



International  
Civil Aviation  
Organization

Organisation  
de l'aviation civile  
internationale

Organización  
de Aviación Civil  
Internacional

Международная  
организация  
гражданской  
авиации

منظمة الطيران  
المدني الدولي

国际民用  
航空组织

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27 февраля 2017 года

**Содержание:** должности младших сотрудников категории специалистов (JPO)

**Требуемые действия:** правительствам, заинтересованным в оказании спонсорской поддержки кандидату, представить уведомления до 27 марта 2017 года

Хочу обратить ваше внимание на прилагаемый список из двадцати шести (26) должностей младших сотрудников категории специалистов (JPO), которые могут быть предложены различными управлениями и бюро Международной организации гражданской авиации (ИКАО) в трехлетний период 2017–2019 гг.

Главные задачи программы ИКАО для младших сотрудников категории специалистов следующие:

- дать возможность получить опыт работы молодым специалистам из государств – членом ИКАО, окончившим недавно университет и начинающим свою профессиональную деятельность;
- получить для работы в ИКАО молодых, мотивированных и компетентных людей в качестве младших сотрудников категории специалистов для оказания помощи в реализации Регулярной программы и Программы технического сотрудничества ИКАО.

Отбор и назначение JPO осуществляются на конкурсной основе с рассмотрением нескольких кандидатур на каждую должность JPO.

Такие должности уровня С-2 предлагаются, как правило, на срок не менее двух лет на основе соглашения о целевых фондах, когда спонсирующее государство заранее перечисляет средства в ИКАО, чтобы покрыть полную стоимость контракта. С младшими сотрудниками категории специалистов заключается контракт на установленный срок со всеми пособиями и льготами, предоставляемыми штатным сотрудникам, при этом ожидается, что по истечении своего назначения они вернутся в спонсирующее государство.

Любую дополнительную информацию при необходимости можно получить в Секции найма и управления кадрами ИКАО. По этому вопросу вы можете связаться с начальником Секции найма и управления кадрами по электронной почте: [kbalram@icao.int](mailto:kbalram@icao.int) или по телефону: +1-514-954-8219, доб. 8349.

С учетом вышеизложенного, предлагаю государствам сообщить о заинтересованности выступить в качестве спонсора одного или нескольких ЛРО для ИКАО.

Примите уверения в моем высочайшем уважении.



Фан Лю  
Генеральный секретарь

**Приложение:**

Двадцать шесть (26) должностных инструкций ЛРО  
(только на английском языке)

## AIR NAVIGATION BUREAU (ANB)

**Position:** P-2 Associate Processes and Analysis Officer  
**Section/Bureau:** Integrated Aviation Analysis Section (IAA), ANB  
**Location:** Montréal  
**Duration:** Two years

Under the guidance of Chief, Integrated Aviation Analysis (C/IAA), the selected candidate will participate in the development of various processes and methodologies for the conduct of statistical analyses, and will support work related to ongoing or new projects, achieving the following results:

- Assist in developing an integrated global monitoring framework for measuring safety and air navigation objectives and targets.
- Assist in documenting processes and methodologies requested by ANB management and other sections.
- Assist in developing content for data-driven decision-making processes.
- Assist in developing and documenting processes and workflows related to IAA operations.
- Conduct statistical analyses on various indicators and data.
- Assist in producing interpretation of statistical analysis results.
- Assist in preparing presentations, reports and briefings.

**Recruitment Criteria:**

- A first-level university degree, in industrial engineering, operations management, industrial management, business management or quality management, or in a related field.
- Three years of working experience in designing, developing and documenting operational and/or quality processes and systems.
- Experience in process analysis, streamlining and improvement.
- Experience in conducting statistical analysis and working with current statistical software.

