International Civil Aviation Organization
Vacancy Notice

POSITION INFORMATION

| Post Title: | Regional Officer, Aviation Security and Facilitation (2 posts) | Vacancy Notice: | 2020/05/P 110453; 101123 |
| Level: | P-4 | Posting Period: | 28 January 2020 – 1 March 2020 |
| Duty Station: | Cairo | Date for entry on duty: | As soon as possible |

Special Notice:
The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “Achieve gender equality and empower all women and girls.”

Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.

THE ORGANIZATIONAL SETTING

The Regional Office is primarily responsible for maintaining continuous liaison with States to which it is accredited and with appropriate organizations, regional civil aviation bodies and sub-regional bodies and UN Agencies and Programmes. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO Strategic Objectives, policies and decisions. The Regional Office also provides technical guidance and assists States with implementation of Standards and Recommended Practices (SARPs) and State National Civil Aviation Security and Facilitation Programmes.

The incumbent reports to the Regional Director (RD) through the Deputy Regional Director (DRD) with whom the incumbent consults on complex regional aviation security and facilitation issues in the Middle East (MID) Region. The incumbent has the primary function of assisting MID States with the implementation of effective and compliant aviation security and facilitation systems through the conduct of assistance needs assessments and follow-up activities (including the implementation of Aviation Security Improvement Plans (ASIPs)).

The incumbent, in coordination with the Air Transport Bureau, Aviation Security and Facilitation (ASF), ICAO Headquarters (HQ), is responsible for maintaining liaison and coordination with aviation security and other relevant authorities of the ICAO Member States in the MID Region and supporting them in their endeavours to implement Annex 17 — Security Standards and Recommended Practices (SARPs), Annex 9 — Facilitation SARPs, and Corrective Action Plans for the rectification of deficiencies, primarily identified by the ICAO Universal Security Audit Programme-Continuous Monitoring Approach (USAP-CMA) audits, in order to assist them in meeting their aviation security and facilitation obligations.

The incumbent reviews, in light of the latest ICAO evaluation or audit report made available and/or from visits to the States, aviation security and facilitation structures, laws, programmes and procedures and determines their adequacy in accordance with relevant ICAO SARPs and guidance materials. The incumbent, in coordination with HQ, ensures the effective delivery of the ICAO aviation security and facilitation programmes of work in the MID Region working within the general instructions given by the Regional Director, and in accordance with the policy and technical direction established by the Air Transport Bureau in respect of aviation security and facilitation. The incumbent is expected to perform duties with minimal supervision, and limited direction is required for ensuring effective performance.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports ICAO Member States in their endeavours to implement Annex 17 (SARPs), achieving results such as:
- Provide continuous follow-up and close coordination with States in the region with regard to actions required for achieving compliance.
- Provide continuous follow-up and close coordination with States in the region with regard to actions required for achieving effective implementation of the critical elements of their aviation security oversight systems.
• Conduct needs assessments, provide technical guidance and advice to assist States, and follow-up with regard to State letters concerning Annex 17 amendments and related matters.
• Facilitate, support and arrange seminars/workshops aimed at developing capacity or addressing specific challenges on aviation security and assistance on aviation security directly or in partnership with other States and/or aviation security partners. Maintain on-going communication and interaction with States on ICAO aviation security policy developments.
• Maintain on-going communication and interaction with, and feedback to HQ on matters relating to ICAO aviation security policy, assistance and training programmes, and the USAP-CMA.
• Assist with coordination and/or participation in AVSEC meetings, seminars, workshops and conferences.
• Establish relationships with a network of aviation security officials in States, regional organizations and other groups.
• Provide continuous support to States prior to, during, and following an event that may have implications for aviation security.
• Ensure effective maintenance and utilization of the Aviation Security Point of Contact (PoC) Network (AVSECNET).
• Identify the needs of States in relation to aviation security assistance in coordination with HQ.
• Develop aviation security assistance projects based on State or regional needs and characteristics in coordination with HQ.

