



# International Civil Aviation Organization

## Job Description [Applicable solely to secondment]

### POSITION INFORMATION

Post Title:	Associate Partnerships Officer	Duration of Secondment:	Three (3) years
Grade Level:	P-2	Deadline for applications:	
Duty Station:	Montréal, Canada	Date for entry on duty:	01 June 2026
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 <b>“Achieve gender equality and empower all women and girls.”</b>			

### THE ORGANIZATIONAL SETTING

The International Civil Aviation Organization (ICAO) sets international Standards and Recommended Practices (SARPs) for aviation safety, air navigation, security, and environmental protection. To that effect, ICAO is a knowledge-based organization engaged in the development of intellectual property.

The Global Aviation Training (GAT) Section in the Capacity Development and Implementation Bureau (CDI) is responsible for the planning, management and coordination of all ICAO aviation training activities, ensuring the efficient, effective and harmonized implementation of the ICAO Training Policy and response to the training needs of Member States, international and regional organizations, aviation industry and other partners. GAT is the ICAO point of contact for all training and associated activities.

Under the overall guidance and management of the Chief, GAT Section, the incumbent reports to the Partnerships Management Officer, who is responsible for assigning tasks, deciding on priorities and providing instructions on special tasks.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Contributes to the establishment of new partnership and collaboration opportunities with third parties for the Global Aviation Training (GAT) Section of the Capacity Development and Implementation Bureau (CDI) and supports the production and development of corresponding Memoranda of Understanding (MoUs) and similar agreements, achieving results such as:**

- Draft MoUs and similar agreements entered into between CDI and/or GAT and third parties, such as international/regional Organizations, tertiary education providers, multilateral financial institutions, international donors, and other industry stakeholders.
- Follow up on all partnership proposals and agreements with the existing or potential partner(s) and other relevant ICAO Bureaus/Offices/Sections, as appropriate.
- Follow up on the technical acceptance of Partnership Training Packages (PTPs), and coordinate with internal and external stakeholders to perform the technical review and acceptance of the training material.
- Respond, in a timely manner, to queries from potential and current partners regarding benefits and requirements.
- Review partnership selection criteria to evaluate partnership applications received.
- Draft an assessment procedure for higher education institutions to partner with ICAO on training and/or educational programmes.
- Explore funding opportunities, and draft relevant documents and proposals for resource mobilization opportunities.

#### Function 2 (incl. Expected results)

**Contributes to the development of business cases and proposals for partnership opportunities, achieving results such as:**

- Draft and review business cases and proposals, which take into account anticipated benefits, costs and every component for the sustainable development of partnerships.
- Conduct relevant research including benchmarking activities and prepare feasibility reports to support partnerships' business development initiatives.

- Collect and analyse information on potential partners and their products and services, at the country, regional, and global levels, in order to establish a yearly partnership development plan.
- Present key business metrics through real-time dashboards such as current and historical data by using data visualization best practices.
- Identify new business initiatives such as sales, marketing, promotions, and operations related to partnerships, by analyzing local, national, regional, and global trends.

### Function 3 (incl. Expected results)

**Contributes to data-driven decision-making on current and perspective partnership opportunities, achieving results such as:**

- Identify new or additional partnership opportunities for technical cooperation and capacity-building initiatives.
- Provide recommendations based on data collected and analyzed to identify synergies leading to new business activity for the entire CDI portfolio of products and services.
- Create and update an automated process to ensure efficient management of partnerships (e.g. partnerships and Partnership Training Packages database, financial tracking for invoicing, etc.) in coordination with TOP team.
- Provide innovative and practical approaches to solve business problems related to partnership initiatives through data analytics.

