International Civil Aviation Organization
Vacancy Notice

POSITION INFORMATION

<table>
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<tr>
<th>Post Title:</th>
<th>Regional Officer, Air Traffic Management and Search and Rescue, MID</th>
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<tbody>
<tr>
<td>Vacancy Notice:</td>
<td>2019/26/P 102007</td>
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<tr>
<td>Level:</td>
<td>P-4</td>
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<tr>
<td>Posting Period:</td>
<td>08 August 2019 to 08 September 2019</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Cairo, Egypt</td>
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<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 organizations, regional civil aviation 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 Air Navigation Plan (ANP). 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 framework, the Regional Officer, Air Traffic Management and Search and Rescue (RO/ATM/SAR) deals with and is accountable for the work on all matters pertaining to air space and air traffic management (ATM), search and rescue (SAR) and safety of aircraft operations in the Middle East Region. S/he works under the supervision of the Deputy Regional Director.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Leads and manages the development of an integrated ATM System and the optimization of regional airspace, achieving results such as:

- Implement a performance-based approach to regional planning and implementation of the Aviation System Block Upgrades (ASBUs) in close coordination with relevant HQ offices.
- Lead and ensure collaboration and coordination between ATM and other air navigation fields within the ICAO Secretariat so as to minimize duplication and enable seamless and efficient planning.
- Provide support to States in their selection, planning and implementation of the relevant ASBU modules.
- Promote and manage the implementation of the relevant ASBU modules within the Regional Air Navigation Plan framework. Monitor emerging regional developments related to ATM/SAR and develop a relevant course of action through coordination with States, other regional offices, ICAO HQ and stakeholders, as required.
- Provide technical input to ICAO HQ on the progress of the regional implementation of the Global Air Navigation Plan (GANP) and relevant ASBU modules for consideration in future editions of the GANP and ASBUs.
- Develop and/or coordinate proposals for amendment to the Middle East (MID) SUPPs and the ANP in order to maintain their currency and accuracy as well as to ensure that the proposals align with established ICAO policies, decisions and provisions.
- Lead efficient and effective implementation of ATM/SAR requirements in the MID SUPPs and ANP and provide support to States in an effort to reduce air navigation deficiencies.
- Lead and maintain active collaboration with colleagues through the Middle East Air Navigation Planning and Implementation Regional Group (MIDANPIRG) to coordinate initiatives within the applicable regional framework.
Function 2 (incl. Expected results)

Facilitates implementation of ATM/SAR requirements in Annexes and PANS, achieving results such as:

- Keep abreast of all amendments to Annexes and PANS related to ATM/SAR and identify specific needs for rollout activities in close coordination with the Secretaries of the relevant expert groups and HQ.
- Monitor the status of implementation of ATM/SAR requirements in Annexes and PANS and provide technical guidance and advice to States, through correspondence, missions and meetings, to assist States in the effective implementation of ATM/SAR requirements.
- Guide and assist States in crisis response and implementation of contingency plans and facilitate the appropriate coordination with concerned States, International Organizations and ICAO HQ.
- Enhance civil/military coordination and cooperation to implement a more seamless approach to airspace management, applying flexible use of airspace (FUA).
- Facilitate inter-State coordination for large-scale programmes such as ATS route network, air traffic flow management (ATFM) and reduced separation minima.
- Organize, conduct and/or participate in seminars, workshops, meetings, events and training on ATM/SAR matters.

Function 3 (incl. Expected results)

Implements the ICAO Regional Office Work Programme in the technical/operational field as directed, including preparation of analysis on technical/operational aspects of civil aviation, and preparation of working papers, reports, briefs and various correspondence, achieving results such as:

- Keep abreast of current civil aviation developments including relevant activities of individual States and air navigation services providers (ANSPs) and other aviation organizations (e.g. ACAO, ACI, AFCAC, CANSO, EUROCONTROL, IATA, IFALPA, IFATCA etc.);
- Analyse States’ needs/problems in the ATM/SAR field and propose solutions.
- Develop proposals for Special Implementation Projects (SIPs) in coordination with ICAO HQ and States concerned and complete follow up to provide States with implementation support.
- Act as a programme manager, monitoring and following up on the conclusions and recommendations of ICAO regional meetings as well as the development of all ATM/SAR regional projects under her/his responsibility.
- Serve as Secretary or Technical Advisor to ICAO meetings, seminars and workshops particularly related to the MIDANPIRG.
- Serve as Data Manager for the ICAO International Codes and Routes Designators (ICARD) system.

