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

POSITION INFORMATION

Post Title:	Aeronautical Information Management (AIM) Officer	Duration of Secondment:	Two (2) to Three (3) years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Bangkok, Thailand	Date for entry on duty:	April 2026

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 Regional Office is primarily responsible for maintaining continuous liaison with States to which it is accredited and with appropriate organizations, regional civil aviation bodies and sub-regional bodies and UN Agencies and programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO policies, decisions, Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), Regional Supplementary Procedures (SUPPS) and Regional Air Navigation Plan (ANP). The Regional Office also provides technical guidance and assists States with implementation.

The Air Traffic Management (ATM) team supports the development of an integrated, global ATM system in the Asia and Pacific Regions with the aim of realizing the benefits expected from implementation of communications, navigation and surveillance/air traffic management (CNS/ATM) systems. The ATM function is responsible for matters related to Air Traffic Services (ATS), Aeronautical Information Services (AIS), Aeronautical Information Management (AIM), and Search and Rescue (SAR) within the Asia and Pacific Regions. The ATM Team also promotes the implementation of ICAO provisions, guidance material, and regional performance objectives from, primarily, Annex 2 – Rules of the Air, Annex 4 – Aeronautical Charts, Annex 11 – Air Traffic Services, Annex 12 – Search and Rescue Annex 15 – Aeronautical Information Services, Procedures for Air Navigation Services – Air Traffic Management (PANS-ATM, Doc 4444), Procedures for Air Navigation Services – Aeronautical Information Management (PANS-AIM, Doc 10066) and related documents, the Asia and Pacific Regions (APAC) Air Navigation Plan and SUPPS, and the Asia/Pacific Seamless ANS Plan and its subsidiary plans.

The incumbent reports directly to the Regional Officer, Air Traffic Management (RO/ATM) who provides direct technical supervision of the day-to-day work of the incumbent. Under the direction and guidance of the RO/ATM and overall supervision of the Regional Director and/or Deputy Regional Director, the incumbent will work in coordination with other Regional Officers and in close collaboration with other Seconded Officers of the ATM Team.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Leads technical studies and draft proposals related to the amendment and implementation of regional AIS/AIM and ATM guidance material in the APAC Region, achieving results such as:

- Propose amendments to regional guidance material to reflect operational needs, emerging trends, and technological developments in AIS/AIM and ATM.
- Review technical studies and working papers related to AIS/AIM and ATM developments, including digital data management, airspace optimization, and performance-based operations.
- Provide guidance to States, industry, and other stakeholders in regional and subregional implementation activities through the Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG).
- Support ICAO expert groups, as necessary, to ensure effective regional coordination contributing to global harmonization of AIS/AIM and ATM provisions.

Function 2 (incl. Expected results)

Assists States in the implementation of the provisions related to Annex 4, Annex 15 and PANS-AIM, as well as planning and implementing the APAC Air Navigation Plan, achieving results such as:

- Coordinate with the RO/ATM in the Regional Office's State Mentoring programme, and in the ICAO No Country Left Behind (NCLB) programme.
- Provide guidance and support to States on request in the implementation of ICAO SARPs and PANS, with a primary focus on Annexes 4 and 15, and AIM-related regional performance expectations from the Asia/Pacific Seamless ANS Plan.
- Draft, consolidate and arrange information on AIM Quality Management, AIS/AIM Training, Regional AIM performance objectives and other relevant items for inclusion in the draft Asia/Pacific Regional Collaborative AIM Plan.
- Draft workshop and seminar programmes, training plans, and associated presentations and training materials for the introduction to APAC States of amendments to Annexes 4 and 15 and PANS-AIM and AIM-related documents including Doc 8126 – AIS Manual, Doc 9838 – Manual of the QMS for AIM and Doc 9991 – AIM Training Development Manual, and other related documents, with a particular focus on the quality management of aeronautical information.

Function 3 (incl. Expected results)

Provides technical advice/expertise relating to the development of training materials that support AIS/AIM and ATM provisions in the APAC Region, achieving results such as:

- Facilitate the coordination and review of all draft regional AIS/AIM and ATM training and guidance material.
- Serve as a subject matter expert on AIS/AIM and ATM training for civil aviation authorities.
- Keep abreast of significant trends and technological developments in AIS/AIM and ATM to support technical discussions and future recommendations.
- Contribute to the development of training material for use in courses, webinars, and workshops.
- Coordinate and support the planning, organization, and delivery of regional symposia, courses, webinars, and workshops.

