



## International Civil Aviation Organization

### Technical Cooperation Bureau Job Description

#### POSITION INFORMATION

Generic Title:	Secretary	Position Number (ID):	900140
Specific Title:	Programme Secretary	Job Card:	
Project Number:	RAS02901	Post Number/Job Code:	
Duty Station:	Beijing, China	CCOG code:	1A
Duration:		Starting Date:	

#### THE ORGANIZATIONAL SETTING

Under the direction of the Director, Technical Cooperation Bureau (D/TCB), ICAO, the Field Operation Section is responsible for the strategic planning, development, execution, and evaluation of projects in TCB. The Section assists with the identification of priority development requirements across civil aviation and with technical cooperation to recipient States. It carries out resources mobilization with multilateral and bilateral development partners and industry and develops regional and country specific technical cooperation programme and projects. The Section executes these programmes and projects in accordance with the policies and contractual modalities of TCB.

The objective of the Cooperative Development of Operational Safety and Continuing Airworthiness Programme – North Asia (COSCAP-NA) Phase IV is to assist Members with high Lack of Effective Implementation (LEI) to strengthen their safety oversight system and progressively improve their respective LEI; promoting and assisting States with the implementation of the Continuous Monitoring Approach (CMA) under the ICAO Universal Safety Oversight Audit Programme (USOAP); assisting States with implementation of the requirements of the State Safety Programme (SSP) and furthering greater awareness /implementation of the Safety Management Systems; assisting States with meeting the requirements under the revised Global Aviation Safety Plan (GASP); and assisting in the enhanced implementation of Performance Based Navigation (PBN) at the sub-regional level.

#### MAJOR DUTIES AND RESPONSIBILITIES

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

Provides coordination support, achieving results such as:

- Assist CTA/PC to liaison with Member States/Administrations to obtain commitments and engagements in carrying out connection and assistance towards them as per ICAO

Field Services Staff Rules, Field Operations Manual, Administrative Manual, ICAO Procurement Code and other related documents.

- Assist CTA/PC to cooperate with International Development Agencies or other technical cooperation and aid projects or programmes in the region and promote coordination of the work in the programme with that of other projects or programmes assisting the region in the field of civil aviation.
- Assist CTA/PC to establish and maintain close association with donor assistance organizations working in the region for the purpose of establishing cooperation with that organization to explore more possibilities of resources sharing.
- Coordinate with local civil aviation agencies, such as academies, universities, training centres and airlines to accumulate more technical assistance resources to better meet the training and technical assistance demand of Member States/Administrations.

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

**Provides administrative support**, achieving results such as:

- Maintain liaison with ICAO Headquarters, ICAO APAC Regional Office, Beijing Regional Sub Office and COSCAP sister project offices on various issues.
- Maintain liaison and assist Member States/Administrations on the matters of programme delivery and administrative support, analyse and provide solution to issues related to administration and promote a collaborative and results-oriented approach.
- Place and screen telephone calls and respond to routine requests for information. Take and relay messages as necessary.
- Send and receive faxes and e-mails.
- Maintain office files, records and reference material. Sort and file correspondence, reports and documentation in hard copy or electronic format.
- Set up meetings and appointments for the CTA/PC and ensure they are properly recorded and timely coordinated.
- Receive visitors and accord them with appropriate treatment.
- Instruct the intern to maintain and update programme website.
- Assist CTA/PC to provide supervision on the performance of interns.

#### Function 3 (incl. Expected results)

**Provides accounting support**, achieving results such as:

- Receive and pay invoices for telephone, internet and other charges related to the day-to-day operation of the office.
- Maintain the office supplies inventory and purchase the reliable and quality items as required in a cost saving manner.
- Perform accounting functions including maintaining a journal for petty cash, imprest account, contribution in fund and kind from Member States and Donor organizations.
- Prepare and submit routine administrative reports to ICAO Headquarters monthly concerning project personnel strength return record and financial accounting record on petty cash and imprest account.

