**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Internship – Statistical Data Analysis</th>
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<td>Internship Notice:</td>
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<tr>
<td>Duration of assignment:</td>
<td>2-6 months</td>
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<tr>
<td>Posting Period:</td>
<td>03 January 2020 – 15 March 2020</td>
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<tr>
<td>Duty Station:</td>
<td>Montréal, Canada</td>
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<tr>
<td>Date for entry on duty:</td>
<td>As of June 2020</td>
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It should be noted that applications will be assessed regularly and candidates of interest will be contacted as vacancies become available throughout the year.

**THE ORGANIZATIONAL SETTING**

The Air Transport Bureau carries out activities under the Organization’s Strategic Objectives for Security and Facilitation, Economic Development of Air Transport, and Environmental Protection. It is responsible for the provision of expert assistance required by the Assembly, Council, Air Transport Committee (ATC), Committee on Unlawful Interference (UIC), Committee on Joint Support of Air Navigation Services (JSC), Committee on Aviation Environmental Protection (CAEP) and the specialized conference, divisional, panel and working group meetings related to these three Strategic Objectives.

The Aviation Data and Analysis (ADA) Section in the Air Transport Bureau is one of the sections charged with delivering results with respect to ICAO’s Strategic Objective – Economic Development of Air Transport. The Section is responsible for the collection, standardization and dissemination of aviation data, including the ICAO Statistics Programme, the development and customization of air traffic forecasts and other planning parameters at global, regional and route-group levels, and the conduct or support to various economic analyses required for air navigation capacity and infrastructure planning, environmental protection, the efficiency of the air transport system, etc.

Under general guidance of Deputy Director, Economic Development and reporting also to Chief, ADA Section, the intern will support the work programme related to aviation data and statistics, as well as the development of business analysis tools as a member of the Enterprise Data Management team. In this context, s/he may work with different Bureaus in ICAO in collaborative business initiatives.

**TERMS OF REFERENCE**

The intern will work closely with staff in the ADA Section to:

- Load statistical data reported through Air Traffic Reporting Forms, such as Form A – commercial air carrier traffic, Form B – on flight origin and destination, Form C - traffic by flight stage and Form I - airport traffic, into the Integrated Statistical Database.
- Participate in the verification and validation of reported data as guided, and assist in the development of electronic tools to accelerate the verification and verification process.
- Continuous updating of reference tables common to all databases.
- Assist in the issuance of reminders to States concerning their submission of Air Transport Reporting Forms.
- Assist in the cleaning process of the airline schedule dataset, focusing on the time elapsed element, to be loaded in the revenue-cost analysis system, which will be used to develop studies on regional differences in international airline operating economics.
- Conduct research of websites of individual airlines, airports, civil aviation authorities and other relevant bodies in order to fill out the data gaps.
- Contribute to the development of business analysis tools and the automation of monthly air traffic monitor.
- Perform other related duties.
QUALIFICATIONS

Education
At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to statistics, economics, commerce/business, finance/accounting, computer science, engineering and/or management information systems.

Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree.

Languages
Essential requirements: Fluent reading, writing and speaking abilities in English.
Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

CONDITIONS OF INTERNSHIP
Interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by the intern.
The duration of the internship is between two to six months. The intern is expected to work five days a week, on a full-time basis.
Interns shall not be eligible to be engaged in any other form of employment within ICAO during the period of internship and shall not be eligible to apply for or be appointed to any post in the Secretariat or be contracted for any other remunerated employment with ICAO for the six months immediately following the end of their internship.

You may need a work permit to work in Canada as an intern. http://www.cic.gc.ca/english/work/intern.asp

HOW TO APPLY
Interested candidates must complete an on-line application form, and attach a recommendation letter from the educational institution.
To apply, please visit ICAO’s e-Recruitment website at: 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.