Function 4 (incl. Expected results)

Drives the APAC Office's work programme by actively leading the planning and coordination of meetings for ATM-related APANPIRG-contributory bodies, as well as organizing relevant workshops, seminars, technical missions, and training initiatives etc., achieving results such as:
- Assist the APAC Office in its work programme through active involvement in the planning and preparation of meetings of AIM-related APANPIRG-contributory bodies and relevant workshops, seminars and training activities.
- Review working papers, information papers and presentations submitted by States and international organizations for meetings of APANPIRG-contributory bodies and assist in the taking of notes and drafting of associated meeting reports.
- Cooperate with and assist the Regional Officers, Aerodromes and Ground Aids (RO/AGA), Communications, Navigation and Surveillance (RO/CNS) and Aviation Meteorology (RO/MET) in multidisciplinary projects and meetings, and in the reception, processing and monitoring of ANS Reporting Implementation.

Function 5 (incl. Expected results)

Manages and executes States/Administrations submission of Proposals for Amendment (PfAs) to the APAC Air Navigation Plan and Regional Supplementary Procedures (SUPPs), as well as the ICAO International Codes and Route Designators (ICARD), achieving results such as:
- Provide guidance to the ATM Programme Analysis Associate (PAA) in the preparation and processing of PfAs to the APAC Air Navigation Plan and SUPPs.
- Advise the ATM PAA in processing the registration of five-letter name-codes (5LNCs) and route designators used for global air navigation, including 5LNC duplicate resolution.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The work entails the coordination of activities outlined in Part IV, Air Traffic Management (ATM), and Part VII, Aeronautical Information Management (AIM) of the APAC Air Navigation Plan. It encompasses ensuring the effective delivery of AIS/AIM services and the quality of outcomes under the guidance of the RO/ATM and plays a vital role in enhancing the efficiency and effectiveness of the Regional Office's operations, promoting the timely completion of activities related to the ATM team. This contributes to improved implementation of SARPs, PANS, SUPPs, and the Air Navigation Plan across the APAC Region and ensures the accuracy and relevance of safety and air navigation data and information within the region, fostering a higher standard of operational safety and efficiency.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization • ICAO Regional Director (D1), • ICAO Deputy Regional Director (P5) and • Regional Officer, Air Traffic Management (P4)	Advice and guidance on policy matters on sensitive issues. Advice mission and meeting planning reports. Advice on matters related to AIS/AIM.
• Chiefs and Technical Officers at Headquarters, in particular, Air Navigation Bureau (ANB), • Professional Staff and General Staff of the ICAO APAC Regional Office and Regional Sub-Office.	Advice and guidance on discipline – specifics, policy matters and sensitive issues. Briefing Headquarters on regional developments in the field and implementation planning related to AIS/AIM.
b) Outside the Organization • Counterparts in civil aviation administrations, airport operators, air navigation services providers, air operators, aviation training institutions, Regional Cooperative Programmes and international organizations such as ACI, CANSO, IATA, IFATCA, IFALPA and ICCAIA.	Obtain technical and operational information, identify problems and provide technical advice as required in AIS/AIM field. Coordination of joint projects, if any.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent), in the field of computer science, engineering, aeronautical information services/aeronautical information management, or related, is required. A first-level university degree, in combination with two (2) additional years of qualifying experience in computer science, engineering, aeronautical information services/aeronautical Information management, or related field, may be accepted in lieu of the advanced university degree.

Professional experience

Essential
- A minimum of seven (7) years' experience in a national civil aviation administration in technical aeronautical information management (AIM) roles, involving practical experience in the implementation of operational AIM projects and associated quality management and/or safety management processes.

- Experience in the operationalization of digital aeronautical information databases and information exchange, and digital data sets including the Aeronautical Information Publication (AIP) data set.

- Experience with ICAO Standards and Recommended Practices (SARPs), policies and procedures, particularly in AIS and AIM field is required.

- Experience with the functions and activities of ICAO's Global and Regional bodies, particularly with APANPIRG and its contributory bodies.

- Experience as an active participant in ICAO Regional or Global AIM Study Groups, ANC Panels, Task Forces, Ad hoc Groups or relevant International Organizations.

- Experience in participating in the development and delivery of AIS/AIM training and information sharing packages.

Desirable
- Experience in NOTAM/ATS data management, meteorological messaging, and aeronautical systems integration, including AIM Systems, Aeronautical Message Handling System (AMHS), and Flight Information Display Systems (FIDS).
- Experience working in an international organization, multi-national and multi-cultural environment.
- Experience in international projects between Air Navigation Services Providers (ANSPs), or in assistance missions to foreign ANSPs.

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: Sound knowledge of the Convention on International Civil Aviation, Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS) and guidance materials related to AIS and AIM. Well versed in the use of relevant software applications, including Microsoft Office. 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.

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 organizational 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.

MODE OF SECONDMENT

The duration of the secondment is two (2) 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.