International Civil Aviation Organization
Vacancy Notice

**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Regional Officer, Aeronautical Information Management (RO/AIM)</th>
<th>Vacancy Notice:</th>
<th>2020/23/P 101673</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level:</td>
<td>P-3</td>
<td>Posting Period:</td>
<td>29 April 2020 – 31 May 2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Dakar</td>
<td>Date for entry on duty:</td>
<td>As soon as possible</td>
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**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 the States to which it is accredited and with appropriate international organizations and regional bodies and United Nations (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 Member States and stakeholders with technical guidance and assistance for implementation of Standards and Recommended Practices (SARPs), Procedures for Air Navigation Services (PANS), Regional Supplementary Procedures (SUPPs) and Air Navigation Plan (ANP). The importance of the Regional Office’s role in providing implementation support has been reiterated with the ICAO No Country Left Behind (NCLB) initiative that also contributes to the attainment of UN Sustainable Development Goals.

Within this framework, the Regional Officer, Aeronautical Information Management (RO/AIM) deals with and is accountable for the work on all matters pertaining to IM for the Western and Central African States. S/he works under the supervision of the Deputy Regional Director.

**MAJOR DUTIES AND RESPONSIBILITIES**

**Function 1 (incl. Expected results)**

Assists in the development of an integrated AIM system in the region, achieving results such as:
- Implement a performance-based approach to regional planning and implementation of the Aviation System Block Upgrades (ASBUs) in close coordination with other air navigation fields within the ICAO Secretariat;
- Promote and manage the implementation of the relevant ASBU module elements within the Regional ANP;
- Provide technical input and coordinate with ICAO HQ on the progress of the regional implementation of the Global Air Navigation Plan (GANP) and relevant ASBU module elements;
- Provide guidance and support to the formulation and processing of proposals for amendment to the AFI SUPPs and the ANP in order to ensure their currency and accuracy as well as to ensure that the proposals align with established ICAO policies, decisions and provisions; and
- Support efficient and effective implementation of AIM requirements in the AFI SUPPs and ANP and provide support to States in eliminating identified deficiencies;

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

Facilitates the implementation of provisions in Annexes and PANS pertaining to AIM, achieving results such as:
- Keep abreast of all amendments to Annexes and PANS related to AIM and identify specific needs for rollout activities in close coordination with the Secretaries of the relevant expert groups, and the HQ offices and sections concerned;
• Monitor the status of implementation of AIM provisions in Annexes and PANS, and provide technical guidance and advice, through correspondence, missions and meetings;
• Organize, conduct and/or participate in seminars, workshops, meetings and training events on AIM matters;
• Facilitate inter-State coordination for large-scale AIM related implementation projects; and

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

**Implements the ICAO Regional Office Work Programme in the technical/operational field as directed**, achieving results such as:

- Keep abreast of current civil aviation developments, including relevant activities of IATA, IFALPA, IFAIMA, EUROCONTROL, CANSO, ISO and other aviation organizations and individual States;
- Keep abreast of proposals for amendment to SUPPS and ANP originating from other Regions and assess relevant information;
- Analyse States’ needs/problems pertaining to AIM and propose solutions including ICAO actions if necessary;
- Provide technical assistance and support for the efficient functioning of the AFI Planning and Implementation Regional Group (APIRG) and its subsidiary bodies;
- Organize, facilitate and support seminars and workshops aimed at developing capacity or addressing specific challenges related to AIM and assist in other meetings, as required;
- Prepare working papers, reports, briefs, and correspondence on technical/operational aspects of civil aviation;
- Identify technical cooperation opportunities and propose initiation of projects in the area of AIM;
- Follow up, foster and initiate actions aimed at achieving efficient and effective implementation by States of the Regional Plan and SARPs with particular emphasis on AIM subjects; and
- Contribute to the development of material that supports operational implementation of AIM systems and the AIS/AIM transition roadmap.

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

**Manages regional databases and reference documentation**, achieving results such as:

- Update databases or air navigation deficiencies; and
- Determine the type and scope of TC/TA activities to assist States in the effective implementation of AIM provisions.

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

• Perform other duties, as assigned.

**QUALIFICATIONS AND EXPERIENCE**

**Education**

**Essential**

A first level university degree, preferably in aviation or related field. A technical qualification in aviation such as an Air Traffic Control License or an Airline Transport Pilot License (ATPL) License may be accepted in lieu of the first-level university degree.

**Professional experience**

**Essential**

- A minimum of six years as a qualified air navigation officer, especially in the field of aeronautical information management (AIM).
- Experience in the planning, implementation and operation of advanced AIM systems and procedures.
- Experience in participating in and servicing of international civil aviation meetings.

**Desirable**

- Experience working within a large aviation-related organization.
- Experience as an ANS inspector of ICAO auditor.
- Experience in managing technical groups, symposia, workshop and seminar.
- Experience in negotiating with government authorities.
Languages

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

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

Competencies

Professionalism: Familiarity with activities concerning AIM-related research, development, trials and demonstrations in progress in ICAO Regions. Knowledge of aviation information exchange models, such as Aeronautical Information Exchange Model (AIXM), and Flight Information Exchange Model (FIXM). Knowledge of emerging information management concepts in the aviation domain. Knowledge of the Convention on International Civil Aviation. Knowledge of ICAO strategic objectives, provisions, plans and implementation processes. Knowledge of the ICAO functions, organization, international activities and technical publications related to aeronautical information management (AIM) and air traffic management (ATM). Knowledge of the ICAO Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP) and their relationship with regional implementation activities. Initiative and ability to work harmoniously as a member of a multinational and multidisciplinary team. Ability to develop and manage interregional projects working with states and major stakeholders. Ability to deal with sensitive and confidential matters in a prompt and discrete manner; 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.

Planning and Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Judgement/Decision-making: Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

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.

<table>
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<tr>
<th>Remuneration</th>
<th>Level P-3</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>+</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
<td></td>
<td>USD $60,962</td>
<td></td>
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<td>USD $21,276</td>
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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 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.