International Civil Aviation Organization
Vacancy Notice

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Regional Officer, Air Traffic Management</th>
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<tbody>
<tr>
<td>Vacancy Notice:</td>
<td>2019/21/P 111357</td>
</tr>
<tr>
<td>Level:</td>
<td>P-3</td>
</tr>
<tr>
<td>Posting Period:</td>
<td>5 July 2019 – 5 August 2019</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Cairo</td>
</tr>
<tr>
<td>Date for entry on duty:</td>
<td>As soon as possible</td>
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**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.”

Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.

**THE ORGANIZATIONAL SETTING**

The Regional Office is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate international organizations and regional bodies and United Nations (UN) Agencies and Programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO Strategic Objectives, policies, and decisions. The Regional Office also provides Member States and stakeholders with technical guidance and assistance for effective implementation of Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), Regional Supplementary Procedures (SUPPs) and Regional Air Navigation Plans (ANPs). The importance of the Regional Office’s role in providing implementation support has been reiterated with the ICAO No Country Left Behind (NCLB) initiative that also contributes to attainment of UN Sustainable Development Goals.

Within this context, the incumbent reports to the Deputy Regional Director through the Regional Officer, Air Traffic Management and Search and Rescue (RO/ATM/SAR). S/he will provide support to the RO/ATM/SAR, who deals with and is accountable for the work on all matters pertaining to airspace and air traffic management (ATM), search and rescue (SAR), and safety of aircraft operations in the Middle East Region.

**MAJOR DUTIES AND RESPONSIBILITIES**

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

Provides support in improving regional airspace optimization, achieving results such as:
- Assist in monitoring the implementation of the Middle East (MID) Region Performance Based Navigation (PBN) Implementation Plan;
- Manage the MID Region Route Designators database;
- Assist in the planning and execution of projects concerning the improvement of demand and capacity balancing in the Region reducing congestion and traffic bottlenecks; and
- Process proposals for amendments (PfAs) to the parts related to ATM in the MID ANP and SUPPs.

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

Implements the ICAO Regional Office Work Programme in the technical/operational field as directed, achieving results such as:
- Keep abreast of the information related to the States’ needs and issues related to ATM;
- Prepare draft working papers, reports, briefs, and correspondence as instructed;
- Follow up on the implementation of the meeting outcomes relevant to ATM;
- Support the implementation of the Middle East Regional Planning and Implementation Group (MIDANPIRG) conclusions and decisions related to ATM; and
• Support meetings, workshops, seminars, training courses, etc., aimed at improving capacity or addressing specific challenges, related to ATM organized by the MID Office, as requested.

Function 3 (incl. Expected results)

Provides advice and support to States, achieving results such as:
• Keep abreast of the information related to the States’ needs and issues related to ATM;
• Respond to day-to-day ATM-related inquiries and requests of States to which the MID Office is accredited;
• Support the implementation of the Aviation System Block Upgrades (ASBU) modules within the ANP framework;
• Monitor the status of implementation of the regional requirements and ASBU modules related to ATM; and
• Keep up-to-date the ATM-related information in the MID eANP and provide updates to the regional dashboards, as required.

Function 4 (incl. Expected results)

Provides support to the ICAO Technical Cooperation Bureau (TCB) Programme in the MID Region, achieving results such as:
• Serve as the point of contact in the MID Region for the initiation, execution, and follow-up of TCB projects.
• Promote TCB activities in the MID Region and support in identifying the type and scope of TCB projects to assist States in the effective implementation of global and regional requirements.
• Follow up and conduct necessary coordination on the matters related to TCB projects, such as the recruitment of experts, the development of progress reports, and mobilization of budget.
• Conduct periodic teleconferences with TCB to provide progress reports on the TCB projects in the MID Region.

Function 5 (incl. Expected results)

Provides support to the ICAO Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP-CMA) and participates in other ICAO safety-related activities, achieving results such as:
• Provide guidance and assistance to States in enhancing their safety oversight capabilities in the area of ATM/SAR;
• Provide guidance and assistance to States in the development, update and implementation of Corrective Action Plans (CAPs) to address findings identified through USOAP-CMA activities;
• Provide guidance and assistance, as required, for the update of information related to ANS in the USOAP CMA online framework, including State Aviation Activity Questionnaire (SAAQ), Compliance Checklist (CC), Protocol Questions (PQs); and
• Participate in, as required, audits and ICAO Coordinated Validation Missions (ICVMs) and Regional Office Safety Team (ROST) missions, subject to successful completion of USOAP CMA training.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential
A first level university degree in aeronautics, or in a related field. A technical qualification in aviation such as a pilot license, air traffic control license, maintenance engineering license may be accepted in lieu of the university degree.

Professional experience

Essential
• A minimum of six years of experience as a qualified air traffic controller
• Experience in project management, the use of project management tools, methods, processes and techniques.
• Experience in the development of performance metrics and indicators to analyse cost and benefits of aviation system improvements.
• Experience in the gap analysis with operational indicators and implementation targets and metrics.
• Experience in and providing service to international or regional meetings.

Desirable
• Experience in the planning and operation of advanced systems and procedures to enhance air navigation efficiency and capacity.
• Hands-on experience in the use of advanced technologies and/or concept of operations.

### Languages

#### Essential
Fluent reading, writing and speaking abilities in English.

#### Desirable
Good knowledge of Arabic.
A working knowledge of any other language of the Organization (Chinese, French, Russian, or Spanish).

### Competencies

**Professionalism:** Knowledge of the ICAO strategic objectives, provisions, plans and implementation processes relevant to ATM. Knowledge of ICAO functions, organizational structure, international activities and technical publications related to ATM. Knowledge of the ICAO Global Aviation Safety Plan and Global Air Navigation Plan (GASP/GANP) and their relationship to regional implementation activities. Sound knowledge of MIDANPIRG and associated processes and regional documentation (e.g. ANP, SUPPs, PBN Implementation Plan, ATM Contingency Plan). Knowledge of the current and future needs of the regional and global ATM. Knowledge of relationship between regulatory and operational improvements and the ASBUs, and the impact of ASBU on reducing greenhouse gas emissions. Excellent ability to use computers and contemporary networks. 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.

**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.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

### Conditions of Employment

It should be noted that this post is to be filled on a fixed-term basis for an initial period of one year (first year is probationary for an external candidate).

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization within the duty station.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).
ICAO offers an attractive benefit package to its employees in accordance with the policies of the International Civil Service Commission (ICSC).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

### Remuneration:

<table>
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<tr>
<th>Level P-3</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>+</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
<td></td>
<td>USD 60,233</td>
<td></td>
<td>USD 24,274</td>
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(*) Post Adjustment is subject to change.

**HOW TO APPLY**

Interested candidates must complete an on-line application form. To apply, please visit ICAO’s e-Recruitment website at: [https://careers-new.icao.int](https://careers-new.icao.int).

**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.