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**Position:** P-2 Associate Technical Officer - Implementation Support Officer  
**Section/Bureau:** Implementation Planning and Support Section – Safety (SAF), Aviation Safety, ANB  
**Location :** Montréal  
**Duration:** Two years

Under the guidance of Chief, Implementation Planning and Support Section – Safety (C/IMP-SAF), the selected candidate will support the provision of assistance to States and regional and sub-regional bodies in the area of aviation safety and safety oversight, achieving the following results:

- Assist in providing technical support to develop and plan the execution of projects for States with Significant Safety Concerns (SSCs) and other safety oversight deficiencies.
- Provide technical support to promote regional safety initiatives and provide necessary guidance.
- Provide technical support for the Regional Aviation Safety Groups (RASGs).
- Provide technical support for the following initiatives: Aviation Safety Implementation Assistance Partnership (ASIAP), Safety Collaborative Assistance Network (SCAN), No Country Left Behind (NCLB), Next Generation of Aviation Professionals Programme (NGAP), including website design and management.

**Recruitment Criteria:**

- A first-level university degree in an aviation-related discipline or in a related field.
- Three years of experience or more in the field of aviation-related activities in the aviation industry.
- Knowledge of the ICAO provisions related to aviation safety and operations.
- Knowledge of project management and experience in the use of project management tools, methods, processes and techniques.
- Good knowledge of civil aviation issues and familiarity with the work of other related international organizations.

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**Position:** P-2 Associate Technical Officer, Cargo Safety  
**Section/Bureau:** Cargo Safety Section (CSS), Aviation Safety, ANB  
**Location :** Montréal  
**Duration:** Two years

**Under the guidance of Chief, Cargo Safety Section (C/CSS), the selected candidate will support the development and implementation of guidance in specialized areas related to cargo, including electronic tracking of cargo, competency-based training and dangerous goods awareness, achieving the following results:**

- Assist in providing technical support to develop and implement electronic tracking of cargo and mail.
- Assist in the further development of guidance on competency-based training on dangerous goods for all involved in the transport chain.
- Assist in developing an awareness campaign on dangerous goods permitted to be carried by passengers and crew.

**Recruitment Criteria:**

- A first-level university degree in an aviation-related discipline or other scientific or technical discipline.
- Three years of relevant experience.
- Knowledge of project management and experience in the use of project management tools, methods, processes and techniques.
- Good knowledge of civil aviation issues and familiarity with the work of other related international organizations.

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**Position:** P-2 Associate Technical Officer, Remotely Piloted Aircraft Systems (RPAS)  
**Section/Bureau:** Remotely Piloted Aircraft Systems (RPAS), Aviation Safety, ANB  
**Location :** Montréal  
**Duration:** Two years

**Under the guidance of the RPAS Programme Manager, the selected candidate will support the work and activities related to RPAS , achieving the following results:**

- Contribute to the development of working papers on RPAS matters by providing technical input for the ICAO Council, Air Navigation Commission (ANC) and international meetings.
- Support the development of RPAS provisions.
- Support ICAO symposia, seminars and workshops related to RPAS.
- Prepare draft correspondence, technical studies and publications for transmittal to Member States and international organizations.

**Recruitment Criteria:**

- A first-level university degree in aeronautics, or in a related field.
- Three years of experience or more in the field of aeronautical engineering, air traffic management or other aviation-related regulatory activities and/or in the aviation industry.
- Experience in providing services to international meetings.
- Experience in positions related to aviation safety or air navigation capacity and efficiency planning and implementation.
- Good knowledge of ICAO's Strategic Objectives, provisions, plans and implementation processes.
- Good knowledge of national civil aviation codes and civil aviation regulations.
- Knowledge of the Convention on International Civil Aviation, ICAO Standards and Recommended Practices (SARPs) relating to licensing, operations, airworthiness, air traffic management or communication, navigation surveillance specifically related to Annexes 1, 2, 6, 7, 8, 10 and/or 11.

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**Position:** P-2 Associate Technical Officer, Language Proficiency Requirements  
**Section/Bureau:** Operational Safety Section (OPS), Aviation Safety, ANB  
**Location :** Montréal  
**Duration:** Two years

Under the guidance of the Chief, Operational Safety Section (C/OPS), the selected candidate will support the development and implementation of the ICAO Homepage of the English Language Proficiency Programme (I-HELPP), as well as other matters related to Language Proficiency Requirements, achieving the following results:

- Assist in providing technical support to develop and implement the Awareness component of I-HELPP.
- Assist in providing technical support and guidance in the implementation of the Aviation English Language Test Service (AELTS).
- Assist by providing technical support and guidance to the Gateway component of the I-HELPP.
- Support all areas related to Aviation English.

