

International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Programme Strategy Officer	Duration of Secondment:	2 years with possibility of extension
Grade Level:	P3	Application Deadline:	2026-03-31
Duty Station:	Montreal	Date of entry on duty:	2026-07-01 or earlier if 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 Navigation Bureau (ANB) in ICAO is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council, and the Assembly. The Air Navigation Bureau 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 Universal Safety Oversight Audit Programme (USOAP) using a Continuous Monitoring Approach (CMA) that monitors all States on a continuous basis.

Monitoring, Oversight and Coordination (MOC) is responsible for the evolution and execution of the USOAP CMA as well as the Regional Safety Oversight and Accident Investigation Organizations Assessment Programme (RRAP). These programmes monitor Member States and regional organizations using primarily web-based platforms – the 'online framework' (OLF) and the RSOO/RAIO Cooperative Platform to determine States' effective implementation of safety oversight systems, validate their progress in addressing identified deficiencies, and assessing the level of implementation of their State Safety Programmes (SSP) and also assessing the effectiveness of the RSOO/RAIO services to their Member States. The USOAP also reports on audit findings and on their impact to aviation safety arising through different means, including its triennial report. MOC is responsible for partnerships relevant to ANB, and provides data and support to the analytic functions of the Bureau and information sharing with partners. MOC oversees the planning, development and coordination of implementation support activities, including regional cooperation, for safety and air navigation to better support the ICAO implementation strategies and results and to solve deficiencies identified by the USOAP-CMA and RRAP Programmes.

The Implementation Support Planning and Coordination (ISPC) Section is responsible for managing and coordinating implementation support activities developed and designed by the Bureau. Coordination of such activities involves interaction with other Sections, Bureaus as well as the Regional Offices. ISPC directly supports the regional offices in their work related to development of projects and activities to build capacity. ISPC also supports the funding of activities by managing implementation support related voluntary contributions and provides contribution management support to donors.

The incumbent reports to the Chief, Implementation Support Planning and Coordination (ISPC). The Officer will produce strategies for implementation support. She/he will review information and produce reports on a regular basis, maintain country profiles and perform capacity building needs assessments at the level of civil aviation authorities. The work is accomplished in collaboration with other Section Chiefs, Unit Heads and Technical Officers in the Air Navigation Bureau as well as the Air Transport Bureau (ATB), the Capacity Development, and Implementation Bureau (CDI) and Regional Offices.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Develops and maintains country profiles to provide a consolidated view of each State's support needs, achieving results such as:

- Collect and update data on each State’s civil aviation oversight and support status.
- Review information to identify gaps and needs in State implementation capabilities.
- Compile comprehensive country profiles reflecting current oversight and support requirements.
- Coordinate with regional offices and other sections to validate and enhance country profiles.
- Monitor changes and trends in State implementation to keep profiles current and relevant.

Function 2 (incl. Expected results)

Conducts needs assessments using monitoring and stakeholder inputs to identify and prioritize areas requiring ICAO implementation support, achieving results such as:

- Collect and review monitoring and stakeholder input data to identify implementation support needs.
- Evaluate civil aviation authorities' capacity to determine gaps and priorities.
- Develop and update country profiles based on assessment findings.
- Prioritize areas requiring ICAO implementation support based on assessment results.
- Prepare reports summarizing needs assessment outcomes for strategic planning.

Function 3 (incl. Expected results)

Coordinates with ANB Sections, Regional Offices, and partners to ensure alignment and coherence in the delivery of implementation support strategies, achieving results such as:

- Establish communication channels with ANB sections, regional offices, and partners to facilitate collaboration.
- Align implementation support strategies with the objectives of ANB sections and regional offices.
- Facilitate regular meetings or discussions to synchronize efforts among stakeholders.
- Monitor progress and provide feedback to ensure coherence in strategy delivery.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The result of the work of the position is the effective development and coordination of strategic implementation support and safety oversight activities that enhance safety oversight capacity and operational efficiency within civil aviation authorities, thereby strengthening ICAO’s global aviation safety and development objectives at the same time it reduces burden on States.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none"> • Implementation Support Planning and Coordination (ISPC) Section, other Sections, Bureaus, Regional Offices 	<ul style="list-style-type: none"> • Managing and coordinating implementation support activities, supporting regional offices in project and capacity building development, managing voluntary contributions and donor support
b) Outside the Organization <ul style="list-style-type: none"> • Civil aviation authorities, donors 	<ul style="list-style-type: none"> • Conducting capacity building needs assessments, maintaining country profiles, supporting funding and contribution management.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

- An advanced-level university degree (Master's degree or academic equivalent) in civil aviation management, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in civil aviation management, or related field, may be accepted in lieu of the advanced university degree.

Desirable

- Courses or certifications in aviation management or aerospace studies.

Professional Experience

Essential

- A minimum of five (5) years' experience working in civil aviation management.
- Experience in developing and implementing strategic plans for program support and/or oversight.
- Experience in statistical report writing and data analysis related to program performance.

Desirable

- Experience in developing and implementing strategic plans for program support and/or oversight.
- Experience in statistical report writing and data analysis related to program performance.

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 international civil aviation regulations and standards relevant to implementation support and oversight activities. Knowledge of statistical techniques and reporting methods for monitoring civil aviation authority performance. Knowledge of capacity building assessment methodologies and country profile management in the context of civil aviation development. 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.

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.

Technological Awareness: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

MODE OF SECONDMENT

The duration of the secondment is 2 years, which can be extended for an additional 1 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.