International Civil Aviation Organization
Vacancy Notice

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title</th>
<th>Administrative Assistant, LEB</th>
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<tr>
<td>Vacancy Notice</td>
<td>2019/25/G 103403</td>
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<tr>
<td>Level</td>
<td>G-5</td>
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<tr>
<td>Posting period</td>
<td>20 August 2019 – 3 September 2019</td>
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<tr>
<td>Duty Station</td>
<td>Montréal</td>
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<tr>
<td>Date for entry on duty</td>
<td>After 3 September 2019</td>
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THE ORGANIZATIONAL SETTING

The Legal Affairs and External Relations Bureau (LEB) provides advice and assistance on legal and external relations matters generally, and in support of ICAO’s Strategic Objectives, to the ICAO Member States, governing bodies, President of the Council and the Secretary General, other ICAO Bureaus and Regional Offices. With regard to legal matters, the Bureau is responsible for: the provision of legal advice to the governing bodies and the Secretariat on legal issues, in particular on international law and air law; the general development of air law; the review of all agreements and contracts; and the performance of the treaty depositary functions of the Organization. With regard to external relations matters, the Bureau is responsible for: maintaining close and harmonious working relations with Member States; serving as focal point for the Organization’s relations with the Host Government; carrying out liaison and protocol functions; and monitoring and providing policy guidance and advice on current political events that might affect ICAO.

The incumbent reports directly to the Administrative Associate who provides general guidance and with whom s/he consults on complex technical issues. The incumbent will provide administrative support to the Legal Officers.

MAJOR DUTIES AND RESPONSIBILITIES

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

Provides administrative support, achieving results such as:

- Type/format letters, memoranda, working papers, State letters, minutes, circulars, notices, etc., related to LEB areas, often of a confidential or urgent nature; assist with the preparation of the LEB agenda and documentation for ICAO Council sessions.
- Follow up with Legal Officers to ensure meeting of deadlines; initiate appropriate replies in absence of Supervisors.
- Perform administrative work in relation to the Advisory Joint Appeals Board (AJAB) and the United Nations Appeals Tribunal (UNAT), often of a confidential/urgent nature. In the absence of the Secretary of AJAB, coordinate related correspondence with the Chairperson and/or Members, Alternate Members/Secretaries/Representative of the Secretary General. Prepare for meetings/appeal hearings for AJAB/UNAT by booking conference rooms and other related logistical support.
- Monitor files for priorities and initiate responses on administrative issues, especially when Legal Officers (in capacity as Secretary of AJAB, or representative of the Administration) are on leave/mission, by coordinating with the Chairperson and members of AJAB to avoid delaying the procedures.
- Prepare travel authorizations and coordinate with Travel Unit (TRV) with respect to travel arrangements and visas.
- Liaise with Languages and Publications (LP) to ensure accuracy timeliness translation/production of material (e.g. working papers, President and Secretary General Memoranda); submit jobs for translation/editing through the Electronic Documents and Enquiry Network (EDEN).
- Arrange appointments and organize meeting schedules of Supervisors.
- Respond to inquiries, obtain background information; initiate and undertake searches for reference material.
- Monitor/screen telephone calls, particularly in absence of Supervisors; assist with visitors.
- Create PowerPoint presentations and Excel worksheets.
- In the absence of other Administrative Assistants and/or Administrative Associate, cover their tasks and responsibilities.

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

Provides administrative support services for Diplomatic Conferences, Legal Committees, Sub-Committees, Air Law Conferences and other meetings/working groups/task forces, achieving results such as:

- Coordinate the arrangement of administrative issues related to Diplomatic Conferences, Legal Committees, etc.
- Initiate and draft invitation letters to States and monitor replies.
- Initiate and undertake searches for reference material.
• Maintain an up-to-date list of participants.
• Prepare for meetings and videoconferencing by booking conference rooms, arranging for interpretation as appropriate.
• Prepare correspondence for approval of Legal Officers and collect documentation relating to meetings.
• Prepare necessary information for participants during the meetings by updating meeting website.
• Collect and assemble documentation.

Function 3 (incl. Expected results)

- **Performs quality control functions**, achieving results such as:
  - Examine all material for style, grammar, punctuation and accuracy; discuss amendments for clarity and or improvement of style with Supervisors where necessary.
  - Proofread or assist in proofreading typewritten material for accuracy, completeness and conformity with established procedures.
  - Help to ensure that priorities and deadlines are met.

Function 4 (incl. Expected results)

- **Provides effective records management**, achieving results such as:
  - Maintain files pertaining to subjects dealt with by Supervisors; maintain file movement records, verifying for completeness.
  - Follow-up and maintain accurate indexing of files on computer terminal.
  - Maintain open and confidential correspondence files.
  - Control and maintain all personal appeal files and UNAT files; monitor files’ movement, verify them for completeness, presentation, follow-up, transfer, etc.; also maintain open and confidential correspondence files for the Secretary of AJAB, Representative of the Secretary General and sometimes Board Members.

Function 5 (incl. Expected results)

- **Maintains the websites for LEB Meetings and Conferences**, achieving results such as:
  - Discuss and propose website content with the Legal Officer in charge of the meeting.
  - Liaise with ICT on the design and management of the website.
  - Collect and post all relevant documentation on the website and maintain the website content.

Function 6 (incl. Expected results)

- Performs other related duties, as assigned.

Qualifications and Experience

Education

Completion of secondary school education, with additional completion of a secretarial course and office automation courses.

Professional experience

Essential
- A minimum of five years of experience in secretarial/administrative work, four of which should preferably have been with an international organization or a government, in positions of increasing levels of responsibility.
- Experience in preparing notes, correspondence, presentations and reports.

Languages

Essential
Fluent reading, writing and speaking abilities in English and a working knowledge of French.

Desirable
A working knowledge of any other language of the Organization (Arabic, Chinese, Russian, Spanish).
**COMPETENCIES**

**Professionalism:** Solid knowledge of administrative procedures as well as office automation applications and maintenance of records; proficiency in the use of personal computers, Microsoft Windows, Microsoft Office applications; demonstrates initiative, judgement and a proactive approach to tasks as well as thoroughness, accuracy and attention to detail; excellent proofreading and editing skills; a good understanding of the international work environment; deals with sensitive and confidential matters with diplomacy and tact; ability to work under pressure and to cope with the demands of a dynamic work environment; 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 decision 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 colleagues, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings.

**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 timelines for delivery of products or services to client.

**CONDITIONS OF EMPLOYMENT**

Please note that this is a locally-recruited post and restricted to Canadian Citizens and Permanent Residents of Canada.

It should be noted that this post is to be filled on a temporary basis for an initial period of eight months (with possibility of renewal).

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.

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<th>Remuneration:</th>
<th>Level</th>
<th>Net Base Salary per annum</th>
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<td>G-5</td>
<td>CAD 38,084</td>
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**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.