



International Civil Aviation Organization

Junior Professional Officer

POSITION INFORMATION

Post Title:	Associate Technical Officer, CNSS	Duration of Secondment:	3 years
Grade Level:	P2	Deadline for applications:	XX XXX 2026
Duty Station:	Montréal, Québec, Canada	Date for entry on duty:	XX XXX 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 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 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. The Bureau also develops related procedures and guidance material. The Bureau also manages the ICAO Universal Safety Oversight Audit Programme (USOAP) which monitors all Member States on a continuous basis.

The Communications, Navigation, Surveillance and Frequency Spectrum Management (CNSS) Section is the primary focal point within the Bureau for standardization and implementation support of aeronautical communications, navigation and surveillance systems as well as aeronautical radiofrequency spectrum management. The Section advises States, Council and the Air Navigation Commission on CNSS matters and has the overall responsibility for Annex 10 – Aeronautical Telecommunications and other CNS-related Guidance Documents. It maintains a primary coordination role with the International Telecommunication Union (ITU) and CNS-related industry.

In addition, the CNSS Section conducts studies and manages work programmes aimed at evolving the required CNS systems roadmap and frequency spectrum access strategy and its rollout plans, in the short, medium and long term, in a performance-based and service-oriented manner.

The incumbent reports to the Technical Officer of the CNSS Section. The responsibilities of the post, as detailed below, focus on Communications, Navigation and Surveillance (CNS) systems and radiofrequency spectrum management.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Assists the Technical Officer in drafting proposals related to the amendment and implementation of technical annexes to the ICAO Convention and other ICAO regulatory documents, achieving results such as:

- Assist the Technical Officer, CNSS Section to analyse problems raised by States and International Organizations in the field of communications, navigation and surveillance (CNS) systems and radiofrequency spectrum management and recommend appropriate solutions.
- Assist in preparing proposal for amendments to documents, and manuals to facilitate the implementation of Annex requirements.
- Maintain awareness of significant trends and technological developments in the field of CNS systems and spectrum management.
- Assist in analysing and drafting proposals related to the amendment and/or implementation of relevant technical Annexes to the Convention and other ICAO documents, particularly in the areas of CNS and spectrum management.
- Assist in the preparation of reports on analyses of technical/operational aspects of civil aviation, and preparation of working papers, reports, briefs, correspondence, etc. Review and development of related global guidance.
- Assist in supporting ICAO CNSS panels and study groups as may be necessary to ensure relevant coordination in the building of global provisions and guidance.

Function 2 (incl. Expected results)

Assists the Technical Officer in the development of working papers for the ICAO Council, ANC and international meetings on matters related to CNS systems and spectrum management, achieving results such as:

- Assist in the development of comprehensive working papers, State letters and other documentation required to present Annex amendment proposals and ICAO technical and policy material related to spectrum management to the ANC and ICAO Council to facilitate technical discussions.
- Participate in the discussion of such papers and provide support information as needed.
- Conduct the necessary follow-up actions resulting from the discussion of the papers during the panel and working group meetings.

Function 3 (incl. Expected results)

Coordinates, and assists in the development and preparation of events, materials, documentation, reports, and presentations related to CNS, in particular GNSS Radio Frequency Interference (RFI), achieving results such as:

- Coordinate the development of documentation and presentations related to meetings associated with GNSS RFI
- Assist in drafting replies to public enquiries on CNS, particularly related to GNSS RFI

Function 4 (incl. Expected results)

Supports and actively progresses multidisciplinary studies to evolve CNS systems, and particularly Radio Navigation systems, achieving results such as:

- Assist in studies related to the complementary positioning, navigation, and timing (C-PNT), SBAS Authentication, Vertical ARAIM (V-ARAIM) and Dual frequencies multiple constellations (DFMC) GBAS Provide support for the update of GNSS Manual (Doc 9849) and the development of GBAS Manual.

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 electronics engineering (telecommunications), or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in electronics engineering (telecommunications), or related field, may be acceptable in lieu of the advanced university degree.

PROFESSIONAL EXPERIENCE

Essential

- A minimum of two (2) years of experience in the technical, operational and procedural aspects of aeronautical communications, navigation and surveillance (CNS).

Desirable

- Experience of working collaboratively in the ICAO standards making framework and/or relevant expert/regional ICAO bodies.
- Experience in the implementation of CNS systems, mainly navigation systems.
- Work experience in a Civil Aviation Authority.

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 civil aviation infrastructure and ICAO's role, functions and documentation. Familiarity with ICAO institutional objectives and air navigation planning framework. Good knowledge of ICAO provisions related to CNS and aeronautical spectrum management, including ICAO Annex 10, as relates to Aeronautical Radio Navigation Systems. Sound knowledge of modern radio frequency and digital technologies for ground and satellite-based aeronautical CNS infrastructure and familiarity with

conventional CNS technologies. Familiarity with radio frequency spectrum issues and the role of the International Telecommunication Union (ITU). Knowledge of ICAO functions, organization and international activities in fields other than CNS and spectrum management. 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 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.

MODE OF SECONDMENT

The duration of the secondment is three (3) years, which can be extended for an additional year and thereafter, depending on need for the subject matter expert and as agreed between the Secretary General of ICAO and the sponsoring entity. The secondee is expected to work five (5) 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.