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

POSITION INFORMATION

Post Title:	Women Empowerment in Aviation Officer	Duration of Secondment:	three (3) years
Grade Level:	P-3	Deadline for applications:	
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 International Civil Aviation Organization (ICAO) sets international Standards and Recommended Practices (SARPs) for aviation safety, air navigation, security, and environmental protection. To that effect, ICAO is a knowledge-based organization engaged in the development of intellectual property.

The Capacity Development and Implementation (CDI) delivers aviation development projects worldwide, helping States strengthen their civil aviation systems and meet international obligations. The Bureau works with all other ICAO Bureaus and Regional Offices to provide holistic support to States and international organizations to help them achieve compliance with ICAO Standards and Recommended Practices (SARPs) and ensure we advance the overall strategic objectives of ICAO and the United Nations Sustainable Development Goals (SDGs).

The incumbent reports to DD/CDI and supports CDI's contributions to the implementation of the ICAO Gender Equality Programme, in line with Assembly resolution A41-26 and ICAO's Strategic Plan 2026-2050.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the Bureau in advancing the ICAO Gender Equality Programme and promoting the participation of women in aviation, achieving results such as:

- Support the promotion and visibility of the ICAO Gender Equality Programme through engagement with Member States, international organizations, industry stakeholders, and academia.
- Support the implementation of activities and initiatives aimed at increasing the participation and advancement of women in the aviation sector.
- Conduct research, analysis, and benchmarking on emerging trends, challenges, and opportunities related to women in aviation.
- Develop reports, working papers, briefing notes, presentations, guidance material, and other knowledge products to support programme objectives.
- Facilitate the sharing of good practices, experiences, and lessons learned among Member States and aviation stakeholders.
- Support the preparation and delivery of meetings, forums, panels, and technical discussions related to women in aviation.
- Monitor developments and initiatives related to gender equality and women's participation in aviation to inform programme activities.
- Support engagement with ICAO governing bodies, regional events, and international forums to promote programme objectives and achievements.

Function 2 (incl. Expected results)

Serves as the Secretary of the Global Network of Gender Focal Points Provides, achieving results such as:

- Coordinate and support the activities of the ICAO Global Network of Gender Focal Points and facilitate regular communication among members.

- Organize meetings, briefings, webinars, and knowledge-sharing activities to strengthen collaboration and exchange among focal points.
- Coordinate the collection, analysis and dissemination of information, updates, initiatives, and good practices submitted by focal points and Member States.
- Support the continued development of the network as a platform for collaboration, information exchange, and promotion of women's participation in aviation.
- Develop and disseminate information resources, tools, and knowledge products relevant to women in aviation and gender equality initiatives.
- Maintain and administer digital collaboration platforms established to facilitate engagement and information sharing among network members.
- Support the development and maintenance of mechanisms to collect and consolidate information on initiatives, commitments, and progress reported by Member States related to women's participation in aviation.

Function 3 (incl. Expected results)

Conducts outreach, advocacy, and stakeholder engagement activities, achieving results such as:

- Plan and implement outreach and advocacy initiatives to promote women's participation and leadership in aviation.
- Coordinate the organization and delivery of international conferences, summits, workshops, side events, networking events, and other programme-related activities.
- Lead the preparation and implementation of ICAO activities related to global observances and awareness campaigns, including International Women's Day.
- Develop communication and advocacy materials, including speeches, presentations, articles, social media content, promotional materials, and talking points.
- Build and maintain partnerships with Member States, international organizations, industry associations, academic institutions, and other stakeholders in support of programme objectives.
- Promote programme achievements and success stories through strategic communications and stakeholder engagement initiatives.

Function 4 (incl. Expected results)

Facilitates partnerships, collaboration, and engagement with the United Nations system and other international partners, achieving results such as:

- Liaise with relevant United Nations entities, including UN Women, as well as Member States, industry organizations, academic institutions, and other stakeholders to advance women's participation in aviation.
- Build and maintain collaborative partnerships with States, international organizations, industry partners, civil society organizations, and academia in support of ICAO's women in aviation initiatives.
- Foster dialogue, cooperation, and the exchange of good practices among stakeholders to support initiatives that promote women's participation and leadership in aviation.
- Coordinate contributions to joint activities, events, publications, capacity-building programmes, and collaborative initiatives undertaken with partners and stakeholders.
- Support engagement with donor States, partner organizations, and industry stakeholders to identify opportunities for collaboration, resource mobilization, and programme support.
- Represent and support ICAO participation in relevant inter-agency discussions, networks, forums, conferences, and partnerships related to gender equality and women's empowerment.
- Support the preparation of reports, briefing materials, presentations, correspondence, and inputs required for engagement with partners and external stakeholders.
- Monitor developments, policies, initiatives, and partnership opportunities within the United Nations system, Member States, and the aviation sector relevant to advancing women's participation in aviation.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

- Effective implementation of the ICAO Gender Equality Programme through coordinated delivery and monitoring of the Implementation Plan 2026–2028 across Bureaus, Offices, and Regions.

- Strengthened organizational accountability on gender equality by ensuring timely, accurate reporting to the Council, Assembly, and UN accountability mechanisms (e.g. UN-SWAP, Gender Parity Strategy).
- Improved coherence and consistency of women empowerment actions across ICAO through active management of the Global Network of Gender Focal Points.
- Enhanced visibility and advocacy for women empowerment in aviation via well-coordinated outreach activities, global events, and flagship initiatives such as women in aviation summits and International Women's Day commemorations.
- Stronger alignment with the UN system and partners, particularly UN Women, reinforcing ICAO's credibility and contribution to system-wide women empowerment commitments.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization • DD/CDI, CDI Bureau	Within CDI, DD/CDI oversees the overall activities of the bureau in relation to the social dimensions
• All bureaus and regional offices	Regular coordination with all bureaus and offices is needed to ensure delivery on the Implementation Plan and relevant deliverables
a) Outside the Organization	
• Stakeholders i.e. Airlines / training centers providers / Specialized Agencies / Universities providing aviation courses	Outreach and advocacy are important elements of this role.
• UN system	Coordination and alignment with the UN System, notably UN Women on matters related to women empowerment

QUALIFICATIONS AND EXPERIENCE

Education

Essential:
An advanced- level university degree (Master's degree or equivalent) in international relations, public policy, gender studies, law, economics, development studies, social sciences, or a related field is required.

A first-level degree with additional relevant experience may be accepted in lieu of an advanced degree.

Professional Experience

Essential
A minimum of (five) 5 years of progressively responsible experience in programme management, policy implementation, gender equality, or related areas, as well as experience in coordination across multiple stakeholders and organizational units

Desirable

- Experience in the aviation industry.
- Experience in preparing reports, policy documents, or intergovernmental working papers
- Experience in the United Nations common system, an international organization, or with a government.

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: 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.

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.

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 organisational 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.

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.

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.

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.

Mode of Secondment

The duration of the secondment is three (3) 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.