**Recruitment Criteria:**

- A first-level university degree in an aviation-related discipline.
- Three years of relevant experience.
- Knowledge of project management and experience in the use of project management tools, methods, processes and techniques.
- Good knowledge of civil aviation issues and familiarity with the work of other related international organizations.

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**Position:** P-2 Associate Contingency Planning Officer  
**Section/Bureau:** Crises and Rapid Response Programme – Safety (SAF), Aviation Safety, ANB  
**Location :** Montréal  
**Duration:** Two years

Under the guidance of the Programme Manager, Crises and Rapid Response (CRR), the selected candidate will support the development and implementation of tools, methods and processes related to the crises and rapid response function of ICAO, achieving the following results:

- Conduct research of existing crises and response programs relevant to the international nature of ICAO as a specialized UN Agency.
- Conduct research of existing industry relevant crises and response manuals relevant to the international nature of ICAO as a specialized UN Agency.
- Participate in drafting, developing and implementation of the ICAO crises and response procedure manual and related processes.
- In close coordination with relevant sections in the Organization, contribute to the development of tools to foster efficient crises and disaster management.
- Assist in promoting the efforts of ICAO in respect to crises and disaster management

**Recruitment Criteria:**

- A first-level university degree in air transport management, crises management, engineering, or a related field.
- Three years of experience in crises and disaster management with a regulatory body, international organization or in the aviation industry, preferably involving development of policies and guidance related to crises and disaster management.
- Experience in developing policy proposals and/or guidance material (preferably focused on airspace and flow management).
- Experience in conducting statistical analysis and working with current statistical software.

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Air Navigation Bureau (ANB)

**Position:** P-2 Associate Oversight and Audit Officer  
**Section/Bureau:** Safety and Air Navigation Oversight Audit Section (OAS), Monitoring and Oversight, ANB  
**Location :** Montréal  
**Duration:** Two years

**Under the guidance of the Chief, Safety and Air Navigation Oversight Audit Section (C/OAS), the selected candidate will support the work and activities related to Universal Safety Oversight Audit Program – Continuous Monitoring Approach (USOAP-CMA), achieving the following results:**

- Assist C/OAS in the development and preparation of reports and working papers for the Assembly, the Council of ICAO and the Air Navigation Commission (ANC), as required.
- Contribute to the establishment of State Safety Risk Profiles.
- Support the activities performed by Portfolio Holders (PHs) /Technical Officers (TOs).
- Support the analyses of USOAP CMA results.
- Support the standardization and quality of USOAP CMA activities and tools.
- Participate in USOAP CMA activities.
- Participate in Corrective Action Plan (CAP) assessments.

***Recruitment Criteria:***

- A first-level university degree in an aviation-related discipline.
- Three years of relevant experience.
- Knowledge of project management and experience in the use of project management tools, methods, processes and techniques.
- Good knowledge of civil aviation issues and familiarity with the work of other related international organizations.

## AIR TRANSPORT BUREAU (ATB)

**Position:** P-2 Associate Environmental Officer (Assessment)  
**Section/Bureau:** Environment (ENV), ATB  
**Location :** Montréal  
**Duration:** Two years

Under the supervision of the Deputy Director, Environment and the Chief, Environmental Standards, the selected candidate will support the Organization's work on a number of emerging aviation environmental issues, including aircraft recycling, aviation alternative fuels, and adaptation to climate change, achieving the following results:

- Track initiatives related to the recycling of aircraft that have reached their end of useful life, prepare reports, and support the development of policies in this area.
- Monitor public information on worldwide sustainable alternative fuel initiatives. Use this information to maintain and improve the Global Framework for Aviation Alternative Fuels (GFAAF) as well as to compile statistics and support the work of ENV.
- Maintain estimate/forecast of alternative jet fuel availability based on announced loans, contracts, construction activities and on financing of initiatives for aviation alternative fuels.
- Track progress of the development of methodologies to account for the net emissions from the use of aviation.
- Conduct literature reviews and prepare reports related to the ways in which climate change will affect international civil aviation.
- Support the development of guidance related to adaptation by international civil aviation to climate change.
- Follow discussions in the Intergovernmental Panel on Climate Change (IPCC) and in other fora related to aviation and the global climate, prepare reports on emerging topics.

