



International Civil Aviation Organization

Secondment Opportunity

POSITION INFORMATION

Post Title:	Technical Officer, Safety Management (2 posts)	Duration of Secondment:	Two (2) years (extendable)
Grade Level:	P-4	Deadline for applications:	Until filled
Duty Station:	Montréal, Canada	Date for entry on duty:	After 30 August 2024
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. 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 the 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 and develops related procedures and guidance material. The Bureau also manages the Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA), which monitors all Member States on a continuous basis.

The Safety Management (SM) Section serves as the focal point for all SM-related matters at ICAO and is responsible for the ongoing development of the overarching SM-related Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS) and guidance material applicable to States and service providers.

The Technical Officer, Safety Management reports directly to the Chief, SM Section, providing technical advice and services in relation to the development of Standards and Recommended practices for Annex 19 – Safety Management, as well as guidance material for the Safety Management Manual (Doc 9859), the forthcoming Manual on Safety Intelligence (Doc 10159), the Safety Management Implementation (SMI) website and related ICAO documents. S/He also carries out duties and responsibilities in support of SM-related implementation support initiatives, including activities to support the development of SM capacity and competencies across the aviation community, as assigned by the Supervisor. The Technical Officer supports and collaborates closely with other Technical Officers in the Air Navigation Bureau and other Bureaux, as well as with Regional Offices for all SM-related matters.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Provides safety management technical support and expertise, achieving results such as:

- Review and assessment of initiatives for supporting SSP implementation at the global level to achieve the GASP objectives.
- The development and ongoing update of the Safety Management Implementation (SMI) website which serves as a repository of examples and sharing of best practices related to SSP and SMS implementation, including supporting policies as required.
- The development of tools based on ICAO guidance material to support States in the implementation of SSP.
- Plan and coordinate briefings, meetings, conferences, symposia, seminars and other events related to the effective implementation of SSP.
- Respond to queries from States and international organizations regarding ICAO provisions and initiatives related to safety management
- Keep abreast of significant trends and technological developments in the field of safety management.
- Provide comprehensive analysis of issues raised by States, international organizations, the ANC and the Council in the field of safety management.

Function 2 (incl. Expected results)

Supports panels of the ANC, such as the Safety Management Panel (SMP) including its working groups, and/or Secretariat study groups, achieving results such as:

- Support the planning, conduct and reporting of panel meetings and working group meetings to progress the SMP work programme.
- Develop meeting documentation to facilitate effective technical discussions including working papers, presentations and reports.
- Provide guidance on ICAO procedures and methodologies for standards making.
- Support the process for the continual development of Annex 19 – *Safety Management* Standards and Recommended Practices (SARPs).
- Support the development of guidance material to facilitate effective safety management implementation, including, but not limited to, the Safety Management Manual (Doc 9859) and the Safety Intelligence Manual (Doc 10159).
- Support the coordination between the SMP and other expert groups to ensure a consistent approach in developing and applying safety management principles across ICAO provisions.
- Support the development of guidance material related to integrated risk management in collaboration with the Air Transport Bureau and with the support of the Integrated Risk Management Study Group in coordination with various related panels and study groups.

Function 3 (incl. Expected results)

Develops working papers for the ICAO Council, ANC and international meetings on matters related to safety management, achieving results such as:

- Develop comprehensive working papers, State letters and other documentation required to present Annex amendment proposals to the ANC and ICAO Council to facilitate technical discussions.
- Participate in the discussion of such papers and provide supporting information, as needed.
- Conduct necessary follow-up on actions resulting from the discussion of the papers during panel and working group meetings.
- Develop working papers and contribute to meeting reports of high-level ICAO meetings.

Function 4 (incl. Expected results)

Supports other ICAO activities having aspects related to safety management, achieving results such as:

- Draft or review ICAO documentation and/or publications, such as proposals for sector-specific safety management provisions or technical manuals and safety reports.
- Coordinate and consolidate inputs from the ANB, ICAO Regional Offices and Regional Aviation Safety Groups (RASGs) to understand the needs expressed and identify initiatives to address them.
- Review of ICAO USOAP tools to ensure consistency with Annex 19 and the Safety Management Manual (Doc 9859).
- Updates to the Safety Management Training programme, including the review of feedback received for appropriate action.
- Participate in the USOAP Continuous Monitoring Approach (CMA) activities pertaining to safety management, as appropriate.

Function 5 (incl. Expected results)

Performs other related duties as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The position will have a positive impact on ICAO's leadership in assisting States to achieve an effective implementation of State safety programmes which is outlined in the GASP as the primary strategy in supporting a proactive approach for the management of safety risks. The incumbent promotes the development and implementation of ICAO provisions, guidance and best practices related to aviation safety management and capacity building, including providing support to a wide range of ICAO expert groups addressing all sectors of aviation, to support the proactive identification of hazards and management of safety risks.

WORK RELATIONS AND CONTACTS

QUALIFICATIONS AND EXPERIENCE	
<ul style="list-style-type: none"> The incumbent will consult with the Chief, 	To ensure that aviation safety management matters are fully
Education	
<p>principally the Air Transport Bureau, Capacity Development and Implementation Bureau and Legal and External Affairs Bureau (LEB).</p> <ul style="list-style-type: none"> 	To ensure that any update or revision of policy related to safety management are fully coordinated within ICAO
<p>b) Outside the Organization</p> <ul style="list-style-type: none"> The incumbent establishes contacts and interfaces with officials of Member States, regional bodies, industry and other international organizations involved in all aspects of aviation safety management. 	The coordinating role and functions of the post involves promoting the development of ICAO's global safety management SARPs according to an overarching, consistent and holistic approach involving all relevant aviation stakeholders.

Essential

- An advanced-level university degree (Master's degree or academic equivalent) in an aviation related technical field, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in aviation, or related field, may be accepted in lieu of the advanced university degree.
- Continuing education in safety management or risk management.

Desirable

- Certification as an approved ICAO USOAP auditor.

Professional experience

Essential

- A minimum of seven (7) years' experience working with an aviation organization in a technical aviation safety role.
- A minimum of three years of experience at the international or regional level in the field of civil aviation dealing with multicultural and multidisciplinary teams.
- Experience in implementing safety management systems (SMS) or State safety programmes (SSP) to include safety risk management processes.

Desirable

- Experience in managing risks across multiple domains (safety, security, environment, economic, facilitation, etc.)
- Experience working at any of the service providers required to implement SMS in Annex 19 – Safety Management: approved training organizations, aircraft operators, approved maintenance organizations, organizations responsible for the type design or manufacture of aircraft, engines or propellers, air traffic service providers or certified aerodromes.
- Experience in project management and experience in the use of project management tools, methods, processes and techniques.
- Experience in implementing safety management systems.

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: Possesses knowledge related safety management beyond the theory and is able to explain the tangible objectives to be achieved through the implementation of State safety programmes (SSP) and safety management systems (SMS) as a whole as well as for the individual processes that make them up. Also capable of understanding that the implementation of SSP and SMS must be tailored for each organization and can articulate how this can be done. Working knowledge and experience related to civil aviation codes and regulations, including familiarity with internationally recognized regulatory systems, such as those developed by the European Aviation Safety Agency (EASA), the Interstate Aviation Committee (IAC/MAK) or the United States Federal Aviation Administration (FAA). Knowledge of ICAO functions, organization and international activities. Proficiency in MS Office application (Word, Excel, PowerPoint). 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 complex 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 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: Excellent written and verbal communication skills with experience or producing clear reports on technical subjects 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.

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.

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 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.