



Form 139  
(Rev 01/2008)

## Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2010/14/P-4

DEADLINE FOR APPLICATIONS: 07 May 2010

POST TITLE: TECHNICAL OFFICER, ACCIDENT INVESTIGATION

DUTY STATION: Montréal  
DATE FOR ENTRY ON DUTY: After 01 September 2010  
POST NO. AND CCOG CODE: 3260.002/1.N.01.b.

LEVEL: P-4

ORGANIZATIONAL UNIT: Accident Investigation Section, Air Navigation Bureau, Headquarters.

The Accident Investigation Section develops international standards and recommended practices and guidance material for aircraft accident and incident investigation, monitors development in system safety concepts, contributes to ICAO safety oversight audit programme and manages safety recommendations addressed to ICAO. It conducts specialized studies and participates in coordinating aviation safety matters within the organization.

### QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

- A. **Academic qualifications**  
University degree, preferably in aviation safety, aeronautical or safety engineering, or equivalent qualifications and experience.
- B. **Professional experience and knowledge**
  1. Considerable experience (preferably ten years) in aircraft accident investigation techniques including the preparation of final reports and safety recommendations.
  2. Aviation safety experience in any of the fields of aircraft flight operations, engineering and maintenance, air traffic control or airport operations.
  3. Formal training in accident investigation.
- C. **Competencies**
  1. *Judgement/Decision-making:* Ability to exercise mature judgement and demonstrate sound decision-making skills. Ability to recognize key issues and analyse relevant information before making recommendations and decisions. Ability to take ownership of all responsibilities and honour commitments.
  2. *Communication:* Ability to speak and write clearly and concisely. Ability to prepare detailed technical documentation and reports. Ability to present articulate verbal explanations and to make technical presentations.
  3. *Teamwork:* Ability to work collaboratively with colleagues to achieve organizational goals. Ability to maintain harmonious working relationships in a multinational environment.
  4. *Planning and organization:* Ability to develop clear goals that are consistent with agreed strategies. Identify priorities and adjust them as required.
  5. *Client orientation:* Ability to establish and maintain partnerships with external collaborators. Ability to work successfully in a consensus-based environment. Ability to resolve and manage conflict effectively.
  6. *Commitment to continuous learning:* Willingness to keep abreast of new developments in professional field.
  7. *Technological awareness:* Ability to use personal computers, contemporary software and databases.
- D. **Standards of Conduct**  
*International outlook, character and integrity:* Adherence to and capacity to promote the values and framework of the United Nations' Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct.
- E. **Languages**  
Command of one of the languages of the Organization (Arabic, Chinese, English, French, Russian, Spanish).

### QUALIFICATIONS & EXPERIENCE – DESIRABLE:

- A. **Knowledge and Experience**
  1. A commercial pilot licence or preferably an airline transport pilot licence.
  2. Experience in the conduct of safety assessments, safety audits and safety studies.
- B. **Languages**  
A good working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, Spanish).

### MAJOR DUTIES:

Under the guidance of the Chief, Accident Investigation Section, the incumbent will perform the following functions:

1. Serve as Secretary to the Technical Expert bodies advising ICAO on matters relating to aircraft accident and incident investigation subjects. Duties include planning the work of such bodies, making meeting arrangements, preparing meeting reports and working papers, and processing of resultant ICAO document amendments.
2. Prepare and/or update correspondence, technical studies and publications as necessary, including the processing of safety recommendations addressed to ICAO.
3. Provide advice on aircraft accident investigation related matters to ICAO standing bodies, regional offices, civil aviation authorities, international organizations and to the aviation industry.
4. Contribute and participate in ICAO safety related audits and represent ICAO at international meetings on aircraft accident investigation and prevention matters.
5. Monitor worldwide developments in aircraft accident investigation related matters and proposed ICAO action through appropriate channels as necessary.

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**DURATION OF APPOINTMENT:** Initial appointment will be on a three-year, fixed-term basis (first year is probationary for an external candidate).

<b>REMUNERATION: Level P-4</b>	<b>Rate</b>	<b>Net Base Salary per annum</b>	<b>+</b>	<b>Post Adjustment (net) per annum</b>
	Single	U.S. \$ 68 482		U.S. \$ 37 894
	Dependency	U.S. \$ 71 393		U.S. \$ 40 694

Post Adjustment is subject to change.

**SUMMARY OF BENEFITS:** The ICAO Summary of Benefits may be viewed at: <http://www.icao.int/icao/en/va/emplsum.htm>.

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.

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 2001 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions. A copy of the Standards of Conduct is available on the ICAO employment website at <http://www.icao.int/employment>.

This vacancy is open to both female and male candidates. In order to increase the number of women at all levels, women are particularly invited to apply for vacant posts, as well as for roster evaluation for future vacancies.

ICAO has established family-friendly policies for its staff members.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

#### **HOW TO APPLY:**

Interested candidates should download and complete the ICAO Application-for-Employment Form. This is the basic document for evaluation of candidates and must be FULLY completed in order to be considered. If extra pages are needed, page no. 4 should be copied in the required number in order to complete the form.

ICAO staff members, as well as staff members from other UN International Organizations or Specialized Agencies, may submit with their application a scanned copy of their two latest annual performance appraisal reports.

In all cases quote the vacancy notice number. Applications should be submitted with a letter demonstrating how your professional experience and competencies match those expressed in the vacancy notice.

The form may be obtained by accessing the ICAO employment website at <http://www.icao.int/employment>.

For candidates appointed from other UN International Organizations or Specialized Agencies, transfer and/or secondment arrangements under the Inter-Agency Mobility Agreement may be considered.

**ONLY APPLICANTS WHO ARE UNDER SERIOUS CONSIDERATION WILL BE CONTACTED AND INTERVIEWED.**

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Date of Issue of Vacancy Notice: 07 April 2010