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

Supports States in the implementation of ICAO policies, provisions and guidance on facilitation in accordance with Annex 9 (SARPs) and other facilitation programmes, achieving results such as:

• Provide continuous follow-up, and foster and initiate actions aimed at achieving compliance.
• Participate in needs assessments and provide technical guidance and advice to States, and follow-up with regard to State letters concerning Annex 9 amendments and other facilitation programmes.
• Facilitate, support and arrange seminars and workshops aimed at building capacity or addressing specific challenges in the implementation of facilitation programmes and assist in facilitation directly or in partnership with other States and/or facilitation partners.
• Provide timely response to requests for information and guidance from States and industries on matters related to facilitation and the ICAO Traveller Identification Programme (ICAO TRIP) Strategy.
• Enhance coordination with States and partner agencies with respect to facilitation and all aspects of the ICAO TRIP Strategy, including Machine Readable Travel Document (MRTD) and ICAO Public Key Directory (PKD) matters.
• Coordinate assistance projects for States related to the ICAO TRIP Strategy, including the mitigation of vulnerabilities related to breeder documents (birth certificates, national ID cards, etc.), required to implement a secure traveller identification management.
• Keep abreast of developments and trends related to travel facilitation in States and international organizations.
• Maintain on-going communication and interaction with States on ICAO facilitation policy developments.
• Give efficient secretariat support to facilitation working groups (Facilitation Working Group, Sub-Group on Immigration, Sub-Group on persons with reduced mobility etc.).
• Promote the use of Automated Border Controls (ABCs).
• Organize meetings efficiently, including through their timely convening, effective agendas, the drafting and circulation of working and information papers, the issuing of list of decisions/summaries of discussions.
• Identify the needs of States in relation to facilitation assistance in coordination with HQ.
• Develop facilitation assistance projects based on State or regional needs and characteristics in coordination with HQ.

**Function 3 (incl. Expected results)**

Supports regional Aviation Security and Facilitation initiatives, including the ICAO Cooperative Aviation Security Programme for the Middle East (CASP-MID), achieving results such as:

• In collaboration with the other ICAO regional offices, collate information regarding capacity-building and partnership activities in the region for the purposes of broader regional awareness and coordination.
• Identify the needs of MID States in relation to aviation security and facilitation assistance and coordination with HQ (ATB and TCB) for assistance programmes and participation in the development of assistance projects based on regional needs and characteristics.
• In collaboration with the CASP-MID Programme Coordinator, assist with the planning and implementation of activities relating to the ICAO Cooperative Aviation Security Programme for the Middle East (CASP-MID) to ensure effective coordination of activities across the MID region and optimum use of resources.
• Act as a focal point for coordination and conduct of regional groups and/or forums addressing aviation security and facilitation.
• Develop appropriate agendas and coordinate the development of working papers and information papers appropriate to the agenda by participating States, and regional and international organizations.
• Facilitate the conduct of the regional group and/or forum meetings, including drafting appropriate reports.
• Support regional organizations, projects and programmes to avoid duplication of efforts and maximize effective use of resources.
• Promote the delivery of facilitation training courses.
• Assist with coordination and/or participation in facilitation meetings, seminars, workshops and conferences.
**Function 4 (incl. Expected results)**

Supports the effective implementation of the ICAO Universal Security Audit Programme - Continuous Monitoring Approach (USAP-CMA) and the operation of the ICAO Aviation Security Training Centres (ASTCs) in the MID region, achieving results such as:

- Advise and assist States with pre-audit arrangements, acting as a focal point for States and assisting in their audit preparations.
- Provide continuous support to States in the implementation of the USAP-CMA.
- Keep abreast of developments and trends relating to aviation security in States and international organizations.
- Promote ICAO USAP-CMA activities through the conduct of seminars/workshops and participation in international fora.
- Ensure efficient facilitation and administration for ICAO-sponsored training courses/workshops ensuring that nominations received from States to undergo training at ASTCs are assessed and reviewed for suitability and that administrative and logistics arrangements are in place for the selected candidates.
- Coordinate the annual ASTC training schedule.
- Conduct endorsement evaluations for new ASTCs and re-endorsement evaluations for existing ASTCs when required.

