



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Air Traffic Management (ATM) Officer	Duration of Secondment:	Two (2) to Three (3) years
Grade Level:	P-3	Deadline for applications:	
Duty Station:	Bangkok, Thailand	Date for entry on duty:	February 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 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, the incumbent will work in coordination with other Regional Officers in order to promote the implementation of ICAO SARPs, PANS, SUPPS and ANP and related matters in the Region and perform other duties as required.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Assists the Regional Officer, Air Traffic Management (RO/ATM) in all matters related to ATM, Aeronautical Information Management (AIM), Search and Rescue (SAR) and Regional Airspace Safety Monitoring in order to promote the implementation of ICAO SARPs, PANS, SUPPS and the ANP and the Asia/Pacific Seamless Air Navigation System (ANS) Plan, in accordance with established policies, achieving results such as:

- In consultation with the RO/ATM, provide guidance and support to States, on request, on the implementation of ICAO provisions and regional performance expectations from the Asia/Pacific Seamless ANS Plan.
- In consultation with the RO/ATM, provide guidance and support to States, on request, on ICAO-compliant safety management systems, and on human factors analysis, airspace safety monitoring, airspace safety analysis and reporting.
- In consultation with the RO/ATM, draft follow-up letters on Asia/Pacific Air Navigation Planning and Implementation Regional Group (APANPIRG) Conclusions and Decisions on ATM, AIM, SAR and Regional Airspace Safety Monitoring Advisory Group (RASMAG) subjects.
- Manage ATS route development, including guiding States in promulgating Proposals for Amendment (PfAs) for the Asia/Pacific ANP and SUPPS.
- Guide and assist the ATM Programme Analysis Associate in the preparation and processing of said Proposals for Amendment (PfAs).

Function 2 (incl. Expected results)

Supports the development of materials for ATM-related meetings, seminars and workshops, achieving results such as:

- Support the APAC Office in its work programme through active involvement in the planning and preparation of meetings of the various ATM-related APANPIRG-contributory bodies and Regional Airspace Safety Monitoring Advisory Group.
- Carry out follow-up actions resulting from Seamless ANS analysis by the Regional Office and APANPIRG Contributing bodies and APANPIRG that support the update of the Asia/Pacific Seamless ANS Plan and its contributing subordinate plans.
- 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 minutes and drafting of associated meeting reports.

Function 3 (incl. Expected results)

Supports the Regional Officer, Air Traffic Management (RO/ATM) in the Regional Office's State Mentoring programme, and in the ICAO No Country Left Behind (NCLB) programme, achieving results such as:

- Support the Regional Office's State Mentoring programme, and the ICAO No Country Left Behind (NCLB) programme, including supporting Combined Action Team (CAT) missions.
- Assist in multi-disciplinary projects and meetings.
- Provide ANS expert assistance to the Regional Officer, Technical Assistance in formulating project proposals under the NCLB programme and ICAO Programme for Aviation Volunteers (IPAV).

Function 4 (incl. Expected results)

Cooperates with Regional Officers, Communications, Navigation and Surveillance (RO/CNS) and Aviation Meteorology (RO/MET), as applicable, achieving results such as:

- Review and analyse CNS/MET strategies and their implementation which may result in the update to the Seamless ANS Plan.
- Assist in the analysis of Seamless ANS reporting forms prepared and/or submitted by APAC states, support interactions with APAC States to help them finalize reports and assist the APAC Regional Office in preparing the reporting material for meetings of ATM, CNS, RASMAG and MET Subgroups and APANPIRG.
- Act as Administrator for the APAC Seamless ANS Reporting Process.
- Coordinate with HQ on the online updates to the iSTARS.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced-level university degree (Master's degree or academic equivalent) in Air Traffic Management or an aviation-related field, is required. A first-level university degree in combination with two additional years of qualifying experience in Air Traffic Management or an aviation-related field, may be accepted in lieu of the advanced university degree. A technical qualification in the field of ATM, such as an Air Traffic Control License may be accepted in lieu of the first-level university degree.

Professional experience

Essential

- A minimum of five (5) years' experience with activities related to the delivery of Air Traffic Services.
- Experience as an active participant in ICAO regional technical meetings
- Experience in safety management systems, airspace safety monitoring and human factors analysis

Desirable

- Experience in ATM-related assistance programmes at national, regional and/or international levels.
- Experience in AIM and SAR activities.
- Experience as an active participant in APANPIRG, ATM Sub-Group, RASMAG and FANS Interoperable Team (FIT)-Asia meetings.

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: Demonstrates strong knowledge of the Convention on International Civil Aviation and key ICAO ATM-related publications, including the Global ATM Operational Concept (Doc 9854), Global Aviation Safety Plan, Global Air Navigation Plan, ASBU methodology, and regional air navigation plans. Possesses advanced understanding of civil aviation governance, particularly in the Asia/Pacific region, and is familiar with APANPIRG mechanisms. Experienced in ICAO initiatives to enhance aviation safety, capacity, and efficiency. Skilled in ATM and SAR areas such as the Seamless ANS Plan, ATC separation standards, regional airspace safety monitoring, and FIR/SRR delineation. Proven ability to lead international meetings on ATM, AIM, SAR, and safety monitoring. Competent in project management and proficient in Microsoft Office, with a strong ability to work in multinational, multidisciplinary teams and manage interregional projects with States and stakeholders. 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 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 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.