



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Associate Communications Officer	Duration of Secondment:	2 years
Grade Level:	P-2	Deadline for applications:	
Duty Station:	Montreal	Date for entry on duty:	
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 Communications Section (COM) within the Legal Affairs and External Relations Bureau (LEB) is responsible for conceiving, planning and implementing a communications strategy and programme to demonstrate ICAO's leadership on all international civil aviation matters, in line with ICAO's strategic vision of air transport for all by 2050, with zero fatalities and net-zero carbon emissions.

In this capacity, the Associate Communications Officer will support the Organization's advocacy and outreach objectives by planning, developing, and delivering strategic communications initiatives; creating and disseminating compelling content across multiple platforms; and fostering relationships with partners, media, and other key stakeholders. The incumbent will help ensure that communications are timely, consistent, and strategically aligned with organizational priorities, strengthening the Organization's visibility, credibility, and engagement with global audiences.

The Associate Communications Officer reports directly to the Chief of Communications, who provides general direction, oversight, and instructions and with whom s/he consults on complex or sensitive matters. The Associate Communications Officer is expected to work closely with other members of the Communications team for close collaboration on plans, projects and tasks.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the planning and implementation of strategic communications activities, achieving results such as:

- Identify communications opportunities that support awareness of ICAO's mandate and strategic priorities.
- Assist in communications planning for conferences, campaigns and high-level meetings
- Coordinate with technical experts, Regional Offices and internal stakeholders to ensure communications products are accurate, timely and aligned with ICAO's positioning and planning.

Function 2 (incl. Expected results)

Develops content and supports digital communications strategies, achieving results such as:

- Research, draft and edit communications products, including news releases, feature stories, social media content, speeches, briefing notes, fact sheets and multimedia content.
- Adapt technical and policy information for a range of audiences, ensuring a focus on impact and accessibility.
- Assist in the development and implementation of integrated communications campaigns supporting ICAO mandate and key initiatives.
- Prepare content for ICAO's digital communications platforms, including social media channels, and contribute to editorial calendars.

Function 3 (incl. Expected results)

Undertakes and supports communications activities for events and stakeholder engagement, achieving results such as:

- Support communications planning and implementation for ICAO conferences, regional meetings and organizational events.
- Prepare and disseminate content before, during and after events.
- Liaise with technical experts and internal stakeholders to facilitate timely communications support.
- Identify stakeholders interested in ICAO content and disseminate this content proactively

Function 4 (incl. Expected results)

Supports media relations and communications outreach, achieving results such as:

- Assist in implementing media outreach activities supporting ICAO programmes, events and strategic priorities.
- Undertake outreach to regional and international media, including specialized aviation media
- Monitor media trends and identify emerging issues and opportunities to inform proactive communications planning and media engagement.

Function 5 (incl. Expected results)

Provides communications research, monitoring and analysis, achieving results such as:

- Monitor traditional, digital and social media coverage of ICAO and international civil aviation to identify risks and opportunity.
- Support digital communications performance data and contribute to reporting on communications activities.
- Prepare media monitoring, social media analytics and communications performance summaries to inform reporting and drive continuous organizational improvement.
- Assist in evaluating communications campaigns and preparing recommendations to enhance communications effectiveness.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The work of the position contributes to the effective implementation of ICAO's strategic communications by supporting the timely delivery of high-quality aviation communications, integrated campaigns, media engagement and digital outreach.

Through accurate, audience-focused communications and analysis, the position enhances awareness and understanding of ICAO's mandate, strategic priorities and leadership among Member States, the global aviation community, media and the public, contributing to greater visibility and engagement with the Organization's work.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization Chief of Communications	To provide general direction, oversight, and instructions on strategy, planning and managerial issues.
• Other Bureaus/Offices	To exchange information; to discuss and clarify related documents, etc.
b) Outside the Organization	
• External stakeholders	To exchange information; to drive engagement with ICAO content

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- An advanced-level university degree (Master's Degree or academic equivalent) in communications, marketing, political science, business administration, journalism, or a related field, is required. A first-level university degree in combination with two (2) additional years of qualifying experience in communications, marketing, political science, business administration, journalism, or a related field, may be accepted in lieu of the advanced university degree

Professional experience

Essential

- A minimum of two (2) years of relevant work experience in public information/relations, corporate or marketing communications, or a related area.
- Experience developing global communications strategies and campaigns, including the determination of performance metrics
- Experience with the international air transport sector

Desirable

- Experience in UN system organizations or other international organizations.

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: Proficiency in Outlook, Word, PowerPoint, Sharepoint, and Excel. Familiarity with graphic design tools (Canva, Adobe Creative Suite, etc). Familiarity with data and analytical functions of social media platforms as well as Co-Schedule. 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.

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.

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 2 years, which can be extended for an additional year and thereafter, depending on the need. 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.