



# International Civil Aviation Organization

## Job Description

### POSITION INFORMATION

|  |                                     |                            |                 |
|--|-------------------------------------|----------------------------|-----------------|
| Post Title:  | Regional Safety Cooperation Officer | Duration of Secondment:    | Three (3) years |
| Grade Level:   | P-4                                 | Deadline for applications: |                 |
| Duty Station:  | Montréal, Canada or remote          | Date for entry on duty:    |                 |
| <b>Special Notice:</b><br>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 Air Navigation Bureau (ANB) 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 supporting 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) and Continuous Monitoring Approach that monitors all States on a continuous basis.

The Regional Safety Cooperation Officer reports to the Chief, Regional Safety Cooperation Unit (RSCU) with whom s/he consults on work related issues and from whom s/he seeks advice and guidance on assignments. S/He carries out duties and responsibilities in support of the provision of assistance to existing and emerging regional and sub-regional bodies in the area of Regional Aviation Safety Oversight Organizations (RSOOs), Regional Accident and Incident Investigation Organizations (RAIOs) and Investigative Cooperative Mechanisms (ICMs) as are assigned to her/him by the Chief of the Section. The incumbent will work collaboratively as a team with the other Technical Officers in the Section and Bureau.

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Coordinates ICAO initiatives and tasks for the improvement of RSOOs, RAIOs and ICMs and the evolution of the RSOO and RAIO Assessment Programme (RRAP), achieving results such as:**

- Contribute to the further development of the RRAP guidance materials, tools and procedures.
- Administer the RRAP Electronic Management System.
- Serve as a subject matter expert relating to ICAO’s activities in support of the Regional Safety Oversight organizations (RSOOs), Regional Accident and Incident Investigation Organizations (RAIOs) and Investigative Cooperative Mechanisms (ICMs), including developing and managing tools and websites.
- Identify trends, developments and needs in the areas of aviation safety and safety oversight that may impact ICAO’s activities, as related to Regional Safety Oversight organizations (RSOOs), Regional Accident and Incident Investigation Organizations (RAIOs) and Investigative Cooperative Mechanisms, including the development and provision of implementation support to States, RSOOs, RAIOs and ICMs.
- Prepare working papers, reports and presentations for ICAO meetings and key events.

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

**Contributes to the functioning and further development of the RSOO and RAIO Cooperative Platforms, in close coordination with the Platform Secretaries and members, to achieve the specific objectives assigned to the Platform, achieving results such as:**

- Facilitate the communication and sharing of information between RSOOs, RAIOs and ICMs.
- Facilitate the coordination and supply of technical assistance and other technical support to RSOOs, RAIOs and ICMs.
- Support the organization of RSOO or RAIO global Forums.
- Interface within ICAO on topics of mutual interest for RSOOs, RAIOs and ICMs.

### Function 3 (incl. expected results)

**Collaborates on the revision of regional safety cooperation policies and guidance material**, achieving results such as:

- Update guidance materials and policies on the various forms of regional safety and accident investigation organizations.
- Design and implement training and communication strategies for States, RSOOs, RAIOS and ICMS by utilizing the content of the related procedures and guidance material.
- Enhance cooperation and peer support amongst these regional safety and investigation organizations to achieve a larger set of harmonized regulations in different regions where they exist.

### Function 4 (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 aviation, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in aviation, or related field, may be accepted in lieu of the advanced university degree.

### Professional Experience

#### Essential

- A minimum of seven (7) years of experience with a Civil Aviation Authority or with a national, international or regional organization involved in civil aviation as well as experience in the field of aviation safety.
- Experience with the work of Regional Safety Oversight Organizations (RSOOs) and Regional Accident and Incident Investigation Organizations/ Investigative Cooperative Mechanisms.
- A minimum of five years of experience at the international or regional level in the field of civil aviation dealing with multicultural and multidisciplinary teams.
- Direct experience in the development and implementation of national civil aviation codes, civil aviation regulations, inspector procedures and other guidance material.
- Experience in the design and establishment of frameworks and systems to integrate, harmonize and implement safety initiatives and requirements at regional and national levels.

#### Desirable

- Experience working within a large aviation-related international organization.
- Experience working at a management level or in an advisory capacity in areas related to aviation safety or regional cooperation.

### 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:** Familiarity in dealing with State representatives as well as governmental and non-governmental entities at different levels. 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.

**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.

**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 for 2 years, which can be extended for an additional 2 more years 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.