International Civil Aviation Organization
Individual Consultant (IC) Vacancy Notice

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Project Manager – Aviation Medicine</th>
<th>IC Vacancy Notice:</th>
<th>2019/52/IC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>Band A2</td>
<td>Posting Period:</td>
<td>21 August – 4 September 2019</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Montreal</td>
<td>Date for entry on duty:</td>
<td>After 4 September 2019</td>
</tr>
</tbody>
</table>

**THE ORGANIZATIONAL SETTING**

The International Civil Aviation Organization (ICAO) sets international Standards and Recommended Practices (SARPs) for aviation safety, air navigation, security and environmental protection. To that effect, ICAO is a knowledge-based organization engaged in the development of intellectual property. The Revenue and Product Management (RPM) Section is part of the Bureau of Administration and Services (ADB) and is focused on revenue-generating activities of the Organization. The portfolio of revenue-generating activities includes publications, periodicals, databases, websites, training, printing and events. The revenues generated by these activities are required to promote the implementation of ICAO’s Strategic Objectives and to carry out related Programme Support. The Section is responsible for the overall strategic planning, stakeholders’ collaboration, coordination, promotion, and distribution of these sellable products in close coordination with the other Bureaux/Offices of the Organization.

The Aviation Medicine Section (MED) within the Air Navigation Bureau (ANB) is responsible for supporting States in enhancing the aeromedical component of flight safety through the development of Standards and Recommended Practices (SARPs), procedures and guidance. It is also responsible for leading the aviation sector in the development of SARPs, procedures and guidance with respect to planning for and management of public health events that involve aviation.

Under the supervision and guidance of the Chief, Aviation Medicine (C/MED) and the Chief, Revenue and Product Management (C/RPM), the Project Manager – Aviation Medicine will work with the rest of the ANB and RPM teams to develop business cases for the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA), provide coordination support to the MED section, and assist in the execution of events and training initiatives related to MED and CAPSCA.

**MAJOR DUTIES AND RESPONSIBILITIES**

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

**Negotiate and contract with Partners to support the CAPSCA and ICAO leadership of CAPSCA:**

- Identification of partners (e.g. Pharmaceuticals, Shoreline, Medical specialists, Medical associations, etc.).
- Solicitation of partners with a view of seeking partnerships, collaboration and/or funding.
- Negotiation of partnership agreements in support of C/RPM.
- Final contract completion for funding.

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

**Development of a business case for the roll out of a CAPSCA programme lead by ICAO:**

- Identify priorities for business development and funding (e.g. partnerships, website sponsorship, event sponsorships, etc.).
- Identify priorities for publications, communication strategies, ICAO regional events.
- Identify priorities for strategic partnerships (e.g. aviation partners, NGO’s, and other UN agencies).
- Identify priorities for social media and online presence (websites, apps, online medical forums, etc.).
- Strategies for development of decision tools to help assess risk.
- Strategies for development and implementation of assistance visits and mission travel.
**Function 3 (incl. Expected results)**

Support capacity building in CAPSCA and MED by:
- Support the acquisition of an admin or health specialist to maintain CAPSCA files (MED and CAPSCA information management, meeting minutes, meeting notes, meeting support, reporting to donors of voluntary funds, management of mission travel).
- Support an editor/writer to compile information with C/MED for manuals, documents, publish administrative instructions, etc.
- Support resources to help with additional communications.

**Function 4 (incl. Expected results)**

Support CAPSCA Online and Social Media
- CAPSCA app development/improvement, and updating.
- MED website development.
- Aviation Medicine website – Communication.
- Implement awareness campaigns.

**Function 5 (incl. Expected results)**

Support Development of Regional ICAO Events and Training Initiatives
- Streamline events by creating a common agenda for MED and CAPSCA-related events.
- Execution of a standardized event checklist and event management.
- Support the development of training by working with GAT on training courses related to MED.

**Educational background**

A first level university degree in business, or, equivalent experience in project management and coordination of events.

**Professional experience and Knowledge**

**Essential**
- At least 5 years of experience in large projects with contract negotiations and networking.
- Experience of working in the medical field.
- Strong presentation and communication skills.
- Self-starter with a honed ability to manage multiple tasks and deadlines.
- Ability to work as a team player in a cross-functional management structure.
- Entrepreneurial spirit to work independently and be cost effective.
- Ability to demonstrate a strong well-established network of contacts in the medical field.

**Desirable**
- Experience in sales briefs and report/meeting minute writing.
- Has undergone sales coaching and/or presentation skills training.
- Experience in aviation.

**Language Skills**

**Essential**
Fluent reading, writing and speaking abilities in English are essential.

**Desirable**
A working knowledge of additional languages to assist in the development of an international programme.
**CONDITIONS OF EMPLOYMENT**

It should be noted that this consultancy is to be filled for an initial period of six (6) months with a possibility of an extension. This is a full time position.

Please note that the monthly rate for Band A2 varies from $2,197 to $5,850 per month.

**HOW TO APPLY**

Interested candidates must complete an online 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.