### Function 4 (incl. Expected results)

**Contributes to the implementation of the ICAO Partnership Training Programme, and to the CDI collaboration initiatives with third parties, achieving results such as:**

- Review partnerships' outsourcing and consultants' agreements, contracts, and payments.
- Prepare yearly and triennial budgets for partnerships, taking into account all forecasted activities, incomes and expenditures.
- Monitor incomes, expenditures and cash flow, and prepare regular financial reports.
- Prepare regular reports on status of partnerships and partnership products.
- Monitor the accuracy of accounting records, to ensure that all pending transactions are processed before year-end closings.
- Follow up on outstanding payments with partners in order to minimize financial risks.
- Develop operational processes to ensure efficient implementation of a Quality Management System for Partnerships.
- Prepare communication strategies and marketing initiatives of ICAO training and technical cooperation partnerships and products.

### Function 5 (incl. Expected results)

**Supports internal resource mobilization capacities to foster results-based management and facilitates new resource mobilization opportunities, achieving results such as:**

- Liaise with donors to demonstrate results achieved in the context of training programme implementation.
- Develop resource mobilization training result-based reporting, using analytical writing and other skills required for quality proposals and donors reporting that is fundamental to resource mobilization for training activities.
- Research the interests and application requirements of the main donors and other sources of funding.
- Liaise with relevant internal stakeholders to secure the required clearance, including legal and financial clearances for proposals and donor agreements before signature.
- Oversee implementation rates and reporting deadlines and ensure activities and expenditures are aligned with the terms and conditions set out in individual donor agreements.
- Effectively utilize the communication products to inform donors about both ICAO strategies and work to encourage them to fund aviation training proposals.

### Function 6 (incl. Expected results)

Performs other related duties, as assigned.

## IMPACT OF THE OUTCOME OF THE POSITION

The role ensures that new partnerships and production of MoUs related to training activities are developed, as well as new business cases for partnership opportunities. The position also serves in producing data-driven decision-making on partnerships opportunities, implementing ICAO PTPs and following up regarding CDI collaboration initiatives and presenting new resource mobilization opportunities related to training activities.

## WORK RELATIONS AND CONTACTS

Title and level	Purpose
<b>a) Inside the Organization</b> <ul style="list-style-type: none"><li>• Training Ops (TOP) Unit – GAT Section, CDI Bureau</li><li>• Training Design and Development (TDD) Unit - GAT Section, CDI Bureau</li></ul>	<ul style="list-style-type: none"><li>- Coordinates with TOP Unit to ensure proper implementation on PTPs.</li><li>- Coordinates with TDD Unit to ensure the necessary approval and clearances of the new PTP courses.</li></ul>
<ul style="list-style-type: none"><li>• RPM Section, CDI Bureau</li></ul>	<ul style="list-style-type: none"><li>- Prepares the draft of the Business Cases related to PTPs.</li><li>- Coordinates the process of market research analysis completed by RPM</li></ul>
<b>b) Outside the Organization</b> <ul style="list-style-type: none"><li>• Stakeholders, i.e. Airlines / industry / training centers, international organizations / specialized agencies / universities providing aviation training courses</li></ul>	<ul style="list-style-type: none"><li>- Seeks partnerships opportunities and explores RM opportunities for PTPs.</li></ul>

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

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

#### Desirable

- Professional Project Management certification (e.g. PMP, Prince2, etc.)
- Other professional certification related to the posting.

### Professional experience

#### Essential:

- A minimum of two (2) years' experience in business or public administration, partnerships development and management, project/programme management, administration, legal work, or in a related field.
- Experience in managing clients and/or in donor relations.
- Expertise in the application of software programmes like MS Project, SharePoint, Visio, Excel, PowerPoint, etc.

#### Desirable:

- Experience in the aviation industry.
- Experience in the United Nations common system, an international organization, or with a government.

### 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 knowledge of coordination, planning and organization skills with the ability to establish and follow plans and priorities. Strong conceptual thinking to create relevant partnership materials for projects and activities with innovative elements. 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.

**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 client.

## MODE OF SECONDMENT

The duration of the secondment is 3 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.