International Civil Aviation Organization
Vacancy Notice

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Deputy Director, Legal Affairs and External Relations Bureau</th>
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<tbody>
<tr>
<td>Vacancy Notice:</td>
<td>2020/31/P 111398</td>
</tr>
<tr>
<td>Level:</td>
<td>D-1</td>
</tr>
<tr>
<td>Posting Period:</td>
<td>6 July 2020 – 7 September 2020</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Montreal</td>
</tr>
<tr>
<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.

ICAO Core Values: Integrity, Professionalism, Respect for Diversity.

THE ORGANIZATIONAL SETTING

The Legal Affairs and External Relations Bureau (LEB) provides advice and assistance on legal and external relations matters generally and in support of ICAO’s Strategic Objectives, to the ICAO Member States, Governing Bodies, President of the Council and the Secretary General, other ICAO Bureaus and Regional Offices. With regard to legal matters, the Bureau is responsible for: the provision of legal advice to the Governing Bodies and the Secretariat on any issue of law, and in particular on international law, and air law; the general development of air law; the review of all agreements and contracts; and the performance of the treaty depositary functions of the Organization. With regard to external relations matters, the Bureau is responsible for: maintaining close and harmonious working relations with Member States; serving as focal point for the Organization’s relations with the Host Government; carrying out liaison and protocol functions; and monitoring and providing policy guidance and advice on current political events which might affect ICAO.

Under the general supervision of the Director, Legal Affairs and External Relations Bureau (D/LEB), the Deputy Director provides expert and authoritative legal opinions on complex issues, and assists the Director in the management of the Bureau. In particular, the Deputy Director will perform the following functions:

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (including expected results)

Supports D/LEB in the effective management of the Bureau and provides expertise/advice on strategic and management issues, achieving results such as:

- Act as the principal adviser to the Director LEB in formulating and implementing the substantive work programme of the Bureau.
- Assist the Director in planning, coordinating, managing and leading the work and staff of the Bureau.
- Oversee the development of annual and triennial staffing and budgetary resources for the Bureau and prepare the necessary documentation for presentation to the Finance Committee, the Council and the Assembly.
- Participate in the preparation of the Organization’s Business Plan, and provide advisory services to senior management and other Offices on matters related to the rule of law, aiming to strengthen the law governing international civil aviation.
- Draft contributions to strategic planning and policy documents and programme performance reports.
- Manage activities undertaken by Legal Officers, External Relations Officers and support staff, ensuring that services provided meet defined objectives.
- Manage, guide, develop and train staff under her/his supervision.
- Acts as Officer-in-Charge of the Bureau in the absence of the Director.
Function 2 (including expected results)

Co-ordinates and oversees the preparation of legal opinions, advice or studies on complex legal questions, including on issues involving private and public international law and administrative law, achieving results such as:

- Provide substantive support and advice on complex and sensitive issues relating to the functions, structure and activities of the Organization.
- Organize the preparation of legal opinions and studies for the Governing Bodies (the Assembly, the Council and its Standing Committees, etc.), the Secretary General and the Bureaus and other offices of the Organization.
- Advise on legal questions related to the interpretation of, and amendments to, the Staff Regulations and Rules, and their application in relation to disputes.
- Provide advice on the legal status of the Organization in the States in which its headquarters and regional offices are located, and on the legal status of staff and related privileges and immunities.
- Conduct research in international law, particularly as regards public and private international air law and the law governing international organizations.
- Provide legal advice on matters related to public and private international law, air law and administrative law.
- Advise on the application and interpretation of the basic constituent instrument of the Organization, the rules of procedure of Governing Bodies, and on international public law aspects of ICAO-administered treaties.
- Formulate and negotiate solutions and alternatives to problems for which no precedents exist and which involve major questions of private and public international law, administrative law, and which have a direct impact on the activities, programmes and policies of the Organization.
- Analyse, or supervise the analysis of, documents containing comments by States and international organizations on draft treaties under study; supervise or assist in the preparation of texts of multilateral treaties, agreements, etc., to be adopted under the auspices of the Organization.

Function 3 (including expected results)

Oversees the preparation of reports, agreements and contracts on specific subjects of a general legal nature and on the legislative activity of the Organization, achieving results such as:

- Co-ordinate and oversee the preparation of reports for presentation to the Council, the Assembly and other policy-making bodies, as appropriate.
- Participate in negotiations and direct the drafting of legal instruments such as agreements and contracts to be entered into by the Organization; provide expert advice on the resolution of claims arising under such agreements and contracts.
- Review, draft and negotiate major contracts and carry out contract risk assessments.