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

Initiates, develops and supports the implementation of the MID SECFAL roadmap and targets, achieving results such as:

- Provide leadership and support in the management, coordination and delivery of the MID SECFAL plan work programme.
- Identify and prioritize the MID SECFAL plan assistance projects based on the decisions of the Regional Aviation Security and Facilitation Group (RASFG) and in accordance with the ICAO Global Aviation Security Plan (GASeP) and the No Country Left Behind (NCLB) initiative.
- Identify mechanisms of sustainable funding for the implementation of the MID SECFAL plan.
- In cooperation with the regional and international organizations such as ACAO, IATA, ACI, WCO, and other industry partners, harmonize the work programme of the Regional Aviation Security and Facilitation Group (RASFG).
- Ensure the MID-RASFG work programme is implemented.
- Periodically review targets and timelines of the MID SECFAL plan roadmap to meet the existing and emerging aviation security and facilitation requirements and challenges in the MID region.

**Function 6 (incl. Expected results)**

Performs other related duties, as assigned.

**QUALIFICATIONS AND EXPERIENCE**

**Education**

**Essential**

A first level University degree is required, preferably in aviation, risk management, security studies, or a related field.

**Professional experience**

**Essential**

- Considerable experience (ten years or more) in an international civil aviation security environment, including at least five years proficiency in the implementation of national civil aviation security and/or facilitation programmes, an airport security and/or facilitation programme or an airline security and/or facilitation programme.
- Experience in drafting and/or reviewing documents on programme activities, preferably on aviation security and facilitation subjects.
- Experience in performing aviation security audits or assessments under the auspices of ICAO, a member State, regional organizations or other related aviation industry entities (e.g. airport or airline), and relevant experience in the development of the corrective action plans to remedy findings of non-compliance and other deficiencies in aviation security and security-related facilitation programmes.
- Experience in the development and implementation of aviation security procedures and measures designed to prevent acts of unlawful interference with civil aviation, including the management of responses to such acts, threat and risk management, development of contingency plans to respond to emergency situations and national/regional oversight quality control activities.
- Experience as an aviation security instructor under the auspices of ICAO, a member State, regional organization or other related aviation industry entity (e.g. airport or airline), with knowledge of the principles of learning and instruction.
- Experience in attending, and providing service to, international meetings.
- Experience in the use of computers, including latest software, business intelligence tools and contemporary networks.
Desirable

- Experience in developing and implementing aviation security and facilitation policies, programmes, regulations and guidance materials.
- Project management experience.
- Experience in the organization and implementation of ICAO activities such as technical evaluations, capacity building, training, seminars and assistance missions.
- Experience with secretariat duties, including meeting, conference and other event management arrangements and processes.
- Experience in negotiating with government authorities.
- Experience working within a large aviation-related international organization
- Experience in managing technical groups, symposia, workshops and seminars.
- Experience in collecting and analysing data/information, and conducting research on aviation security and facilitation related issues.

Languages

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

Desirable
- Working knowledge of Arabic.
- Working knowledge of another language of the Organization (Chinese, French, Russian, or Spanish).

Competencies

Core Competencies:

Professionalism: Knowledge of international aviation policy and Conventions, Annex 9 and Annex 17, the ICAO Aviation Security Manual and related guidance documents, the ICAO Facilitation Programme including the ICAO TRIP Strategy, and ICAO/UNO functions and organization, as well as the role of other related international organizations. Knowledge of ICAO functions and its structure, particularly of the activities related to the Strategic Objective of Security and Facilitation, the Global Aviation Security Plan (GASeP), the Assistance and Capacity Building Strategy, the Regional Aviation Security and Facilitation Plan for the Middle East (MID SECFAL) and related groups and priorities, the Universal Security Audit Programme (USAP) and ICAO aviation security training packages and workshops. Ability to write clearly and concisely and to present verbal reports. 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.

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 decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

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.

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.

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 an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
Managerial Competencies:

Leadership: Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

Managing Performance: Delegates the appropriate responsibilities, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a fixed-term basis for an initial period of three years (first year is probationary for an external candidate).

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: Level P-4 Rate Net Base Salary per annum + Post Adjustment (net) per annum(*)

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<th>Level</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>Post Adjustment (net) per annum(*)</th>
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(*) Post Adjustment is subject to change.

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website.

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.