Position Information

<table>
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<tr>
<th>Post Title:</th>
<th>Technical Officer, ANB-AOI</th>
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<tbody>
<tr>
<td>Level:</td>
<td>P-3</td>
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<tr>
<td>Duty Station:</td>
<td>Montréal</td>
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<tr>
<td>Vacancy Notice:</td>
<td>2019/23/P 102742</td>
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<tr>
<td>Posting Period:</td>
<td>11 July 2019 – 11 August 2019</td>
</tr>
<tr>
<td>Date for entry on duty:</td>
<td>After 11 August 2019</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 Air Navigation Bureau (ANB) in ICAO is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council, and the Assembly. ANB provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and 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 also manages the ICAO Universal Safety Oversight Audit Programme (USOAP) that monitors all Member States on a continuous basis.


The incumbent reports directly to the Chief of the AOI Section. The responsibilities of the post, as detailed below, focus on aerodrome planning, design and operations.

Major Duties and Responsibilities

Function 1 (incl. Expected results)

Coordinates the ICAO air navigation work programme items relating to Aerodrome Certification, achieving results such as:

- Maintain currency of Standards and Recommended Practices (SARPs) for aerodrome certification, taking into account the latest developments to reflect the regulatory and operational needs.
- Develop relevant procedures and guidance material in PANS-Aerodromes and various manuals to support the implementation of high-level SARPs.
- Monitor the implementation status of aerodrome certification in States, with a view to identifying issues that may have an impact on the implementation of aerodrome certification globally.
- Propose actions to be taken to enhance aerodrome certification based on analyses of the implementation status.
- Coordinate with various stakeholders for the implementation of an action plan, aiming at strengthening aerodrome certification on a global basis.
Function 2 (incl. Expected results)

Manages the technical voluntary work forces in the relevant fields of aerodromes in coordination with other technical officers, achieving results such as:

- Provide technical support to panel(s)/study group(s)/task force(s) related to aerodromes, including scheduling of meetings, preparation of documentation and deliverables, in collaboration with the Panel Secretary,
- Develop and coordinate meeting agendas and assume responsibility for coordination of logistic requirements to ensure successful meeting outcomes. Draft necessary reports, briefings and working papers, as required.
- Develop meeting documentation which facilitates effective technical discussions including working papers, presentations and technical reports.
- Participate in the presentation of these papers and encourage discussion of them and carry out follow-up action as required.
- Develop working papers for the ICAO Council, Air Navigation Commission (ANC) on proposed amendments to relevant Annexes and other technical matters related to aerodromes.
- Prepare various correspondence addressed to Member States, International Organizations, industry and other aviation stakeholders to establish expectations for safety and efficiency related to aerodromes.

Function 3 (incl. Expected results)

Provides advice, guidance and makes recommendations to Chiefs, technical officers and other specialized bodies on aerodrome matters, achieving results such as:

- Maintain liaison with and provide specialized advice to other sections of the Air Navigation Bureau, and particularly to other specialized bodies including Panels of the ANC.
- Coordinate preparation of briefings and technical papers for the ANC on new developments in the field of aerodromes and perform other related duties as assigned.
- Communicate and exchange technical expertise and knowledge to promote ICAO’s initiatives in the field of aerodromes.

Function 4 (incl. Expected results)

Monitors technical trends and ICAO requirements related to aerodromes, achieving results such as:

- Coordinate studies and prepare technical synopses on aerodrome planning, design and operations.
- Draft technical reports on the development of consensus findings for discussion and/or presentation.
- Provide insight on existing provisions in Annex 14, monitor their currency and recognize gaps and/or obsolete materials and propose solutions accordingly.
- Maintain technical competence in the specialized field by reviewing publications or attending meetings related to the latest technological developments.
- Keep abreast of technical developments in the field through close contacts with specialized institutions and industry representatives.

Function 5 (incl. Expected results)

Monitors and provides support for the modernization of the aviation systems, achieving results such as:

- Provide recommendations on the development and implementation of the ICAO Aviation System Block Upgrades (ASBU) concept and Regulatory Operational Improvements (ROI) concept in consultation with technical officers and/or Chief, AOI.
- Draft periodic reports related to on-going initiatives, as required.
- Prepare working papers and briefings for the Assembly, the Council and the ANC and participate in the presentation and discussion of these papers.
- Coordinate with sections and regional offices on the implementation of relevant ASBU modules.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.
QUALIFICATIONS AND EXPERIENCE

Education

A first-level university degree, preferably in civil or other engineering disciplines, or in an aviation-related field, is required.

Professional experience

Essential:

• A minimum of six (6) years of progressively responsible experience in the field of planning, design and operations of international airports.
• Experience in working in civil aviation administration or airport authority in progressively responsible positions.
• Experience in supporting the management of safety and capacity of airports.
• Experience in managing technical groups.

Desirable:

• Operational experience in participating in the work of standard-making bodies.
• Experience in aviation operations as a pilot or navigator or air traffic controller.
• Direct experience of work in the ICAO framework, through relevant expert/regional ICAO bodies.

Language

Essential

• Fluent reading, writing and speaking abilities in English.

Desirable

• A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Competencies

1. **Professionalism**: Good knowledge of ICAO functions and organization, the Convention on International Civil Aviation and the relevant Annexes. Good managerial knowledge and skills and related experience. 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.

2. **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.

3. **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.

4. **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.

5. **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.

6. **Technological Awareness**: Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office.

**CONDITIONS OF EMPLOYMENT**

It should be noted that this post is to be filled on a fixed-term basis for an initial period of three years (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)](https://www.un.org/). 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.

<table>
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<tr>
<th>Remuneration:</th>
<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></td>
<td>USD 60,233</td>
<td></td>
<td>USD 22,273</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.icao.int](https://careers.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.