Function 4 (incl. Expected results)

Provides support to Universal Safety Oversight Audit Programme Continuous Monitoring Approach (USOAP-CMA) and participates in other ICAO Safety-related activities, achieving results such as:

- Provide support, on matters related to Air Navigation Services (ANS), to the Portfolio Holder (PH) of the ICAO MID Regional Office in the management of the Middle East USOAP-CMA portfolio.
- Conduct, as required, audits and ICAO Coordinated Validation Missions (ICVMs) and assistance/NCLB missions, subject to successful completion of USOAP CMA training.
- Provide guidance and assistance to States in the development and implementation of Corrective Action Plans (CAPs) to address findings identified through USOAP-CMA activities.
- Promote the implementation of resulting safety initiatives related to ANS in close coordination with States, international organizations and the industry.

Function 5 (incl. Expected results)

Provides support to the ICAO Technical Co-operation Programme, achieving results such as:

- Serve as a technical focal point to support TCB assessment of States’ requirements and capabilities to comply with requirements for ATM/SAR, and recommend actions to remedy outstanding deficiencies, as required.
- Determine the type and scope of Technical Co-operation activities to assist States in the effective implementation of ATM/SAR requirements and procedures in the ICAO SARPs, PANS, SUPPs and ANP.
- Provide high-level technical input on ATM/SAR matters in the preparation of the project documentation.

Function 6 (incl. Expected results)

Provides support to States related to PANS-OPS, achieving results such as:

- Provide support to States for the implementation of PANS-OPS and PBN.
- Provide support to the MID Region Flight procedure Programme (MID FPP), as appropriate.
- Support the Performance Based Navigation (PBN) Sub-Group and other meetings and events related to PANS-OPS, as required.
• Monitor and report the status of PBN Implementation in the MID Region, as required.

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

Performs other related duties, as assigned.

**QUALIFICATIONS AND EXPERIENCE**

**Education**

A first level university degree in an aviation-related field or equivalent qualifications, such as an ATC Licence, in the field of air traffic management (ATM).

**Professional experience**

**Essential**

- Considerable experience (preferably ten years) as a qualified air traffic controller in progressively responsible positions.
- Substantial experience in the planning, implementation and operation of advanced air traffic management systems and procedures with an emphasis on airspace management, safety assessment, collaborative decision making (CDM), air traffic flow management (ATFM) and ATS data link.
- Experience in and providing service to international meetings.

**Desirable**

- Experience working within a large aviation-related international organization.
- Experience as an ANS inspector or ICAO auditor.
- Experience in managing technical groups, symposia, workshops and seminar, etc.
- Experience in working closely with senior officials at the State and international levels.
- Experience in negotiating with government authorities.
- Experience with computer-based record-keeping systems.

**Languages**

**Essential**

Fluent reading, writing and speaking abilities in English

**Desirable**

A working knowledge of Arabic or one of the other languages of the Organization (Chinese, French, Russian, Spanish).

**Competencies**

**Professionalism:** Familiarity with activities concerning ATM-related research, development, trials and demonstrations in progress in ICAO Regions. Familiarity with civil aviation issues in the MID Region and the work of other related international organizations. Familiarity with ICAO publications related to air traffic management and safety management. Sound knowledge of the ICAO work towards the implementation of Global Aviation Safety Plan and Global Air Navigation Plan (GASP/GANP) and their relationship to regional implementation activities. Knowledge of the Convention on International Civil Aviation. Thorough knowledge of ICAO functions, organization, international activities and technical publications related to ATM/SAR. Initiative and ability to work harmoniously as a member of a multinational and multidisciplinary team. Ability to develop and manage interregional projects working with states and major stakeholders. 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.

**Leadership**: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands.

### CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a fixed-term basis for a 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)](https://www.icsc.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.

### Remuneration

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<tr>
<th>Level</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tbody>
<tr>
<td>P-4</td>
<td></td>
<td>USD 72,637</td>
<td>USD 19,684</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.