**International Civil Aviation Organization**

**Vacancy Notice**

### POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Head, Strategic Planning, Coordination and Partnerships Office</th>
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<tbody>
<tr>
<td>Level:</td>
<td>D-1</td>
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<tr>
<td>Duty Station:</td>
<td>Montreal</td>
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<tr>
<td>Vacancy Notice:</td>
<td>2020/32/P 103998</td>
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<tr>
<td>Posting Period:</td>
<td>6 July 2020 – 7 September 2020</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.

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

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**THE ORGANIZATIONAL SETTING**

The Office of the Secretary General is responsible for direct support to the Secretary General of ICAO in carrying out her/his duties and responsibilities as the Chief Executive Officer of the Organization and as the Secretary of the ICAO Council.

Under the overall direction of the Office of the Secretary General (OSG), the Strategic Planning, Coordination and Partnerships Office (SPCP) coordinates high-level and cross-cutting policies and programmes among the different Bureaux and Offices at Headquarters as well as Regional Offices of the Organization. In particular, the SPCP is responsible for the overall coordination of the work of the Regional Offices, as well as the development and maintenance of the ICAO Business Plan, the Corporate Performance Management Framework and the Risk Registry, which form the basis for resource allocation, and monitoring of the Organization’s performance with respect to implementation of key strategic initiatives. The SPCP also has the responsibility to facilitate the development and management of partnerships, as well as to leverage such strategic partnerships in air transport systems’ enhancements in Member States and the mobilization of voluntary resources needed to implement necessary as well as advocacy for recognition of aviation as an enabler of sustainable development.

The Head, SPCP Office (H/SPCP) reports directly to the Secretary General, and provides advice and high-level support in the attainment of ICAO’s Strategic Objectives, in particular as it relates to the development, management, and implementation of ICAO’s overarching partnership activities and initiatives. The role of the H/SPCP is integral to the formulation and implementation of corporate strategy and policy related to the Organization’s objectives, results-based management and resource mobilization.

The incumbent is responsible for driving the development and implementation of ICAO’s partnership and resource mobilization strategies, providing management direction and supervision to SPCP staff and establishing priorities, goals and work plans. The H/SPCP directs engagement with key partners from the public and private sectors in support of civil aviation development. S/he provides direct supervision to the Chiefs of Section who are tasked with responsibility for Partnerships and Resource Mobilization and Strategic Planning and Regional Coordination. The supervisory responsibility includes technical oversight, performance evaluation, delegation and distribution of tasks, and decisions on priorities.

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**MAJOR DUTIES AND RESPONSIBILITIES**

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

Leads, directs and manages the work of the Strategic Planning, Coordination and Partnerships Office (SPCP), achieving results such as:

- Direct and manage the annual and triennial work programme of SPCP.
- Direct and oversee the planning and implementation of the annual and triennial regular budget, as well as extra-budgetary resources, of SPCP.
- Provide effective direction and leadership to the staff and sections under the SPCP.
- As a member of the Senior Management Group, contribute to the development and overall implementation of the organization’s Strategic Objectives and to the overall management of ICAO’s activities and operations.
• Oversee the recruitment of staff for SPCP and the development of skills and expertise of all staff to build a motivated and performance-oriented workforce.
• Lead the development and implementation of guidelines, norms, practices and procedures in SPCP Sections to improve their effectiveness and efficiency.
• Direct and oversee the execution of tasks and recommendations related to SPCP activities with respect to internal and external audits and evaluations, as well as the Joint Inspection Unit and the Evaluation and Audit Advisory Committee.
• Ensure that the SPCP’s strategy and objectives are aligned with ICAO’s mission, vision, values, policies, strategies, business needs and priorities in order to ensure continuing operations and maximize results.

Function 2 (incl. Expected results)

Directs and manages organization-wide strategic planning and results-based management matters, including effective coordination of programme activities with the Regional Offices, achieving results such as:

• Direct and oversee the preparation of policy papers, reports, and other documentation on strategic planning, results-based management and other related matters for presentation to the Council and its committees, as well as other policy-making bodies.
• Provide leadership and oversight in the development and implementation of ICAO’s Strategic Framework including the Triennial Business Plan.
• Provide advice and support to the Secretary General on the development of policies and procedures to achieve inter-departmental and inter-agency collaboration in strategic planning and results-based management, implementation, monitoring and reporting.
• Provide strategic planning advice and ensure the implementation of the approved operating plans in support of the Strategic Objectives.
• Ensure effective coordination of the work of the Regional Offices, and between Regional Offices and Headquarters.
• Oversee the implementation of the ICAO Enterprise Risk Management including ICAO Corporate Risk Registry across Headquarters and Regional Offices.
• Manage ICAO’s Internal Control Framework including the policies, procedures, processes and controls in order to provide assurance to the Secretary General that appropriate controls are in place.
• Provide managers with authoritative technical, managerial and policy advice that is aligned to the objectives of the Organisation.
• Coordinate the preparation, review, analysis and publication of key policy and programme management documentation including the Business Plan.
• Lead the design, and facilitate the implementation of policies, procedures and systems to promote effective monitoring and reporting of ICAO programmes.