**Recruitment Criteria:**

- A first-level university degree in aviation, engineering, climate science, or a related field.
- Three years of relevant experience in the field of civil aviation in a national government or with an international airline or civil organization.
- Strong analytical skills.
- Ability to synthesize technical information and experience in drafting and/or reviewing technical reports.

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**Position:** P-2 Associate Environmental Officer (Modelling)  
**Section/Bureau:** Environment (ENV), ATB  
**Location :** Montréal  
**Duration:** Two years

Under the supervision of the Deputy Director, Environment and the Chief, Environmental Standards, the selected candidate will support the Organization's work on a number of emerging aviation environmental issues, including international aviation environmental modelling, action plans on CO<sub>2</sub> emissions reduction, and the ICAO environmental tools suite, achieving the following results:

- Conduct analyses related to the quantification of environmental benefits from the implementation of aircraft technology improvements and operational changes.
- Support the enhancement of the ICAO environmental tools suite, including the ICAO Carbon Emissions Calculator, ICAO Green Meetings Calculator, ICAO Fuel Savings Estimation Tool, and Environmental Benefits Tool.
- Support the development of baseline and anticipated emission scenarios from international aviation.
- Support the Action Plans on CO<sub>2</sub> Emissions Reduction initiative by interpreting the information communicated by States in their action plans in order to quantify the global effect on international aviation CO<sub>2</sub> emissions from the implementation of the plans.
- Assist in planning, coordinating and organizing ICAO Seminars related to aviation and environment.

**Recruitment Criteria:**

- A first-level university degree in aviation, engineering, climate science, or a related field.
- Three years of relevant experience in the field of civil aviation in a national government or with an international airline or civil organization.
- Experience in the quantification of aircraft fuel consumption, emissions, and/or noise.
- Strong analytical skills, including the ability to apply advanced techniques using Microsoft Excel, Microsoft Access, and Visual Basic for Applications (VBA).
- Ability to synthesize technical information and experience in drafting and/or reviewing technical reports

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**Position:** P-2 Associate Aviation Security Officer  
**Section/Bureau:** Aviation Security Audit Section (ASA), Aviation Security and Facilitation (ASF), ATB  
**Location :** Montréal  
**Duration:** Two years

Under the supervision of the Analysis and Quality Assurance Coordinator, Aviation Security Audit Section, the selected candidate will participate in the planning and scheduling of audit activities and in the development of audit procedures, achieving the following results:

- Support the development and coordination of briefing notes in response to requests received through the Office of the Deputy Director, ASF.
- Support the development of annual audit plans for ASA.
- Support the development of internal procedures for various elements, such as audit report production, information security, and Corrective Action Plan Reviews.
- Support the development of an auditor guidance handbook, using new and existing material.
- Support the development of regular working papers for ASA.
- Deliverables for the above will include State briefing notes, reports, presentations, procedure documents, guidance material, etc.

**Recruitment Criteria:**

- A first-level university degree, in a field of study related to aviation, security, international relations, or other related field.
- Three years of experience in a civil aviation or security environment

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**Position:** P-2 Associate Facilitation Officer  
**Section/Bureau:** Facilitation Section (FAL), Aviation Security and Facilitation (ASF), ATB  
**Location:** Montréal  
**Duration:** Two years

Under the guidance of Chief , Facilitation Section (C/FAL), the selected candidate will participate in planning, development and implementation of activities related to the ICAO Traveller Identification Programme (ICAO TRIP) Strategy, achieving the following results:

- Identify and develop assistance projects and capacity-building activities related to the ICAO TRIP Strategy.
- Promote financing and development of ICAO TRIP assistance capacity-building projects.
- Promote and raise awareness of all ICAO TRIP activities and products.
- Assist in the implementation of the ICAO TRIP Promotional Plan.
- Organize and manage the ICAO TRIP Platform.

