



# International Civil Aviation Organization

## Job Description

### POSITION INFORMATION

Post Title:	Technical Expert, Accident Investigation	Duration of Secondment:	Three (3) years
Grade Level:	P-4	Deadline for applications:	12 February 2026
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible
<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 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 (SRPs), 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) that monitors all Member States on a continuous basis.

The Accident Investigation (AIG) Section is the primary focal point within the Bureau for the standardization and implementation support of aircraft accident and incident investigation, accident prevention methodology and techniques, as well as accident data reporting and dissemination. The Section advises States, Council ANC on AIG matters and has the overall responsibility for Annex 13 – Aircraft Accident and Incident Investigation and AIG related Guidance Documents. It maintains a primary coordination role with the State Accident Investigation Authorities (AIAs) and relevant international organizations.

The incumbent will report directly to the Chief, AIG Section. The Technical Expert will work closely with Technical Officers in ANB, other Bureaus and the Regional Offices.

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Provides technical expertise on AIG-related matters to the ICAO governing bodies, States, international organizations and other external stakeholders**, achieving results such as:

- Keep abreast of the technical advances in the field of AIG and monitor worldwide developments to propose ICAO action;
- Act as subject matter expert on AIG-related matters;
- Provide technical input based on analysis of accident and incident data for working/information papers and technical briefings/presentations for the Assembly, Council, ANC, and international meetings, as required;
- Participate in the discussion of such material and provide additional information and documentation, as needed;
- Conduct follow-up on actions resulting from the discussion of such material;
- Provide technical input and assist in the development and review of AIG guidance material, as required; and
- Support the planning, organization and delivery of AIG-related workshops, including the development of training material.

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

**Assists with the coordination and implementation of accident investigation activities**, achieving results such as:

- Analyse issues raised by States and international organizations in the field of AIG and recommend appropriate solutions, including providing advice to ICAO governing bodies, regional offices, and accident investigation authorities;
- Identify investigation deficiencies and Safety Recommendations of Global Concern (SRGC) by monitoring relevant reports submitted by States to ICAO;

- Process Safety Recommendations addressed to ICAO and SRGC;
- Monitor and update the E-library of Final Accident Reports;
- Maintain up-to-date the list of accident investigation authorities contact information;
- Update the AIG Section web page in the ICAO public website;
- Contribute to assessing ICAO's current international aviation safety data exchange systems and, if needed, assist in redeveloping or amending them to ensure the data can be integrated for analysis.

### Function 3 (incl. Expected results)

**Manages ICAO panel and study group(s) dealing with AIG matters, such as the Accident Investigation Panel (AIGP) and the Flight Recorder Specific Working Group (FLTOPSP-FLIRECSWG), achieving results such as:**

- Provide input on the work plan of the panel and study group(s);
- Coordinate meeting arrangements;
- Prepare meeting reports and working papers;
- Contribute to the maintenance of panel and study group(s) websites, including updating relevant information and uploading working papers; and
- Collaborate with appropriate expert groups to ensure the consistency of AIG related provisions in all relevant domains.

### Function 4 (incl. Expected results)

**Performs other related duties, as assigned.**

## IMPACT OF THE OUTCOME OF THE POSITION

This position plays a critical role in strengthening global aviation safety by contributing on improvement of ICAO's accident and incident investigation framework. Through technical expertise, analysis, and support to governing bodies, the role enhances international standards, promotes consistent investigation practices, and advances the quality and accessibility of safety data worldwide.

## WORK RELATIONS AND CONTACTS

Title and level	Purpose
<b>a) Inside the Organization</b> <ul style="list-style-type: none"> <li>• ANB sections</li> </ul>	Coordinate on matters related to accident and incident investigation such as safety recommendations, ADREP System, training and workshops. Also, coordination in regard to the ICAO Annual Safety Report and the Global Aviation Safety Plan.
<ul style="list-style-type: none"> <li>• Regional Offices, CGI, ATB (FAL and AVSEC)</li> </ul>	Coordinate on matters related to accident and incident investigation such as ADREP System, training, workshops and providing assistance to aircraft accident victims and their families.
<b>b) Outside the Organization</b>	
<ul style="list-style-type: none"> <li>• Contracting States, Accident Investigation Authorities, Civil Aviation Authorities.</li> </ul>	Coordinate as needed to ensure the consistent implementation of requirements in keeping with ICAO's rules and procedures.
<ul style="list-style-type: none"> <li>• State regulatory bodies, other UN agencies and industry.</li> </ul>	Collaborate and guide on matter related to consistent implementation of requirements in keeping with ICAO's rules and procedures. Update and receive feedback on matter related to accident and incident investigation.

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

- An advanced-level university degree (Master's degree or academic equivalent) in an aeronautical or safety engineering, or related field, is required. A first-level university degree in combination with two additional years of qualifying experience in an aeronautical or safety engineering or related field, may be acceptable in lieu of the advanced university degree. A technical qualification in aviation such as an Airline Transport Pilot License, or Air Traffic Control License may be accepted in lieu of the first-level university degree.
- Initial and advanced training as an aircraft accident investigator.
- Formal training in aircraft accident and incident investigation techniques and procedures.

## Professional experience

### Essential

- A minimum of seven (7) years' experience in civil aviation.
- A minimum of five (5) years' experience in aircraft accident and incident investigation, including preparation of Final Reports and Safety Recommendations.

### Desirable

- Experience in accident and incident data analysis.
- Experience as an USOAP AIG auditor.
- Experience in the conduct of safety assessments and safety studies.

## 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:** 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.

## MODE OF SECONDMENT

The duration of the secondment is three 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.