Function 3 (incl. Expected results)

Provides strategic advice and support to ICAO Governing Bodies on cross-cutting policies and programmes among the different Bureaux and Offices at Headquarters as well as Regional Offices achieving results such as:

• Direct and oversee the preparation of policy papers, reports, and other documentation on matters related to strategic planning, results based management and Enterprise Risk Management and other cross cutting policies and programmes among the different Bureau and Offices and Regional Offices, for presentation to the Council and its committees, as well as other policy-making bodies.
• Serve as secretary to the Implementation, Strategy and Planning Group (ISPG).
• Serve as Secretary to the Executive Committee of the Assembly.
• Liaise with National Delegations to ICAO and government officials, United Nation entities and other international organizations on matters related to Strategic planning, Resource Mobilizations and partnership initiatives.

Function 4 (incl. Expected results)

Directs the implementation of the ICAO resource mobilization and partnership strategy in coordination with all Bureaus/Offices at HQ and Regional Offices, achieving results such as:

• Provide strategic direction to the development, coordination and implementation of ICAO’s resource mobilization strategy and in support of corporate and regional initiatives and programmes.
• Conceptualize, execute, monitor and evaluate ICAO’s partnerships strategy, setting out opportunities, best practices, challenges, key tasks and deliverables of engagement with Member States, regional and inter-governmental bodies, the private sector and other partners, as appropriate.
• Foster the expansion of ICAO’s network of partners to ensure a diversified, competent, trustworthy pool of partners is available to the Organization in support of its mission and mandates.
• Direct ICAO’s corporate-level resource mobilization activities (financial and political), requiring continual diversification, development, and refinement.
• Foster advocacy initiatives with Member States, the UN System, international and regional organizations, financial institutions, the donor community and the private sector to invest in civil aviation development, in order to meet ICAO’s resource mobilization targets.
• Direct and oversee the development of innovative approaches to ICAO’s fundraising challenges.
• Oversee the development and implementation of strong external outreach and advocacy activities in support of aviation as enabler of the Sustainable Development Goals (SDGs).
• Lead and strategically manage ICAO’s corporate-level strategic partnership relations and alliances, both within and outside the UN system, in particular with governmental, intergovernmental, non-governmental organizations, civil society and the business community, ensuring strategic diversification and strengthening of stakeholder partnerships, and a sustainable funding base.

Function 5 (incl. Expected results)
Serves as ICAO representative on UN system-wide Committees and other bodies dealing with matters related to partnerships, resource mobilization, inter-agency programme coordination and outreach activities, achieving results such as:
• Represent ICAO in inter-agency work by performing the functions of Sherpa of the Secretary General in the UN System Chief Executives Board for Coordination (CEB).
• Represent ICAO at the UN System High-Level Committee on Programs (HLCP), and liaise and collaborate with other UN and inter-agency bodies, specialized agencies and other international organizations.
• Identify opportunities for strengthening partnership and collaboration with UN system entities, civil aviation authorities and industry partners, as appropriate in areas of mutual interest.
• Represent the Organization at high-level international events, negotiations of international funding agreements, policy discussions with partners and stakeholders, as delegated.
• Represent the Secretary General, within delegated authority, in meetings with government representatives.

Function 6 (incl. Expected results)
Performs any other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education
An advanced level university degree (Master’s Degree or academic equivalent), preferably in a scientific or technical discipline, management, international relations, administration, economics, law or a related area, is required.

Professional experience

Essential
• A minimum of fifteen (15) years of progressively responsible experience in programme management or a related area.
• Managerial experience at the senior executive level in a public or private sector organization.
• Experience in strategic planning and programme coordination.
• Experience in resource mobilization and partnerships.
• Experience at the international level or dealing with matters crossing national boundaries, including high-level negotiation with government authorities.
• Experience with results-based management in the public or private sector.

Desirable
• Experience in civil aviation.
• Experience with enterprise risk management.
• Experience in donor relations.
• Experience in the United Nations system or other international organization.
Languages

Essential
Fluent reading, writing and speaking abilities in English.

Desirable
A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, Spanish).

COMPETENCIES

Professionalism: Knowledge of partnerships and resource mobilization activities as well as knowledge of ICAO’s work aimed at achieving its strategic objectives; demonstrated skills in formulating and aligning strategy and policy at an institutional level; proven ability to manage resources (financial and human capital); 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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<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></td>
<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 online 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.