**Recruitment Criteria:**

- A first level university degree in management, business administration, international affairs, communications or security, or in a related field.
- Three years of experience in the identification management field (government inspection agency, national identity and travel document issuance authorities, civil registries, passport offices, immigration, customs and other border inspection and law enforcement agencies, or international organizations).
- Experience in drafting and/or reviewing reports on programme activities.
- Knowledge of identification management, and processes for the issuance and inspection of identity and travel documents.
- Ability to establish and maintain productive working relationships with external partners.
- Excellent ability to use computers, latest software (including business intelligence tools) and contemporary networks.
- Familiarity in the use of management tools, methods, processes and techniques.

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**Position:** P-2 Associate Aviation Analysis Officer  
**Section/Bureau:** Aviation Data and Analysis Section (ADA), Economic Development (ECD), ATB  
**Location:** Montréal  
**Duration:** Two years

**Under the guidance of .Chief, Aviation Data and Analysis Section (C/ADA), the selected candidate will participate in activities related to the collection, standardization and dissemination of aviation data, the development and customization of air traffic forecasts, and the conduct or support of economic analyses, achieving the following results:**

- Participate in developing Recommended Methodological Framework of Aviation Satellite Account (International Standard), which will be submitted to the United Nations Statistical Commission for its endorsement.
- Assist in quantifying the economic contribution of air transport at State/Regional level.
- Participate in the optimization process of economic studies on regional differences in international airline operating economics.
- Contribute to developing and enhancing business analysis tools.
- Process, research and analyse statistical data submitted by States through air transport reporting forms.

**Recruitment Criteria:**

- A first-level university degree in statistics, economics (such as macroeconomics, business economics, industrial organization, econometrics and economics of transportation), finance, business administration, or in a related field.
- Three years of experience in aviation data, statistics, and/or economic planning in a national government, international organization, major international airline, major service provider (airport or air navigation services provider) and/or aircraft manufacturer.
- Experience in econometric and/or macroeconomic analysis and drafting research reports by using contemporary software for database creation, processing, retrieval, analysis and presentation.

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**Position:** P-2 Associate Air Transport Economist (Aviation Infrastructure)  
**Section/Bureau:** Economic Regulatory Framework Section (ERF), Economic Development (ECD), ATB  
**Location:** Montréal  
**Duration:** Two years

**Under the guidance of Chief, Economic Regulatory Framework Section (C/ERF), the selected candidate will participate in activities related to the infrastructure management and economics of aviation activities, achieving the following results:**

- Participate in developing guidance and conducting economic assessments (including economic impact assessments, business cases and cost-benefit analysis) of air traffic management improvements in cooperation with the Air Navigation Bureau (ANB).
- Participate in developing guidance and conducting economic assessments of safety-related project implementation in cooperation with the ANB.
- Contribute to developing and updating training course material on air transport economics and management, especially airport user charges in cooperation with the Global Aviation Training Office (GAT) and Airports Council International (ACI)(part of the Global Airport Management Professional Accreditation Programme ( AMPAP)).
- Assist in developing policies and guidance on economic regulation of airports and air navigation services, especially related to funding of aviation infrastructure and oversight functions.
- Analyse economics and financial situation of airports and air navigation services providers.

**Recruitment Criteria:**

- A first-level university degree in economics (such as business economics, industrial organization, econometrics and economics of transportation), finance, management or business administration, or in a related field.
- Three years of experience or more in economic analysis and planning of aviation infrastructure in a national government, international organization, major international airline, major service provider (airport or air navigation services provider) and/or aircraft manufacturer.
- Experience in complex economic research and drafting research reports by using contemporary software for database creation, processing, retrieval, analysis and presentation.

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## REGIONAL OFFICES (ROs)

**Position:** P-2 Associate Regional Officer, Aviation Security and Facilitation  
**Section/Bureau:** European and North Atlantic (EUR/NAT) Office  
**Location:** Paris  
**Duration:** One – Two years

Under the guidance of the Deputy Regional Director (DRD), Paris, in cooperation with the Regional Officer, Aviation Security, and in accordance with the technical direction established by the Air Transport Bureau (ATB) in respect of aviation security and facilitation, the selected candidate will participate in the delivery of the ICAO aviation security and facilitation programme of work in the European and North Atlantic Regions, achieving the following results:

- Support ICAO Member States from the EUR and NAT Regions in their endeavours to implement Annex 17 (Standards and Recommended Practices (SARPs)).
- Support ICAO Member States from the EUR and NAT Regions in the implementation of ICAO policies, provisions and guidance on facilitation in accordance with Annex 9 (SARPs).
- Maintain effective and well-coordinated networking of the ICAO Aviation Security Training Centres (ASTCs) in the EUR/NAT Region.
- Ensure efficient facilitation and administration for ICAO-sponsored training courses/workshops ensuring that nominations received from States for training at ASTCs are assessed and reviewed on suitability and that administrative and logistics arrangement are in place for the selected candidates.

