International Civil Aviation Organization
Individual Consultant (IC) Vacancy Notice

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Consultant: Senior Programme Manager for Information Security Roadmap – Deadline Extended</th>
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<tbody>
<tr>
<td>IC Vacancy Notice:</td>
<td>2020/15/IC</td>
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<tr>
<td>Level:</td>
<td>Band C</td>
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<td>Posting Period:</td>
<td>18 February 2020 – 10 May 2020</td>
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<td>Duty Station:</td>
<td>Montréal</td>
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<td>Date for entry on duty:</td>
<td>As soon as possible</td>
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**THE ORGANIZATIONAL SETTING**

The consultancy assignment is under the Bureau of Administration and Services (ADB). The Senior Programme Manager will report directly to the Chief, Information Security Officer and will be under the general supervision of the Director, ADB.

The Senior Programme Manager will provide support for the implementation of the ICAO’s Information Security Roadmap. S/he must possess demonstrated experience and familiarisation with Information Security Projects. The consultant will implement milestone and detailed project plans that identify a clear path to success, and coordinate teams that are executing the plan, making adjustments as needed and reporting status on the plan. S/he will utilize scope definition, includes planning, managing project dependencies, driving backlog grooming and managing the change control process for the project or team.

The consultant is expected to work on a daily basis, and to present regular reports in accordance with a schedule to be agreed as part of the contract for this assignment.

**MAJOR DUTIES AND RESPONSIBILITIES**

- Develop a detailed project plan to monitor and track project progress;
- Coordinate project planning, resourcing, staffing, supply and subcontract management, progress reporting, troubleshooting, and people management;
- Communicate and track regularly on the status of project goals by ensuring project results meet requirements regarding quality, reliability, schedule, and cost;
- Monitors performance and recommends schedule changes, cost adjustments and resource additions;
- Provides direction and support to project team to ensure accomplishment of agreed-upon goals, objectives, and deadlines;
- Reports on progress of project to all stakeholders by presenting reports defining project progress, problems and solutions;
- Successfully manages relationships with the client and all stakeholders. Establishes and maintains relationships with third parties and vendors;
- Independently manages key aspects and key success factors of one or more projects;
- Continually monitors effectiveness of projects and makes recommendations for improvement;
- Provides guidance to less experienced team members.

**Education**

A first-level university degree in business or technology related field with Project Management Professional (PMP) certification.

**Professional experience**

- Minimum of eight years of experience in a Project Manager role managing projects of medium or high complexity and experience with projects with a budget of at least $1M;
- Proven track of successful Information Security and Information Technology projects;
• Thorough understanding of Information Technology and Information Security concepts and projects;
• Knowledge of and experience in the IT strategy development lifecycle to provide practical information analysis, expertise and advice; strong understanding of information technology principles, concepts, policies and practices;
• Excellent interpersonal, oral, and written communication skills in both English and French;
• Ability to lead project teams and gain consensus both internally and with clients;
• Excellent organizational and problem-solving skills;
• Ability to manage multiple initiatives simultaneously;
• Knowledge of and experience in information technology best practices, approaches and trends as it relates to technology planning development;
• Knowledge of and experience in the IT strategy development lifecycle to provide practical information analysis, expertise and advice; strong understanding of information technology principles, concepts, policies and practices;
• Ability to identify implementation risks and analyses of potential impact on enterprise programs and on the achievement of scheduled objectives;
• Solid background in technology planning and Information Technology project management;
• Strong organizational, financial and analytical skills;
• Excellent negotiation, facilitation, and presentation skills;
• Ability to manage budgeting process and analyze budget performance;
• Ability to perform well under pressure; ability to adhere to deadlines;
• Ability to give attention to detail and accuracy;
• Ability to understand clients’ business perspective and provide insight;
• Managerial experience at the senior level in an international organization, public or corporate organization at the national and/or international level.

Languages

Essential

• Fluent reading, writing and speaking abilities in English.

Desirable

• A working knowledge of any language of the Organization (Arabic, Chinese, French, Russian or Spanish).

Conditions of Employment

The selected consultant is expected to be employed for a period of six (6) months. This is a full time consultancy.

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

How to Apply

Interested candidates must complete an on-line application form. To apply, please visit the ICAO 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.