Function 4 (including expected results)

Supervises various specialized aspects of LEB's work, achieving results such as:

- Manage the work relating to external relations.
- Plan and co-ordinate the fulfilment of ICAO’s role as Supervisory Authority of the International Registry established pursuant to the Cape Town instruments.
- Co-ordinate treaty work.
- Manage administrative law related matters.

Function 5 (including expected results)

Represents the Organization before bodies, achieving results such as:

- Represent the Organization in high-level meetings, consultations and negotiations with contractors and with high-level representatives of Member States or other organizations and bodies involving constitutional and legal matters.
- Serve as Secretary or legal adviser at meetings of ICAO bodies.
- Serve as Deputy Secretary of the Legal Committee and of the Legal Commission of the Assembly.
- When required, act as the representative of the Secretariat on the Administrative Joint Appeals Board (AJAB) or United Nations Appeals Tribunal (UNAT).

Function 6 (including expected results)

Performs other related duties, as assigned.
QUALIFICATIONS AND EXPERIENCE

Education

Essential
An advanced university degree (Master’s degree or academic equivalent) in law, preferably with specialization in public international law or air law.

Professional experience

Essential
- Extensive experience (15 years or more) in increasingly responsible positions in public and private international law, including the law of international organizations, international commercial law or related areas, in a government, international organization or other public or private sector organization. At least five years of such experience should have been acquired at the international level dealing with legal matters that go beyond national boundaries.
- Experience in the practice and development of international law, and in conducting inter-governmental negotiations, particularly in a multilateral context.
- Experience in the practice of international air law and treaty law.
- Practical experience in administrative law, particularly as it applies to United Nations (UN) organizations or other international organizations.
- Senior-level managerial experience with proven leadership ability to plan and direct the work programme of a legal office, preferably in a public institution.
- Experience in leading change initiatives, promoting quality management, and fostering innovative reforms.
- Experience in participating in strategic and business planning, in developing strategic and operational plans, in building cohesive teams and directing them towards the achievement of identified goals within approved budgets and agreed timelines.

Desirable
- Familiarity with the work of ICAO’s legal activities or with those of other UN system organizations.
- Experience in results-based management practices and procedures.

Languages

Essential
Fluent reading, writing and speaking abilities in English.

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

COMPETENCIES

Professionalism: Expert knowledge of international law and ability to produce reports and papers on all related issues; knowledge of the rules of UN organizations, and particularly of international administrative law; familiarity with ICAO’s legal activities or with those of other UN system organizations; diplomatic skills to provide guidance to expert audiences and ability to manage international meetings; knowledge of the substantive field of work in general and of specific areas being supervised; ability to produce reports and papers on legal issues and to review and edit the work of others; ability to apply ICAO rules, regulations, policies and guidelines in work situations; demonstrated ability to deal with complex issues with diplomacy and tact. 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.

Accountability: Takes ownership for 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.

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.
Managing Performance: Delegates the appropriate responsibility, 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.

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.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization’s strategy and the work unit’s goals; Generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.

Building Trust: Provides an environment in which others can talk and act without fear of repercussion; manages in a deliberate and predictable way; operates with transparency; has no hidden agenda; places confidence in colleagues, staff members and clients; gives proper credit to others; follows through on agreed upon actions; treats sensitive or confidential information appropriately.

Empowering Others: Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members’ input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.

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.

Assessment Method

Evaluation of qualified candidates will include a competency-based interview and any other assessments deemed necessary.

Conditions of Employment

It should be noted that the maximum period for which a staff member at the D-1 level can serve is eight (8) years. The initial appointment will be on a fixed-term non-career basis for a period of four (4) years (first year is probationary for an external candidate). A second fixed-term non-career appointment may be granted to the incumbent, subject to re-appointment procedures. The combined duration of the initial and second fixed-term contracts shall not exceed eight (8) years.

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, in accordance with the provisions of the ICAO service code.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. In this connection, ICAO has incorporated the 2013 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions.

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.

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<tr>
<th>Remuneration:</th>
<th>Level D-1 Rate</th>
<th>Net Base Salary per annum (+) Post Adjustment (net) per annum(*)</th>
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<tbody>
<tr>
<td>USD 100,800</td>
<td>USD 37,800</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.

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.