



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Technical Officer, Crisis Management (TO/CM) (2 posts)	Duration of Secondment:	2 years (extendable)
Grade Level:	P-4	Deadline for applications:	Indefinite
Duty Station:	Montréal	Date for entry on duty:	As soon as possible

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. 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 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 ICAO Universal Safety Oversight Audit Programme (USOAP), which monitors all Member States on a continuous basis.

ANB supports ICAO's priority focus area (PFA): crisis preparedness and response and, in some cases, leads its management. Activities include the following: Establish and maintain a comprehensive and adaptable framework within ICAO that will allow it to support States, as necessary, in meeting their obligations to the Annexes to the Chicago Convention, as well as obligations in other sectors such as international health regulations, in developing, promulgating and implementing relevant contingency and emergency plans. The overarching framework will contain a governance structure, as well as coordination and communication strategies. It also seeks to improve response capabilities by States in the face of various crises, including disruption, or potential disruption, of airport or air traffic management and related support services, health-related crises (e.g., pandemics), and humanitarian-related crises (e.g., natural disasters).

The incumbent reports to the Chief, Air Traffic Management Section (C/ATM). The Technical Officer, Crisis Management (TO/CM), as the main focal point for crisis response, is responsible for all aspects of crisis preparedness and management-related matters. TO/CM will collaborate with relevant Sections within ANB as well as the Air Transport Bureau (ATB), the Capacity Development and Implementation Bureau (CDI), the Legal Bureau (LEB) and the Regional Offices to ensure a coordinated approach on matters related to crisis preparedness and management.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Develops a comprehensive and adaptable ICAO framework for crisis response and management, achieving results such as:

- Conduct a gap analysis of the ICAO provisions and guidance material concerning crisis preparedness and response.
- Develop a comprehensive framework for crisis preparedness and response in coordination with ANB Sections, other Bureaus, regional offices, and external stakeholders that would cover, to the extent practicable, all scenarios of crisis, emergencies, and contingencies, such as airspace contingencies, conflict zones, public health, humanitarian relief and natural disasters.
- Develop and maintain templates for regional contingency planning to ensure global harmonization.
- Liaise and coordinate the development of necessary proposals for amendment to the ICAO Standards and Recommended Practices (SARPs).
- Promote and support Regional Offices in the improvement by States in crisis preparedness and response, including the development of regional and national crisis management plans, through workshops and assistance missions as required.
- Monitor and assess the effectiveness of the Organization and States in fulfilling their roles through a set of key performance indicators and provide progress updates to higher management.
- Establish an online tool to be used for sharing information relevant to crisis management that would support decision-making.

Function 2 (incl. Expected results)

Responds to and coordinates the management of crises, achieving results such as:

- Establish a Secretariat Multidisciplinary Contingency Team for sharing information and coordinating initial response actions by ICAO to crises.
- Ensure crises are managed effectively by assigning the contingency management leads based on the affected domains.
- Monitor the situation and provide periodic updates to higher management.
- Coordinate within and outside ICAO for additional support and resources for the management of crises as deemed necessary.
- Act as ICAO focal point for coordination with external stakeholders and other United Nations Organizations, as necessary, on matters related to crisis management.

Function 3 (incl. Expected results)

Prepares documentation for the ICAO Council, the Air Navigation Commission (ANC) and international meetings on matters related to crisis preparedness and management, achieving results such as:

- Ensure the development and delivery of comprehensive working papers, State letters and other required documentation.
- Provide comprehensive working papers to facilitate technical discussions during ICAO meetings and conferences.
- Manage discussion of such papers and provide information, as needed.
- Coordinate and ensure the necessary follow-up on actions resulting from discussing the papers and related recommendations, decisions or outcomes reached during the meetings.

Function 4 (incl. Expected results)

Coordinates and supports the implementation of crisis preparedness and response matters, including the organization and conduct of symposia, workshops, training courses, and tools, achieving results such as:

- Develop a plan for organizing and conducting symposia and workshops, taking into consideration emerging trends in the subject areas and needs identified by the Organization, Member States, other United Nations entities, international organizations, and industry.
- Ensure the timely preparation of event programmes, administrative and logistical requirements for executive approval; and coordination of hosting agreements for events hosted outside of Montreal HQ.
- Coordinate with Global Aviation Training (GAT) and serve as technical expert for the development of training material in support of crisis management.
- Supervise the development of tools to facilitate States in meeting their obligations under the Chicago Convention.
- Maintain active liaison with the ICAO Regional Offices to ensure situational awareness and monitor progress in implementing the crisis preparedness and management framework and the readiness and capabilities of States and ICAO Regions in responding to crises.
- Promote collaborative decision-making concerning crisis preparedness and management at national, regional and global levels.
- Provide assistance to implementation support and technical cooperation projects on crisis management, as required.

Function 5 (incl. Expected results)

Performs other related duties as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The incumbent of the position will directly facilitate the development of a comprehensive and adaptable framework within ICAO containing a governance structure, as well as coordination and communication strategies, procedures and guidance material relating to the management of crisis preparedness and response within ICAO and amongst Member States. The incumbent would also facilitate the development of appropriate technical provisions, as necessary.

The impact of the position is significant as it directly contributes to ICAO's ability to effectively assist States in improve preparedness and response capabilities by States in the face of various crises, including disruption, or potential disruption, of airport or air traffic management and related support services, health-related crises (e.g., pandemics), and humanitarian-related crises (e.g., natural disasters).

WORK RELATIONS AND CONTACTS

The incumbent establishes working relationships internally with technical and support staff in the Air Navigation Bureau, with particular regard to staff involved directly or indirectly in crisis preparedness and response. Interaction with staff in other Bureaux and Regional Offices will also be required.

Externally, extensive interaction and close working relations with aviation experts in member States and international organizations such as WHO, WFP, OCHA, will be required to facilitate global coordination of development of ICAO provisions, where necessary, and procedures and guidance material.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first level university degree in aviation-related field. A technical qualification in the field of ATM such as Air Traffic Control License may be accepted in lieu of the first-level university degree.

Professional experience

Essential

- A minimum of nine (9) years' experience in the field of aviation safety, air navigation, air transport, or a related area, with an international or regional organization, national government, or major service provider (airport, airline, or air navigation services provider), or the aviation industry.
- Five (5) years of experience in the management of crises or contingencies in a complex environment or at an international level.
- Five (5) years of experience in the development and delivery of initiatives aimed at enhancing management of crises or contingencies in a complex environment or at an international level.
- Experience in the organizing and conduct of projects/programmes at national, regional, or international levels.
- Experience in strategic and operational planning, processes and documentation, and programme development.
- Experience in conducting and delivering services to international meetings.

Desirable

- Experience working within a large aviation-related international organization.
- Experience as a pilot, air traffic controller, ANS inspector, or ICAO auditor.
- Experience in developing and/or implementing ICAO SARPs, policies, procedures and guidance material
- Experience in managing technical groups, symposia, workshops, etc.
- Experience in the development and delivery of training.
- Experience in policy negotiations and public relations.

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: 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.

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.

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.

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 clients.

MODE OF SECONDMENT

The duration of the secondment is two years, which can be further extended by mutual agreement. 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.

