International Civil Aviation Organization
Vacancy Notice

**POSITION INFORMATION**

<table>
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<tr>
<th>Post Title:</th>
<th>Associate Environment Officer (Market-Based Measures), ATB</th>
<th>Vacancy Notice:</th>
<th>2019/22/P 111188</th>
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<tbody>
<tr>
<td>Level:</td>
<td>P-2</td>
<td>Posting Period:</td>
<td>16 July 2019 – 18 August 2019</td>
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<tr>
<td>Duty Station:</td>
<td>Montréal</td>
<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**

ICAO’s activities in the environment field aim to limit or reduce the impact of international aviation on noise, local air quality and the global climate. This position is situated in the Climate Change Section (CLC) within the Air Transport Bureau (ATB) in ICAO. CLC is responsible for supporting the development of policies, conducting studies and providing guidance on measures to address aviation’s contribution to climate change, including alternative fuels, market-based measures (MBMs) and international cooperation on climate change. It also provides support to the Assembly, the Council and its Advisory Group on the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA), as well as the work related to climate change conducted by the Committee on Aviation Environmental Protection (CAEP).

The incumbent reports to the Environment Officer (Market-Based Measures) under the supervision of the Chief, Climate Change Section (C/CLC). In this context, the incumbent will support C/CLC and EO/MBM in the coordination of work related to CAEP, and in the development and updates of ICAO Standards, policies and guidance material related to the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA). The incumbent will also support the coordination of capacity building and assistance to Member States for the implementation of CORSIA.

**MAJOR DUTIES AND RESPONSIBILITIES**

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

Assists in the planning and execution of overall ICAO preparatory activities for the implementation of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA), achieving results such as:

- Support the planning, monitoring and reporting progress of preparatory activities for the CORSIA implementation in accordance with the decisions made by the Assembly, Council and its Advisory Group on CORSIA (AGC).
- Support the governance and deliberative bodies of the Organization, including the Assembly, Council, AGC and CAEP, on issues related to the CORSIA implementation.
- Closely follow developments in other UN bodies and international organizations (e.g. UNFCCC, IMO) on market-based mechanisms, and ensure appropriate follow-through.

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

Supports EO/MBM in his role of Secretary of CAEP Global MBM Technical Task Force (GMTF), achieving results such as:

- Assist in the implementation of the work programme of CAEP GMTF for the CAEP/11 cycle (2016 - 2019), especially in the fields of emissions units criteria development and program evaluation.
• Assist in the preparation of CAEP GMTF meetings through the provision of agendas, Working Papers, Information Papers, presentation materials, and other materials as requested.
• Support the development, review and update of the CORSIA-related Standards and Recommended Practices (SARPs) and any supporting guidance material by CAEP.
• Provide technical analysis and updated tools to assess the effects of aviation on the environment in relation to CORSIA.

Function 3 (incl. Expected results)

Supports the assessment of eligible emissions units (carbon credits) under CORSIA, achieving results such as:
• Assist in the development of studies and research related to emissions units (carbon credits) generated by various programmes, mechanisms and projects, including those existing and to be developed under the UNFCCC.
• Support the assessment of emissions units (carbon credits) to be eligible for purchase by aircraft operators under CORSIA.
• Assist in the establishment of governance structure in the Organization, as required, for the assessment of emissions units (carbon credits) to be eligible under CORSIA.
• Support other issues related to CORSIA implementation, as required.

Function 4 (incl. Expected results)

Supports the design and implementation of capacity building and assistance activities for the CORSIA implementation, achieving results such as:
• Assist in the organization of Headquarters (HQ) and regional seminars related to the CORSIA implementation.
• Support the development of outreach material on CORSIA, such as training kits and practical guidelines/manuals.
• Provide support for the implementation of pilot CORSIA projects, as required.
• Prepare responses to public enquiries on the CORSIA, presentations to interested parties, technical studies, publications and articles, as necessary.
• Assist in the administration of websites dedicated to the CORSIA and process material to be published on the ICAO website.

Function 5 (incl. Expected results)

Assists in the development and preparation of material, documentation, reports, and presentations related to Environment, achieving results such as:
• Assist in the development of documentation and presentations related to meetings and other requirement for market-based measures.
• Provide research material as required to the CAEP GMTF Secretary.
• Process material to be published on the ICAO Environmental website.
• Draft replies to public enquiries on environment.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

A first-level university degree, preferably in environmental studies, environmental science or a related discipline, is required.

Professional experience

Essential
• A minimum of three years’ experience in an international civil aviation environment, airport, airline or environmental organization and sound background in programme/project management of which two years should be at the international level.
• Experience in providing service to international meetings.

Desirable
• Experience with the development and/or implementation of international policies related to civil aviation and the environment.
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

**Professionalism:** Knowledge in the development and preparation of environmental projects. Knowledge of ICAO functions and international activities. Good knowledge of civil aviation environmental issues and familiarity with the work of other related international organizations. Exceptional communication skills – both written and verbal. Ability to work successfully in a consensus based system and to advocate effectively. 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.

**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.

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 (3) 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).

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:

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<tr>
<th>Level P-2</th>
<th>Rate</th>
<th>Net Base Salary per annum + Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
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<td>USD 47,322 + USD 19,070</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: [ICAO Careers website](https://example.com).

**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.