International Civil Aviation Organization
Vacancy Notice

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Communications Consultant, EUR/NAT</th>
<th>IC Vacancy Notice:</th>
<th>2019/60/IC</th>
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<tr>
<td>Level:</td>
<td>Band C</td>
<td>Posting period:</td>
<td>19 November 2019 – 1 December 2019</td>
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<tr>
<td>Duty Station:</td>
<td>Paris, France</td>
<td>Date for entry on duty:</td>
<td>After 1 December 2019</td>
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**THE ORGANIZATIONAL SETTING**

The European and North Atlantic (EUR/NAT) Regional Office in Paris, France, is primarily responsible for maintaining continuous liaison with the States to which it is accredited (56 Member States) and with appropriate International Organizations, regional civil aviation bodies and UN Agencies and programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO Strategic Objectives, policies, decisions, Standards and Recommended Practices (SARPs), aviation safety and air navigation plans. The Regional Office also provides technical guidance and assists States with implementation.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Function 1 (Incl. Expected Results)**

Develop EUR/NAT’s communications strategy, achieving results such as:

- Provide guidance and train EUR/NAT staff in communication skills (internal and external) and foster the development of stakeholder relations knowledge, keeping in mind the target audience.
- Make recommendations on information material, project proposals, reports, presentations etc. to make the added value of EUR/NAT’s work easily understandable to various publics/target audiences.
- Advise RD on improvement possibilities of internal communication, external information about important events and developments and assist in the preparation of PowerPoint presentations and speeches for international meetings.
- Prepare guidance to promote media coverage of EUR/NAT priority issues and/or major events.
- Liaise with the ICAO HQ COM Unit on all matters regarding organizational protocols and approaches relevant public relations and promotional activities, inclusive of social and mainstream media and the effective continuous implementation of the ICAO brand.

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

Implement ICAO’s communications strategy, achieving results such as:

- Identify public information relevant to the work programme and make it available to the staff as appropriate.
- Assist in the editorial preparation of documentation published by the EUR/NAT Office (e.g. Air Navigation Plan (ANP), proposals for amendment, manuals, etc.).
- Assist in monitoring PIRG follow-up actions (using Microsoft Office Project/other software).
- Liaise with the COM Unit, when needed.
- Coordinate with the HQ COM Unit on the production and dissemination of press releases and editorials on significant topics and events concerning ICAO activities, and on the occasion of major events mobilising, where relevant, personalities from the air transport world.
- Attend certain ICAO meetings (e.g. Directors General meeting) with a view to drafting articles and information material to be used on ICAO’s Uniting Aviation digital platform, and in internal or external trade or other publications, where appropriate.
- Contribute to articles and presentations to be published by EUR/NAT.
Function 3 (incl. Expected results)

Plan and produce documentation, including for the EUR/NAT website, achieving results such as:

- Act as editorial coordinator for documentation.
- Commission high-level contributions to publications.
- Write and/or edit articles on various topics.
- Prepare speeches for the Regional Director, EUR/NAT.
- Produce news releases, articles, messages, etc.
- Proofread all publications and when needed, monitor adherence to publication deadlines throughout this process.
- Support ICAO working groups in the implementation of their work programme using the ICAO website as a tool.
- Oversee website designs and content presentation consistent with the ICAO brand.
- Make available on EUR/NAT website publications and other information materials of interest to the public.
- Create and manage an ICAO EUR/NAT photo library.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Educational background

- A first level university degree, preferably with a specialization in public information, communications or journalism, or in a closely-related field is required.

Professional experience and knowledge

- **Essential**
  - Six years of experience in professional positions in public information, journalism, communication or closely related fields, of which at least two years should have been in an international setting.
  - Very good knowledge of the different aspects and IT tools of public information and communication.
  - Experience in addressing aviation issues at national and international level and in conceptualizing, designing and implementing major information/communication activities and programmes.
  - High level of proficiency in the use of desktop publishing technologies, including graphics editing programmes, and website design and management.
  - Experience in rapidly analysing and integrating diverse information from varied sources and in producing a variety of communications products in a clear and concise style.
  - Experience in effectively communicating with various audiences at national and international levels, in cultivating productive relationships with targeted audiences and in handling sensitive situations with diplomacy and tact.
  - Ability to prepare clear, concise and accurate documentation, and to present articulate written texts.

- **Desirable**
  - Knowledge of the air transport sector or another transportation mode.

Language Skills

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

Competencies

1. **Communication**: The ability to convey oral and written communication clearly and concisely; listening to understand, and asking questions to verify understanding.
2. **Judgment and Decision-Making**: The person is in a role where he/she is expected to identify key issues quickly, gather relevant information, consider positive and negative impacts, check assumptions against facts and make tough decisions when necessary.
3. **Planning and Organizing**: The ability to set clear goals, to prioritize, to anticipate problems or risks and use time efficiently.
4. **Teamwork**: The willingness and ability to work collaboratively with others.
5. **Technological Awareness**: The willingness and ability to keep abreast of available technology, understand the applications and limitations of technology, and actively seek to apply and learn about new technology.
6. **Creativity**: The willingness and ability to develop new ideas, improve existing processes, and thinking “outside of the box”.

**CONDITIONS OF EMPLOYMENT**

The selected consultant is expected to be employed within the period of 1 December 2019 to 31 May 2020.

The Assignment and Deliverables are contained in the Terms of reference provided as an Appendix to this vacancy notice.

**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.

Please see the following pages for Appendix to Vacancy Notice 2019/60/IC.
The Consultant is responsible to the ICAO Regional Director (RD).

The Consultant’s experience in the area of internal and external communication in an international environment should be used to the full benefit of the EUR/NAT Office towards the achievement of its core activities - based on the Strategic Objectives of ICAO - and in accordance with established procedures.

Adhere to the public relations and communications strategy established by the Communications Unit (COM) and cooperate in implementing suitable associated mechanisms:

1. Provide guidance and train EUR/NAT staff in communication skills (internal and external) and foster the development of stakeholder relations knowledge, keeping in mind the target audience;

2. Make recommendations on information material, project proposals, reports, presentations etc. to make the added value of ICAO’s work easily understandable to various publics/target audiences;

3. Advise RD on improvement possibilities of internal communication, external information about important events and developments and assist in the preparation of PowerPoint presentations and speeches for international meetings;

4. Identify public information relevant to the work programme and make it available to the staff as appropriate;

5. Contribute to up-keeping and further development of the EUR/NAT website.

6. Assist in the preparation of documentation published by the EUR/NAT Office (e.g. Air Navigation Plan (ANP), proposals for amendment, manuals, etc.)

7. Assist in monitoring Planning and Implementation Regional Groups PIRGs follow-up actions (using Microsoft Office Project/other software);

8. Liaise with the COM Unit, when needed.

9. Perform other related duties, when required.

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