, assess associated safety risks, and develop assistance strategies. The Section is also responsible for reporting on audit findings and for determining the impact on aviation safety arising from the lack of effective implementation of the critical elements of a State's safety oversight and aircraft accident and incident investigation systems.

The incumbent reports directly to the Chief, Safety and Air Navigation Oversight Audit Section (C/OAS). Under the supervision of C/OAS, the incumbent will be responsible for participating in the USOAP CMA activities and give advice to States, in coordination with the Standards and Procedures Officers (SPOs/OAS).

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Participates in and contributes to the effective implementation of USOAP CMA activities, achieving results such as:

- Prepare for, and participate in, the conduct of safety management-related workshops and other USOAP CMA activities providing technical expertise and guidance, as required.
- Contribute to the analysis, consolidation and provision of technical information for the planning and preparation of USOAP CMA activities, particularly in the area of safety management.
- Collaborate on the review and validation of evidence provided subsequent to a CMA activity, as assigned.
- Contribute substantively to the review of corrective action plans provided by States to ensure consistency with ICAO SARPs.
- Undertake technical analyses and tasks related to safety management.
- Provide technical expertise on the preparation and review of reports and related documentation, as required.

Function 2 (incl. Expected results)

Liaises with, and provides subject matter expertise to Member States, ANB Sections, ICAO Bureaus, ICAO Regional Offices and USOAP qualified experts, achieving results such as:

- Support the ICAO Regional Office Continuous Monitoring Approach focal point in the management of the USOAP CMA interface for a portfolio of States, to facilitate effective coordination between the National Continuous Monitoring Coordinators (NCMCs) nominated by each State and OAS.
- Provide timely and technical responses to queries from States, Regional Offices, Secretariat and USOAP auditors, regarding the USOAP CMA, primarily in the area of safety management.
- Contribute to the monitoring of States' safety risk profiles and corrective action plan implementation progress, to provide input for the prioritization and planning of USOAP CMA activities.

Function 3 (incl. Expected results)

Contributes to the evolution of USOAP CMA, achieving results such as:

- Coordinate the work related to the further development of USOAP CMA methodologies. processes, and tools, in particular, the integration of safety management into traditional USOAP activities.
- Develop State Safety Programme (SSP) and Safety Management System (SMS) Protocol Questions (PQs) and related guidance.
- Contribute to the establishment of comprehensive training requirements for USOAP activity team leaders and team members, in particular, for the integrated USOAP CMA activities.
- Propose solutions to further develop the Online Framework (OLF) tools to support the integrated USOAP CMA activities.

Function 4 (incl. Expected results)

Contributes to the effective implementation and continuous improvement of USOAP CMA, achieving results such as:

- Support the implementation of a prioritization scheme of States to be selected to undergo the integrated USOAP CMA activities.
- Contribute to the continuous improvement of the Monitoring and Oversight Quality Management System by applying quality assurance techniques and participating in the conduct of internal audits, in accordance with ISO requirements.
- Contribute to ANB's work programme related to safety management by providing subject matter expertise.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

Determining the effectiveness of ICAO Member States' SSPs. The incumbent will make proposals with respect to the conduct of the integrated USOAP CMA activities, to related documentation under the responsibility of OAS and to the continuous improvement of the Monitoring and Oversight Quality Management System. Recommendations will also be made to States regarding the opportunities for enhancement of their SSP implementation and maintenance. Errors made in the assessments could have a substantial impact on global aviation safety. An over-estimation of the effectiveness of a State's SSP could result in safety deficiencies remaining unidentified, while an under-estimation could result in unnecessary or punitive action by Member States taken vis à vis the audited State.

WORK RELATIONS AND CONTACTS

The incumbent will coordinate with Technical Officers within the Air Navigation Bureau (ANB), other Bureaus and Regional Officers in relation to USOAP activities for Annex 19 — *Safety Management.* The incumbent will provide technical input to the Secretariat for Panels and Working groups on the States' level of implementation of Standards and Recommended Practices (SARPs) related to Annex 19. Furthermore, the incumbent will provide briefs to Directors and Chiefs on the status of effective implementation of SARPs and related guidance material in the area of safety management.

Outside the Organization, the incumbent will perform detailed briefings to Directors General of Civil Aviation, Ministers and High-level officials of international organizations on USOAP CMA activities and their results in the area of safety management. In addition, the incumbent will brief ANC members as well as Council members, State delegates on Member States' implementation and maintenance of their SSPs.

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

- A minimum of nine (9) years' experience in an aviation environment, such as an air operator, an approved maintenance organization, an approved training organization, an air traffic service provider, an aerodrome operator or an aircraft accident or incident investigation organization.
- At least five (5) years' experience in a Civil Aviation Authority or Regional Safety Oversight Organization (RSOO), in an aviation safety role involving practical experience in the certification/approval and/or surveillance of service providers (in the areas of aviation personnel licensing, aircraft operations, airworthiness, air traffic services or aerodromes).
- Extensive experience within a Civil Aviation Authority or RSOO, in the acceptance and surveillance of Safety Management Systems (i.e. in the areas of aviation personnel licensing, aircraft operations, airworthiness, air traffic services or aerodromes).

Desirable

- Experience within a Civil Aviation Authority or RSOO, in the development and monitoring of State Safety Performance Indicators.
- Experience in hazard identification and risk assessment processes.
- Experience in the implementation of quality management systems.
- Experience in delivering safety management-related training.
- Certification as a USOAP auditor.

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: Knowledge of the ICAO Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA). Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matters; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal interest; 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.

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.

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.

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.

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.

MODE OF SECONDMENT

The duration of the secondment is for 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 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.