



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Post Title:	Technical Officer, Space Transport Operations (STO)	Duration of Secondment:	Three (3) years
Grade Level:	P-4	Deadline for applications:	
Duty Station:	Montréal, Canada	Date for entry on duty:	
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 is the entity that is responsible for implementing the bureau’s role as the coordinator for cross-organizational innovation initiatives. MDP studies emerging technologies and operations that do not fall under the scope of one of the technical sections of the Bureau. MDP supplements the efforts across ANB on New Entrants by developing a systems integration layer. It provides an analytical service to the Safety and Air Navigation Capacity and Efficiency (ANCE) Strategic Objectives. MP is also responsible for iSTARS and other tools, and develops regional dashboards.

The higher airspace operations (HAO) work, which includes activities related to commercial space transport (CST), is matrixed across ICAO, with much of the technical work falling within the functions of the ATM Section and supported by the Multi-Disciplinary Priorities (MDP) Section.

The incumbent reports directly to the Chief, Multi-Disciplinary Priorities (MDP) Section, on the HAO and CST activities. The Technical Officer collaborates closely with other Technical Officers in the Bureau, as well as with Regional Offices for all HAO and CST-related matters

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Serves as Subject Matter Expert on space transport operations (STO), achieving results such as:

- Develop comprehensive working papers and other documentation related to STO.
- 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 STO.
- Conduct a comprehensive analysis of issues raised by States and international organizations in the field of STO and recommend appropriate solutions.
- Provide technical input 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 by with the assistance of appropriate stakeholders as it relates to STO.

Function 2 (incl. Expected results)

Serves as Secretary and/or manages one or more of ICAO's expert groups dealing with STO, such as the ICAO/UNOOSA Task Force on Space Transport Operations (STO), 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 STO, innovation and automation.
- Conduct a comprehensive analysis of issues raised by States and international organizations in the fields of STO 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)

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

- Act as subject matter expert on STO-related matters.
- Draft replies to correspondence from States and international organizations on STO-related matters.
- Draft working/information papers and technical briefings/presentations for the Assembly, Council and ANC, and international meetings as required.

Function 5 (incl. Expected results)

Supports the coordination and implementation of STO-related operational concepts, requirements and procedures, achieving results such as:

- Maintain active liaison with the ICAO Regional Offices on the roll-out of new operational concepts, requirements and procedures.
- Plan and conduct specific technical training sessions, internal or external, as required to communicate developments in the area of STO.
- Organize and conduct global or regional events to create awareness and implementation support, as required.
- Attend international meetings, seminars, and workshops, as required.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The position directly supports the advancement of ICAO's efforts related to STO, including the coordination and communication of appropriate strategies, procedures, guidance material, and training for Member States. It also contributes to developing, implementing, and amendment of ICAO's SARPs, PANS and guidance material related to STO, ensuring effective and compliant integration of commercial space transportation. The position supports stakeholders in enhancing airspace management, reducing congestion and delays, and integrating new technologies, ultimately improving global aviation safety and efficiency.

The outcome of the position, therefore, directly contributes to ICAO's ability to effectively coordinate and collaborate with stakeholders on the intersection of aviation and aerospace as the number of commercial space launches increases.

WORK RELATIONS AND CONTACTS

The Technical Officer, STO, operates in a collaborative environment, interacting with various internal and external stakeholders on the HAO and CST activities.

Title and level	Purpose
a) Inside the Organization	
<ul style="list-style-type: none">Air Navigation Bureau Colleagues	Collaborates on all CST-related matters.
<ul style="list-style-type: none">Colleagues from other Bureaux and Regional Offices	Collaborates on all CST-related matters.
b) Outside the Organization	
<ul style="list-style-type: none">Aviation experts in Member States and international organizations such as UNOOSA	To facilitate global coordination on the development of ICAO provisions, where necessary, and procedures and guidance material.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first-level university degree in an aviation-related field is required. A technical qualification in the field of ATM, such as an Air Traffic Control License, may be accepted in lieu of the first-level university degree.

Professional Experience

Essential

- A minimum of nine (9) years' qualifying experience in aviation operations (ATC, Flight Operations, or other related field)
- Experience in Space Transport Operations.
- Experience in drafting regulatory documents and/or operational procedures related to any aviation operational area.
- Experience in providing service to international meetings.

Desirable

- Experience working within a large aviation-related international organization.
- Experience as a pilot, air traffic controller, ANS inspector, or ICAO auditor.
- Experience in developing and/or implementing ICAO SARPs, policies, procedures and guidance material
- Experience in managing technical groups, symposia, workshops, etc.

- Experience in the development and delivery of training.
- Experience in policy negotiations and public relations.

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.

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 3 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.