International Civil Aviation Organization
Individual Consultant (IC) Vacancy Notice

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Consultant – Project Development Officer</th>
<th>IC Vacancy Notice:</th>
<th>2020/06/IC</th>
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<tr>
<td>Level:</td>
<td>Band C</td>
<td>Posting Period:</td>
<td>30 January 2020 – 16 February 2020</td>
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<tr>
<td>Duty Station:</td>
<td>Montreal</td>
<td>Date for entry on duty:</td>
<td>As soon as possible</td>
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THE ORGANIZATIONAL SETTING

Air Navigation Bureau (ANB) in ICAO is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council, and the Assembly. The ANB provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and implementing the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP), including its aviation system block upgrades as well as producing yearly safety and air navigation status reports. The Bureau develops technical studies and proposals for Standards and Recommended Practices (SARPs), and Procedures for Air Navigation Services (PANS) for further processing by the governing bodies of ICAO. The Bureau also develops related procedures and guidance material. The Bureau also manages the Universal Safety Oversight Audit Programme (USOAP) that monitors all Member States on a continuous basis.

The Operational Safety (OPS) Section of ANB provides technical advice and services in relation to personnel licensing and flight operations, specifically in the implementation of the Standards and Recommended Practices (SARPs) of Annex 1 — Personnel Licensing; Annex 5 — Units of Measurement to be Used in Air and Ground Operations; Annex 6 — Operation of Aircraft, Parts I, II and III; Annex 7 — Aircraft Nationality and Registration Marks, Annex 8 — Airworthiness of Aircraft; Procedures for Air Navigation Services — Aircraft Operations (PANS-OPS Doc 8168) and Procedures for Air Navigation Services — Training (PANS-TRG, Doc 9868).

The incumbent reports directly to the Chief, Operational Safety (C/OPS). S/he collaborates closely with other technical officers in the Bureau, as well as with Regional Offices for all matters related to cross-border transferability (XBT), including airworthiness, certification and other regulatory matters, and may be assigned to XBT-related projects being led by other ANB Sections.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the work related to cross-border transferability (XBT), achieving results such as:

- Draft and support development of a new registration manual and revisions or supplemental materials for the Airworthiness Manual (see also Function 2), including guidance on best practices to facilitate the XBT process for States and industry (including, inter alia, guidance on (i) elements of State laws and regulations to enable delegation of tasks in XBT processes, and (ii) develop guidance for calendar age-based restrictions on importation and operation of aircraft with data-driven criteria)
- Coordinate activities with States and international organizations to facilitate the work related to XBT.
- Manage and coordinate the schedule of meetings, preparation of documentation and deliverables related to XBT.
- Develop and coordinate XBT meeting agendas, and assume responsibility for coordination of logistic requirements to ensure successful meeting outcomes.
- Draft technical and regulatory reports, briefings and working papers on XBT.
- Manage coordination of logistic requirements to ensure successful XBT meeting outcomes.
- Support implementation of electronic platforms and tools that facilitate XBT processes (such as uploading and downloading electronic aircraft records from third-party record electronic records providers/systems, and by creating and maintaining directories of individual and entities eligible to perform XBT-related tasks).

Function 2 (incl. Expected results)

Supports drafting proposals related to the amendment and implementation of Annexes 6, 7 and 8 to the Chicago Convention and other ICAO documents and circulars facilitating XBT processes, achieving results such as:

- Analyse issues raised by States and International Organizations in the field of airworthiness, operation of aircraft, certification and recommend appropriate solutions.
- Propose amendments to Annexes to reflect airworthiness and operational needs, new trends and technological developments.
Propose amendments to other documents, such as manuals to facilitate the implementation of Annex requirements.

Keep abreast of significant trends and technological developments in the field of airworthiness, flight operations and certification.

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

**Develops and promotes XBT initiatives**, achieving results such as:
- Organize symposia, seminars and workshops and prepare related material and documentation, including invitation letters, programme, in support of the roll out of XBT provisions.
- Liaise, coordinate, follow-up and facilitate the preparatory work and communication regarding such events with hosting States on behalf of the Secretariat.
- Prepare material and documentation for such events, including invitation letters, programme etc.

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

**Develops working papers for the ICAO Council, Air Navigation Commission (ANC) and other international meetings on XBT matters related to airworthiness, certification and operation of aircraft**, achieving results such as:
- Develop comprehensive working papers to facilitate technical discussions.
- Participate in the discussions of technical papers and provide supporting information related to airworthiness, certification and operation of aircraft.
- Coordinate the work to ensure consistency and effective implementation of ICAO provisions, including SARPs and guidance material.

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

**Provides support to Regional Offices, States, Cooperative development of operational safety and continuing airworthiness programmes (COSCAPs), the Africa-Indian Ocean (AFI) Comprehensive Implementation Programme (ACIP), USOAP and Regional Safety Oversight Organizations (RSOOs) on XBT matters**, achieving results such as:
- Draft replies providing specialized advice and assistance to States, airworthiness operators, aircraft operators, international organizations, public and or stakeholders on airworthiness and operational matters.
- Draft briefings, working papers and other documentation to support meetings and conferences.

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

**Performs other related duties, as assigned.**

**Educational background**

A first level university degree in engineering, project management, administration, or in a related field is required.

**Professional experience and Knowledge**

**Essential**
- At least 10 years of experience in large projects in the aviation industry.
- Strong systems and project management experience.
- A good knowledge of aircraft certification processes and systems.
- Knowledge of the Convention on International Civil Aviation, ICAO SARPs relating to airworthiness, continued airworthiness and flight operations including maintenance, specifically related to Annexes 6 and 8.
- Ability to work as a team player in a cross-functional management structure.
- Ability to work independently.

**Desirable**
- Experience in maintenance engineering, design or manufacturing organization.
- Knowledge and experience of certification processes.
- Experience working in the international environment.
- Familiarity with assessment of aircraft airworthiness in connection with XBT, safety management systems and their application in both the aviation industry.
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 eleven (11) months with a possibility of an extension. This is a full time position.

Please note that the monthly rate for Band C varies from CA$ 6,933 to CA$ 12,566.

**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.