



International Civil Aviation Organization

Job Description [Applicable solely to secondment]

POSITION INFORMATION

Post Title:	Technical Expert, Higher Airspace Operations (HAO)	Duration of Secondment:	1 year with possibility of extension
Grade Level:	P-4	Deadline for applications:	Indefinite
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as 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) 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 manages the Universal Safety Oversight Audit Programme (USOAP) and Continuous Monitoring Approach that monitors all States on a continuous basis.

The Multidisciplinary Priorities Section (MDP) is responsible for the coordination of multi-disciplinary priorities including Commercial Space Transport, and Higher Airspace Operations. MDP serves as the focal point for Innovation for ANB and studies emerging technologies and operations that do not fall under the scope of one of the technical sections of the Bureau. The MDP supplements the efforts across the Safety and Capacity and Efficiency programmes on New Entrants by providing a systems integration function with a view to enabling them to be a catalyst for the transformation of the global aviation system. This includes utilizing digitalization, model based system engineering and other modern approaches. It also deploys a holistic end-to-end approach to the introduction of new entrants that recognizes and accommodates for the fact that, that Member States may often adopt New Entrants earlier than ICAO can develop traditional global policies and guidance materials. MDP works with all elements of the Safety and AN Capacity and Efficiency Sections, to ensure that these early adopters are supported with the best interest of safety and efficiency in mind. This strategy is implemented primarily by leveraging experts within Member States, International Organizations, and other external stakeholders who are at the leading edge of the relevant developments. The MDP Section within ANB is also responsible for the development, deployment, and maintenance of the Integrated Safety Trend Analysis and Reporting System (iSTARS), a web-based Modern Analytical Platform providing a quick and convenient interface to a collection of safety and efficiency datasets and web applications to conduct safety, efficiency, and risk analyses.

The incumbent reports directly to the Chief, MDP, and works, via a matrix model, with the Chief, Air Traffic Management Section on HAO. The Technical Officer collaborates closely with other Technical Officers in the Bureau, as well as with Regional Offices for all HAO related matters.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Serves as Subject Matter Expert on higher airspace operations (HAO), achieving results such as:

- Develop comprehensive working papers and other documentation related to HAO.
- Participate in the discussion of such papers and provide additional information and technical advice as needed.
- Support ICAO expert groups to ensure relevant coordination in building strategies related to HAO.
- Conduct a comprehensive analysis of issues raised by States and international organizations in the field of HAO and recommend appropriate solutions.
- Provide technical inputs to proposals for amendment to be presented to the Air Navigation Commission (ANC) from the Secretariat and ICAO expert groups.

- Conduct a technical review of draft guidance material, and coordinate and improve the material as required with the assistance of appropriate stakeholders as it relates to HAO.
- Maintain active liaison with ICAO Regional Offices and States on the development of new operational concepts, procedures and guidance as it relates to HAO.

Function 2 (incl. Expected results)

Serves as Secretary and/or manages one or more of the working groups of ICAO expert groups dealing with HAO matters, achieving results such as:

- Develop meeting documentation to facilitate effective technical discussions including working papers, presentations and reports.
- Provide guidance and advice on technical and procedural matters, including ICAO rules, procedures and methodologies for the development of proposals for amendment to Annex, PANS and manuals.
- Review and propose amendments to draft proposals from the expert groups for quality and consistency with ICAO policies and provisions in Annexes, PANS and manuals.
- Communicate and coordinate with members of other expert groups and the ICAO Secretariat.
- Ensure dissemination and sharing of the necessary information to support the work of the expert groups.
- Establish and maintain an ongoing interface between the ANC and the expert group.
- Establish and manage a dedicated expert group website and maintain its currency and accuracy.

Function 3 (incl. Expected results)

Develops proposals related to the amendment and implementation of Annexes to the ICAO Convention and other ICAO regulatory documents, achieving results such as:

- Keep abreast of significant trends and technological developments in HAO operations, innovation and automation.
- Conduct a comprehensive analysis of issues raised by States and international organizations in the field of HAO and recommend appropriate solutions.
- Draft proposals for amendment to Annexes and PANS to reflect new operational requirements and procedures and technological developments.
- Draft proposals for amendment to other documents, such as manuals to facilitate the implementation of Annex and PANS provisions.
- Provide support to various ICAO expert groups as may be necessary for ensuring relevant coordination in building global provisions and guidance.
- Provide technical inputs to proposals for amendment to be presented to the Air Navigation Communication (ANC) from the Secretariat and ICAO expert groups.

Function 4 (incl. Expected results)

Performs other duties as required.

IMPACT OF THE OUTCOME OF THE POSITION

The focus of the work will be on major HAO deliverables stemming from the 14th Air Navigation Conference, including the implementation of recommendation 3.1/7 Higher Airspace Operations. The principal outcome will be the development of a holistic vision and global concept for higher airspace operations.

WORK RELATIONS AND CONTACTS

Title and level	Purpose
a) Inside the Organization <ul style="list-style-type: none"> • Technical Officers • Regional Officers 	<ul style="list-style-type: none"> • Coordinate to ensure consistency with approaches in various technical areas. • Keep States aware of developments through regional offices. Collect relevant feedback from States considering the adoption of HAO

b) Outside the Organization	
<ul style="list-style-type: none"> International Organizations that are working on HAO 	<ul style="list-style-type: none"> Keep abreast of developments and collect relevant feedback.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

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

Desirable

- Project management qualification.

Professional experience

Essential

- A minimum of seven (7) years' working experience in an aviation environment, in the private sector and/or in a State Authority or regional organization.
- Experience with the subject of HAO.
- Experience in managing complex stakeholders, effective communications, and engagement.
- Experience in an aviation, UN or large international organization or agency.

Desirable

- Demonstrable experience of target operating model design and implementation.

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

Core 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.

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

MODE OF SECONDMENT

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