



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Technical Support Expert, Airworthiness	Duration of Secondment:	2 years (extendable)
Grade Level:	P4	Deadline for applications:	TBD
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 aviation system block upgrades, and for 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 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 the Continuous Monitoring Approach, which monitors all States on an ongoing basis.

The Technical Support Expert, Airworthiness will join the Operational Safety Section (OPS) in ANB, working in close collaboration with the Technical Officer (TO), Airworthiness. The officer will be expected to provide technical advice and services related to airworthiness when implementing the SARPs of Annex 8 – *Airworthiness of Aircraft* and Doc 9760 – *Airworthiness Manual*. S/he carries out duties and responsibilities in support of airworthiness-related matters, as assigned by the Chief, Operational Safety Section (OPS) and collaborates 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 strategic advice on the development and implementation of Airworthiness (AIR) provisions, achieving results such as:

- Provide solutions to technical issues supported by the Airworthiness Panel (AIRP), the ANC, and Council;
- Develop meeting documentation to facilitate effective technical discussions, including working papers, presentations, and reports;
- Review and contribute to proposals for amendments to ICAO Annexes, PANS, and related guidance material to reflect operational needs, emerging trends, and technological developments;
- Propose amendments to other documents, such as manuals, to facilitate the implementation of the AIR-related Annex requirements;
- Keep abreast of significant trends and technological developments in aircraft airworthiness and provide suggestions for changes to the Air Navigation Integrated Work programme as required; and
- Prepare technical analyses, reports, briefs, and correspondence related to airworthiness and associated operational aspects.

Function 2 (incl. Expected results)

Coordinates the activities of the Airworthiness Panel (AIRP) and integrates airworthiness initiatives across the wider work programme, achieving results such as:

- Coordinate and manage the AIRP meetings, working groups, and technical expert activities;
- Coordinate panel communications and align airworthiness-related work with other relevant ICAO technical bodies and sections (e.g., Flight Operations Panel (FLTOPS), Dangerous Goods Panel (DGP), Remotely Piloted Aircraft System Panel (RPASP), Pilot Training and Licensing Panel (PTLP));
- Prepare, review, and ensure the quality and consistency of panel working papers, presentations, reports, and technical outputs for submission and reporting to the ANC;

- Monitor regulatory and industry trends affecting continuing airworthiness, and identify/assess associated safety risks and emerging issues;
- Support the development and amendment of ICAO SARPs and guidance material (including Annexes 6 and 8) to address technological developments, panel outcomes, and evolving operational needs; and
- Manage panel follow-up actions and assist with the review, processing, and implementation of related proposals submitted to the ANC.

Function 3 (incl. Expected results)

Provides technical support in drafting ICAO Annex amendments, regulatory proposals, and submissions to governing bodies on airworthiness and safety initiatives, achieving results such as:

- Develop and review working papers, technical studies, reports, and briefs to support discussions at ICAO meetings and conferences;
- Participate in technical discussions and providing subject-matter expertise as required;
- Conduct follow-up on outcomes of meetings, including recommendations, decisions, and agreed outcomes;
- Analyse issues raised by States and international organizations and recommending appropriate solutions; and
- Support the implementation of airworthiness – related Annex provisions through the development and revision of manuals and other ICAO documents.

Function 4 (incl. Expected results)

Provides expert technical advice, guidance, and capacity-building support on global aircraft airworthiness and continuing airworthiness initiatives, achieving results such as:

- Support the drafting the technical review and updating of ICAO publications, including manuals, circulars and instructional materials;
- Develop and deliver specialized, airworthiness-related training activities and educational programmes to support member States and industry stakeholders;
- Provide subject-matter expertise to help plan and organize international seminars, workshops, and technical symposia aimed at promoting global compliance with airworthiness provisions; and
- Support various Secretariat task forces.

Function 5 (incl. Expected results)

Performs other related duties as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The position is expected to provide technical advice and services related to airworthiness. It will play a vital role in the implementation of airworthiness-related ICAO provisions and priorities by States, industry, and other stakeholders through targeted implementation planning and support activities. The impact of the key functions of the position on the Organization and States is significant, as these functions are essential to ensuring safety within the global air transportation system.

WORK RELATIONS AND CONTACTS

The incumbent is under the direction of the Chief, Operational Safety (C/OPS), working closely with the Technical Officer, Airworthiness. S/he is responsible for maintaining the level and quality of their actions and decisions, as well as the quality of services provided by their coordination with other technical officers involved in the projects.

The incumbent will coordinate and establish relationships with Technical Officers within ANB and other Bureaus to develop and implement ICAO provisions related to aircraft airworthiness. The incumbent will provide technical input to the Secretariat to support ANC Commissioners in providing updates on ICAO's airworthiness provisions and related initiatives.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

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

A technical qualification in aviation, such as a maintenance-engineering license, may be accepted in lieu of a first-level university degree.

Professional experience

Essential

- A minimum of seven (7) years of experience in aircraft maintenance while exercising the privileges of certifying for the completion of maintenance on large aircraft.
- Experience in managing and controlling continuing airworthiness, including maintenance.
- Considerable experience in an airworthiness inspection department within a Government regulatory authority or regional oversight organization, including international aspects of these subjects, with increasing responsibility, progressing to a supervisory level.
- Experience in the development and delivery of airworthiness-related training.

Desirable

- Experience in maintenance engineering, design, or manufacturing organization.
- Experience with safety management systems and their application in the aviation industry.

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, or Spanish).

COMPETENCIES

Core Competencies:

Professionalism: Sound knowledge of national civil aviation codes and civil aviation regulations. Sound knowledge of the Convention on International Civil Aviation, ICAO SARPs relating to airworthiness, continued airworthiness, and continuing airworthiness, including maintenance, specifically pertaining 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 difficult 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: 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.

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.

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 a willingness to learn new technology.

MODE OF SECONDMENT

The duration of the secondment is 2 years, which can be extended for an additional year and exceptionally. 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, according to terms and conditions stipulated in a Memorandum of Understanding between ICAO and the 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 relationships 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 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 applicants' bank account details. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.