



Form 100
(Rev 01/2008)

Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2010/13/P-4
(Re-advertisement of PC 2008/45/P-4)

DEADLINE FOR APPLICATIONS: 03 May 2010

POST TITLE: TECHNICAL OFFICER, SAFETY

DUTY STATION: Montréal
DATE FOR ENTRY ON DUTY: After 03 May 2010
POST NO. AND COG CODE: 3380.002/1.N.01.b

LEVEL: P-4

ORGANIZATIONAL UNIT: The Implementation Support and Development Section – Safety (ISD-Safety), Air Navigation Bureau, Headquarters

The Implementation Support and Development Section – Safety (ISD-Safety) is responsible for coordinating the efforts and resources of the Organization to assist Contracting States in resolving safety-related deficiencies. The Section primarily focuses on encouraging the implementation of sustainable regional and sub-regional safety oversight systems, such as regional safety oversight organizations (RSOs).

QUALIFICATIONS & EXPERIENCE - ESSENTIAL:

A. Academic qualifications

University degree, preferably in engineering or aviation management, or equivalent qualifications and experience.

B. Professional experience and knowledge

1. Considerable experience (preferably ten years) as a technical officer with a Civil Aviation Authority, a pilot in commercial air operations, or as an aircraft maintenance engineer, including a minimum of five years of experience as a government inspector or an ICAO auditor, preferably in the area of flight operations or airworthiness and maintenance certification.
2. Experience working at a management level or in an advisory capacity in the area of flight operations or aircraft maintenance, including involvement in project management and planning concepts.
3. An Airline Transport Pilot Licence (ATPL) or an Aircraft Maintenance Engineer (AME) Licence (current or expired) with a minimum of five years' experience as a Pilot-In-Command (PIC) or as a maintenance inspector/supervisor.
4. A good knowledge of national civil aviation codes and civil aviation regulations.
5. Knowledge of the Convention on International Civil Aviation, ICAO Standards and Recommended Practices (SARPs) relating to air operations and airworthiness, specifically related to Annexes 1, 6, 7, 8 and 13.

C. Competencies

1. *Judgment/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 UN 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. Knowledge of and experience in the management and development of aviation safety projects at national, regional or international levels.
2. Experience in the development and implementation of assistance projects in the area of aviation safety.
3. Experience in negotiations and public relations.

B. Languages

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

MAJOR DUTIES

Under the guidance of the Chief, Implementation Support and Development Section – Safety (ISD-Safety), the incumbent will serve as subject matter expert within the Organization on matters related to ISD-Safety. In particular, the incumbent will:

1. Analyse aviation safety-related issues, provide advice on these issues, and make recommendations on the coordination of relevant inputs from key stakeholders.
2. Analyse and draft proposals for the development and implementation of aviation safety-related projects and programmes.
3. Prepare working papers for the Air Navigation Commission (ANC), Council, international meetings, etc., on safety-related matters; participate in the discussion of such papers and initiate follow-up action as required.
4. Analyse issues related to aviation safety and safety oversight matters, provide technical advice and recommend solutions on these issues, as required.
5. Prepare correspondence, technical studies, reports, etc., addressing safety-related assistance issues.
6. Provide technical review of project documentation in order to evaluate appropriateness and to establish the proper quality assurance follow-up.

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MAJOR DUTIES (cont.)

7. Keep abreast of significant technological trends and developments related to regional safety oversight organizations (RSOOs) for the resolution of aviation safety-related deficiencies.
8. Perform other related duties, as assigned.

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

REMUNERATION: Level P-4	Rate	Net Basic Salary per annum	+	Post Adjustment (net) per annum
	Single	U.S. \$ 66 482		U.S. \$ 33 573
	Dependency	U.S. \$ 71 393		U.S. \$ 36 053

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 for submission to the Human Resources Branch. 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, if not available locally, may be obtained from Chief, Human Resources Branch, International Civil Aviation Organization 999 University Street, Suite 4.35, Montréal, Québec, CANADA H3C 5H7, fax no.: 514-954-6416, e-mail: recruitment@icao.int or by accessing the ICAO employment website at <http://www.icao.int/employment>. The application form is also available from the ICAO Regional Offices in Bangkok, Cairo, Dakar, Lima, Mexico City, Nairobi and Paris.

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

Date of Issue of Vacancy Notice: 01 April 2010