



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Associate Air Transport Officer (Economic Policy) - Secondment	Duration of Secondment:	1 year
Grade Level:	P2	Deadline for applications:	xx
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible
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 Transport Bureau (ATB) carries out activities under the Organization’s Strategic Goals: *Every flight is safe and secure; Aviation delivers seamless, accessible, and reliable mobility for all; Aviation is environmentally sustainable; and The economic development of air transport assures the delivery of economic prosperity and societal well-being for all.* It is responsible for the provision of expert assistance required by the Assembly, Council, Air Transport Committee (ATC), Aviation Security Committee (ASC), Committee on Joint Support of Air Navigation Services (JSC), Committee on Aviation Environmental Protection (CAEP) and the specialized conference, divisional, panel and working group meetings related to the programmes of ATB.

The Economic Regulatory Framework Section (ERF) in ATB is one of the Sections charged with delivering results with respect to ICAO’s Strategic Goal - *The economic development of air transport assures the delivery of economic prosperity and societal well-being for all.* The Section is responsible for establishing policies and guidance on economic regulation, infrastructure management and economics of aviation activities, including taxation and user charges; developing policies and guidance to facilitate access to funding for aviation infrastructure and financing of air transport operations; harmonizing air transport policy framework through cooperation amongst the aviation community and all aviation stakeholders; and monitoring regulatory and industry developments in international air transport. The Section’s work programmes also aim to enhance transparency of international air transport, and to facilitate and reduce costs for States in performing their regulatory functions, for example, by providing a central meeting place (i.e. ICAO Air Services Negotiation Event (ICAN)) to conduct multiple air services negotiations or consultations.

The incumbent reports directly to Chief, ERF, with whom s/he consults on complex technical issues, when required, on the project’s progress, as well as on priorities and delivery timelines.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Contributes to developing air transport policy and guidance material on economic regulation of international air transport, achieving results such as:

- Conduct research on air transport regulation to update policies and guidance, including *Policy and Guidance Material on the Economic Regulation of International Air Transport* (Doc 9587), and the *Manual on the Regulation of International Air Transport* (Doc 9626).
- Conduct research on the formulation of further guidance, where required, to facilitate liberalization of international air transport.
- Provide assistance for the Air Transport Regulation Panel (ATRP) as well as relevant study and working groups.
- Assist in drafting working papers in the field of air transport regulation for presentation before relevant ICAO bodies, including policy-making conferences, Council, Air Transport Committee and technical panels.

Function 2 (incl. Expected results)

Supports ICAO’s work on air services agreements and other international arrangements in air transport, achieving results such as:

- Conduct studies on the liberalization of international air transport, including air cargo, through the monitoring and analysis of regulatory and economic developments.
- Maintain ICAO databases related to air services agreements, international arrangements, and related policy areas.

- Monitor industry publications, press reports and national statistical sources, with a view to enhancing the scope, accuracy and quality of ICAO databases covering international air transport regulation.
- Undertake in-depth research on policy areas related to international air transport arrangements, including bilateral and regional air services agreements, consumer protection, fair competition and taxation.

Function 3 (incl. Expected results)

Assists in the development of economic policies and regulatory framework of innovative technologies and new entrants, achieving results such as:

- Monitor technological, operational and commercial developments of unmanned aircraft systems (UAS) operations and advanced air mobility (AAM).
- Analyse the economic and regulatory implications of emerging developments, including AAM, artificial intelligence, suborbital and commercial space transport, as well as the broader digital transformation of the aviation sector, on existing economic regulatory frameworks.
- Support cross-organizational cooperation and coordination on matters related to innovation and digital transformation, as relevant to economic policy and regulatory considerations.

Function 4 (incl. Expected results)

Raises awareness of ICAO's air transport policies and guidance, assist in developing State/Regional Action Plans, and assist in organizing air transport events, achieving results such as:

- Assist in developing and updating State/Regional Actions Plans for economic development in cooperation with State authorities and regional bodies.
- Prepare inputs to support the implementation and updating State/Regional Action Plans.
- Actively contribute to the organization and conduct of the Seventh Worldwide Air Transport Conference.
- Provide support for the organization of various air transport events such as the ICAN, ICAO Air Transport Symposium, and regional air transport meetings and workshops.
- Develop the technical contents of air transport events, programme and a speaker list for regional air transport meetings.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The outcomes of this position support ICAO's Strategic Goal on the Economic Development of Air Transport by contributing to research and studies that inform the development and implementation of ICAO policies and guidance in the area of international air transport regulation. The position supports Member States by strengthening ICAO's capacity to examine evolving economic and regulatory issues and to respond to emerging priorities in a timely and coordinated manner.

The position is particularly timely in light of new and expanded tasks arising from the 42nd Session of the ICAO Assembly (A42), as well as the preparation, conduct and follow-up implementation of the Seventh Worldwide Air Transport Conference (ATConf/7). Through its research and substantive support functions, the position contributes to the effective preparation of the Conference and supports the implementation of its outcomes, thereby reinforcing ICAO's role in advancing global air transport economic development.

WORK RELATIONS AND CONTACT

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none"> • Chief, ERF 	To work as a team member of ERF; to seek guidance from the supervisor and coordinate as necessary; to clarify and discuss with C/ERF on the tasks assigned.
<ul style="list-style-type: none"> • Air Transport Officers in ECD 	To work as a team member of ERF; to seek guidance from the supervisor and other colleagues and coordinate as necessary; to clarify and discuss with Air Transport Officers on the tasks assigned.
b) Other Bureaus/Offices	To exchange information and coordinate as necessary, etc.

<ul style="list-style-type: none"> • Outside the Organization 	
<ul style="list-style-type: none"> • Member States 	To exchange information; to seek clarification, etc.
<ul style="list-style-type: none"> • International Organizations 	To exchange information; to seek clarification, etc.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- An advanced-level university degree (Master's degree or academic equivalent) in law (international law, air law), international relations, economics, air transport management or business administration, or related field, is required. A first level university degree in combination with two additional years of qualifying experience in law (international law, air law), international relations, economics, air transport management or business administration, or related field, may be accepted in lieu of the advanced university degree."

Professional experience

Essential

- A minimum of two (2) years' experience in economic regulation of air transport or air transport business within a national government, international organization, major international airline, and/or major service provider (airport or air navigation services provider).
- Experience in drafting and/or reviewing reports on programme activities, preferably on air transport subjects.
- Experience in the use of computers, including latest software, business intelligence tools and contemporary networks.

Desirable

- Experience in participating in and providing technical support for international meetings in the air transport field.
- Experience in negotiating with government authorities.
- Experience working in a multi-national and multi-cultural environment.

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: Knowledge of various components of the air transport system (such as government regulators, airlines, airports and other service providers), and their inter-relationship. Familiarity with the role of other international bodies affecting air transport matters. Good knowledge of the air transport regulatory framework, including air services agreements and arrangements. Ability to produce reports and papers on technical issues. 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.

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.

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 one year, 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.