International Civil Aviation Organization
Vacancy Notice

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Human Resources Assistant (Recruitment)</th>
<th>Vacancy Notice:</th>
<th>2019/26/G 111283</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>G-5</td>
<td>Posting period:</td>
<td>21 August 2019 – 04 September 2019</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Montréal</td>
<td>Date for entry on duty:</td>
<td>After 04 September 2019</td>
</tr>
</tbody>
</table>

It should be noted that this post will be filled on a temporary basis, with expected end date of 30 June 2020.

THE ORGANIZATIONAL SETTING

This position is situated in the Recruitment, Classification and Post Management (RCP) Section. RCP is one of the three Human Resources Sections within the Bureau of Administration and Services (ADB) and it is responsible for the full range of recruitment, classification, post management, and gender-related services for all Bureaus/Offices at Headquarters and Regional Offices.

The incumbent reports to the HR Specialist (Outreach and Capacity Development), who provides training and coaching if necessary, reviews the incumbent’s performance and supports the incumbent on irregular and complex technical issues. The HR Assistant (Recruitment) is expected to take care of recruitment processes for all types of positions (General Service, Professional, consultants, interns, Seconded, etc.).

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Organizes the selection process for Professional, General Service Category, and Temporary Appointment positions and supports the unit in the timely filling of vacancies, achieving results such as:

- Prepare, review, and publish vacancy notices on ICAO’s employment page, Council website, LinkedIn, authorised magazines and journals, etc.
- Process, review, and transmit recruitment documentation to Hiring Units, screeners, and panel members including applications, CVs, questionnaires, electronic tests, etc.
- Coordinate and apply written and electronic tests, ensuring efficient planning, objective assessment and appropriate follow-up.
- Ensure that the recruitment process follows policies, rules, and regulations and flag any deviation from the standards, candidates who are not eligible, and shortlisted candidates who do not meet the minimum requirements of the vacancy, etc.
- Organize and schedule interviews and/or assist Hiring Units in scheduling and preparing for and conducting interviews and assist and guide panel members through the recruitment process.
- Thorough preparation of all necessary documents and background information for interviews, written tests and other selection tools.
- Provision of appropriate candidate assistance in a client-oriented manner, regularly communicating on status of the recruitment process, etc.
- Timely response to queries from hiring units on the status of the recruitment process.
- Action administrative procedures including checking of references and education of recommended candidate(s).

Function 2 (incl. Expected results)

Assists in the preparation of submissions to the Appointment and Promotions Board (APB) and assist in the preparation of documentation for the Human Resources Committee (HRC) and subsequent approving authorities as needed, achieving results such as:

- Coordinate and/or assist in the coordination of all aspects related to the APB.
- Prepare the necessary documentation to be submitted to the APB, and assist in the preparation of documents for the HRC (Human Resources Committee), including review of background and recruitment information ensuring accuracy and completeness.
- Follow-up on minutes of APB meetings and prepare documentation for submission to final authority.
Function 3 (incl. Expected results)

Arranges staffing process for Consultants, and Internships, including deployment of staff for ICAO internal and external meetings and conferences, achieving results such as:

- Review and publication of vacancies and timely submission of CVs to the Hiring Units.
- Appropriate oversight of recruitment requests for consultant and internship positions to ensure that appointments follow rules and regulations and take additional action if necessary.
- Follow-up on progress of recruitment cases.
- In a timely manner, provide client-oriented answers to queries on recruitment of selection process.
- Manage effectively the deployment mechanism of candidates from roster or other sources, i.e. react to requests from hiring units to fill a position on short notice, select the appropriate candidate(s) from the roster on basis of the terms of reference and make recommendations to the Hiring Unit.
- Coordinate with Staff Administration the proper appointment and contractual arrangement for filling consultant positions, internship positions and roster candidates.

Function 4 (incl. Expected results)

Arranges staffing process for positions that are based on special memorandum of understandings (MoU), mobility policy or similar initiatives, including, but not limited to Seconded staff, the Young Aviation Professional Programme (YAPP) and Fellowship Project, achieving results such as:

- Screen CVs and advice as to the deployment of the candidate to the appropriate Hiring Unit.
- Take appropriate action when receiving a request for hiring a candidate under special MoU from a Hiring Unit.
- Coordinate the selection process of the candidate(s) with Hiring Units.
- Liaise with the candidates on a possible appointment, explain the process and answer any queries arising.
- Follow-up with Staff Administration Unit on the appointment of candidates.

Function 5 (incl. Expected results)

Provides support for recruitment and filing systems and updates recruitment status tables, achieving results such as:

- Responsible for the accurate maintenance of filing systems and regular update of recruitment data, status, and statistics.
- Maintain recruitment and appointment records in the online recruitment system. Extract data and prepare statistics for planning and analytical purposes and for management review.
- Prepare periodic reports on recruitment status in order to support management decision making.
- Respond to queries and provide guidance to stakeholders and clients related to recruitment status.
- Flag bottlenecks and delays to the HR Specialist, (Outreach and Capacity Development).
- Follow-up on any pending cases and initiate appropriate action.
- Assist in conducting research on HR-related issues and best-industry practices. Make recommendations on ways to improve internal recruitment and appointment processes and on how to improve overall efficiency and effectiveness.
- Support the implementation of new IT Recruitment systems and assist client users.
- Provide training and/or guidance material on recruitment as required.

Function 6

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential
Secondary school or equivalent education.

Desirable
Additional training or certification in human resources, business administration, or related field.

Professional experience

Essential
- At least five years administrative experience in human resources or related field.
- Proven experience in the use of modern information and communications technology for the processing and management of data.
- Experience in the use of automated e-recruitment system and integrated human resources information management systems.
Desirable
- Work experience within an international organization or a government.
- Experience in recruitment, candidate assessment and selection.

Languages

Essential
Fluent reading, writing and speaking abilities in English and French.

Desirable
Knowledge of any other language of the Organization (Arabic, Chinese, Russian, Spanish).

COMPETENCIES

Professionalism: Familiarity with United Nations policies, rules and procedures; 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.

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.

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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks outside the box; takes and interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Commitment to Continuous Learning: Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

CONDITIONS OF EMPLOYMENT

Please note that this is a locally-recruited position 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 with contract ending 30 June 2020.

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:**

<table>
<thead>
<tr>
<th>Level</th>
<th>Net Base Salary per annum</th>
</tr>
</thead>
<tbody>
<tr>
<td>G-5</td>
<td>CAD 38,084</td>
</tr>
</tbody>
</table>

**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.