#### Function 4 (incl. Expected results)

**Provides correspondence support**, achieving results such as:

- Receive and screen written correspondence; distribute for action as required.
- Maintain a record of all incoming and outgoing correspondence.
- Prepare correspondence, documents and reports based on the instruction of CTA in accordance with the established ICAO procedures and standard format.
- Draft original correspondence on routine matters and where required sign on behalf of the CTA/PC. Prepare letters, documents or slide presentations under supervision of CTA/PC.
- Provide basic translation services during meetings with Chinese officials and translation of written text.

#### Function 5 (incl. Expected results)

**Organizing workshop/meetings and Technical Assistance towards Member States/Administrations**, achieving results such as:

- Assist CTA/PC to coordinate with the selected experts and complete the contracting process in coordination with APAC RO and TCB.
- Prepare meetings and training programmes invitation letters and dispatch timely.
- Assist CTA/PC to prepare meeting materials, record of discussions and reports of COSCAP-NA missions, meetings, workshops and seminars.
- Work with domestic or international counterparts to organize various meetings, training courses, seminars and workshops.
- Maintain liaison with Member Coordinators and stakeholder entities to promote the participation.
- Assist CTA/PC to secure the budget and go through the budget utilization process in accordance with the ICAO established procedures.
- Assist CTA/PC to conduct meetings as required in its functions.

#### Function 6 (incl. Expected results)

**Provides travel arrangement support**, achieving results such as:

- Coordinate with relevant Units, States/Administrations on development and finalization programme of visit in consultation with CTA/PC.
- In consultation with the relevant States/Stakeholders, arrange for visas and hotel bookings and transportation in line with the established rules and procedures.
- Assist CTA/PC in the preparation of mission documentation and submission of the reports and TEC on a timely manner.
- Arrange the procurement of airline tickets as required. Prepare MTR and follow up with ASR for DSA payment to the traveller when applied.
- Track the mission information taken by project staff and invited instructors regarding MTR submission, ASR issuance, Travel Claim submission and settlement.

#### Function 7 (incl. Expected results)

- Perform any other duties as required for the successful and timely implementation of the Programme.

## IMPACT OF THE OUTCOME OF THE POSITION

The impact of the post is the secretarial support that will have been provided to the COSCAP-NA office in effective delivery of a wide range of administrative and office support functions under moderate supervision such as assistance in drafting correspondence and other communications; timely production of documents, reports and other outputs; correct application of relevant policies, guidelines, procedures and processes; and effective working relationships with COSCAP-NA Member States/Administrations, Donor Stakeholders and ICAO.

## WORK RELATIONS AND CONTACTS

The Secretary will work under the supervision of the Chief Technical Advisor (Flight Operations) / Programme Coordinator (CTA/PC). Contacts include domestic or international counterparts on organizing various meetings, training courses, seminars and workshops. The Secretary will maintain liaison with ICAO Headquarters, ICAO APAC Regional Office, Beijing Regional Sub Office and COSCAP sister project offices on various issues. Moreover, the ability to liaison and assist Member States/Administrations on the matters of programme delivery and administrative support, analyse and provide solution to issues related to administration and promote a collaborative and results-oriented approach is also required.

## 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.

**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.

**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.

**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.

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

- Completion of full secondary education.

#### Desirable

- Successful completion of formal training in accounting, office administration and/or standard office computer applications.

### Professional experience

#### Essential

- At least four years relevant secretary experience.
- Ability to operate office automations and MS-Office applications.
- Good knowledge of the financial and administrative principles and practices.
- Good knowledge of accounting and financial procedures and ability to maintain financial records, prepare clerical reports and statements accurately.
- Good administrative, communication and organizational skills.

#### Desirable

- Previous work experience in the UN/International Organizations and civil aviation will be an advantage.
- Experience and knowledge of procedures for the preparation of documents, administrative forms, and use of filing systems.

### Languages

#### Essential

- Fluent reading, writing and speaking abilities in English and Chinese.

#### Desirable

- Knowledge of any of the other languages of the Organization (Arabic, French, Russian or Spanish).