International Civil Aviation Organization
Individual Consultant (IC) Vacancy Notice

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Consultant Programme Assistant, ATB</th>
</tr>
</thead>
<tbody>
<tr>
<td>IC Vacancy Notice:</td>
<td>2019/46/IC</td>
</tr>
<tr>
<td>Level:</td>
<td>Band A-1</td>
</tr>
<tr>
<td>Posting Period:</td>
<td>10 July 2019 to 24 July 2019</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Montréal</td>
</tr>
<tr>
<td>Date for entry on duty:</td>
<td>20 August 2019</td>
</tr>
</tbody>
</table>

**THE ORGANIZATIONAL SETTING**

The Air Transport Bureau (ATB) carries out activities under ICAO’s Strategic Objectives for Security and Facilitation, Economic Development of Air Transport, and Environmental Protection. It is responsible for the provision of expert assistance required by the Assembly, Council, Air Transport Committee (ATC), Committee on Unlawful Interference (UIC), Committee on Joint Support of Air Navigation Services (JSC), Committee on Aviation Environmental Protection (CAEP) and the specialized conference, divisional, panel and working group meetings related to these three Strategic Objectives. The Bureau assists in developing, updating, and promoting the implementation of Standards and Recommended Practices (SARPs) in Annexes 9, 16 and 17, air transport policies and guidance (such as air transport regulation, economics of airports and air navigation services, and funding of aviation infrastructure) as well as the specifications for machine readable travel documents. The Bureau is also charged with the development of environment-related policies and measures and assistance for States to prepare and implement their action plans for CO2 emissions reduction activities.

In addition, the Bureau implements the ICAO Comprehensive Aviation Security Strategy (ICASS), including the Universal Security Audit Programme (USAP) and assistance for States in rectifying deficiencies identified by the USAP, and also implements an ICAO Traveller Identification Programme (ICAO TRIP) Strategy. Furthermore, it maintains and provides access to civil aviation data/statistics and forecasts. Data on acts of unlawful interference and environmental protection (noise and emissions) are also maintained in the Bureau. The Bureau works with other offices of the Organization including Regional Offices, performs liaison and coordinates the above-mentioned issues with all the United Nations bodies and other international organizations, especially the United Nations Framework Convention on Climate Change (UNFCCC), the World Tourism Organization (UNWTO), World Customs Organization (WCO) and regional civil aviation organizations.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Function 1 (Incl. Expected Results)**

Coordinates human resource activities, achieving results such as:
- Review contractual documents for consultant and process them through e-recruiter system
- Process monthly timesheets through Agresso for SSA Consultants’ salaries and ensure that Goods Received Notes (GRN) is on the timesheet for timely processing.
- Monitor and verify monthly report of Leave Records for ATB generated from Agresso and each section is sent their respective report for verification of accuracy.

**Function 2 (Incl. Expected Results)**

Provides effective and accurate financial monitoring, achieving results such as:
- Monitor the budgetary allotments for the Bureau and expenditures.
- Identify deviations from plans (for example, travel and consultancy).
- Coordinate purchase orders with originators and Finance or Procurement.
- Process financial transactions including the Goods Received Notes (GRN) through Agresso.
- Ensure that transitions are correctly recorded in Agresso after the payment has been dispatched.
Function 3 (Incl. Expected Results)

Provides administrative support to Office of the Director and the Entities in the bureau, achieving results such as:

- Provide support to the Office of the Director and, if required, the Deputy Director(s) in the preparation of working papers and other documentation for the Assembly, ICAO Council and Committees of the Council.
- Efficiently manage emails of an urgent nature; including classifying, sorting and circulating mail; prioritization of requests, taking action where applicable, distribution of electronic communications and appropriate follow-up.
- Identify complex or sensitive correspondence for immediate attention.
- Conduct tracking, prioritizing and achieving appropriate follow-up actions on routine correspondence.
- Open, arrange, close, transfer, process and track files in a number of categories, including through the electronic documents and records management system. Deliver and pick-up files from other offices.
- Ensure that the Mission Travels submitted to D/ATB are on the approved meeting/mission table and are recorded on the ATB Mission Tracking Report.

Function 4 (Incl. Expected Results)

Perform other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential
A secondary education is required.

Professional Experience

Essential
- A minimum of three years of relevant experience in office administrative procedures and practices, organization and maintenance of technical records and preparation of data for inclusion in documentation.
- Experience with the use of office automation tools.

Languages

Essential
Fluent reading, writing and speaking abilities in English.

CONDITIONS OF EMPLOYMENT

The selected consultant is expected to be employed for four months, with the possibility to extend.

Please note that the monthly rate for Band A varies from $2,160 - $4,250.

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
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.