**Recruitment Criteria:**

- A first-level university degree, preferably with a specialization in civil aviation, security studies and/or politics (with a focus on understanding the European context), or other related field.
- Three years of experience working in security in a civil aviation administration, an airport operator, an airline or a similar organization.
- Understanding and knowledge about the European characteristics and European organizations.
- Experience in preparing clear, concise and accurate technical reports in English.

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**Position:** P-2 Associate Regional Officer, Aeronautical Information Management (AIM)  
**Section/Bureau:** European and North Atlantic (EUR/NAT) Office  
**Location:** Paris  
**Duration:** One – Two years

Under the guidance of the Deputy Regional Director (DRD), Paris, and in accordance with the technical direction established by the Air Navigation Bureau (ANB) in respect of aeronautical information management, the selected candidate will participate in the delivery of the ICAO AIM work programme the EUR/NAT Region, in order to promote the implementation of the Regional Air Navigation Plan (ANP), ICAO Standards, Recommended Practices, Procedures, plans and policies, achieving the following results:

- Support ICAO Member States from the EUR and NAT Regions in their endeavours to implement Annex 15 (SARPs), and transition from Aeronautical Information Services (AIS) to Aeronautical information Management (AIM).
- Prepare analyses on technical/operational aspects of AIM-related subjects and preparation of reports, briefs, correspondence, etc.
- Follow up, foster and initiate actions aimed at achieving efficient, effective and harmonized implementation by States in the EUR and NAT Regions of the Regional Plan and SARPs with particular emphasis on AIM-related subjects.
- Identify, monitor and undertake follow-up action on deficiencies in the AIM field and assist in their resolution in a coordinated manner.
- Provide assistance to States with the objective of improving their AIM services, eliminating their identified deficiencies, achieving the performance objectives and enhancing their safety oversight capabilities.
- Keep abreast of current civil aviation developments.
- Participate and/or assist to ICAO meetings, seminars and workshops related to AIM and assist as required at other meetings.

**Recruitment Criteria:**

- A first-level university degree in an aviation related technical field.
- Three years of experience working in one of the technical fields of civil aviation, preferably aeronautical information services and air traffic management.
- Experience in preparing clear, concise and accurate technical reports in English.

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Regional Offices (ROs)

**Position:** P-2 Associate Regional Officer, Implementation Planning & Support (Safety)  
**Section/Bureau:** North American, Central American and Caribbean (NACC) Office  
**Location:** Mexico  
**Duration:** One – Two years

Under the guidance of the Deputy Regional Director (DRD), Mexico, and in accordance with the technical direction established at Headquarters in respect of the No Country Left Behind (NCLB) Strategy, the selected candidate will support activities related to the planning and provision of support to States in the North American (NAM) and Caribbean (CAR) Regions in their effective implementation of safety, air navigation and security matters, achieving the following results:

- Review necessary tasks and activities for ISO 9001 application for the NCLB process.
- Support the implementation and continuous improvement of the NCLB Strategy, including NACC NCLB process, procedures, templates, reports and enhancements.
- Prepare working papers, reports, presentations, web pages, project documents, guidance documents, etc.
- Provide proofreading services and webpage improvements related to NACC NCLB.
- Identify how many work hours are dedicated to NCLB for optimizing staff performance involved in NCLB processes.

***Recruitment Criteria:***

- A first-level university degree in aeronautics, or in a related field.
- Three years of experience in the field of aeronautical engineering related to air traffic management or other aviation-related regulatory activities and/or in the aviation industry.
- Experience in providing services to international meetings.
- Good knowledge of ICAO's Strategic Objectives, provisions, plans and implementation processes.

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## TECHNICAL COOPERATION BUREAU (TCB)

**Position:** P-2 Associate Procurement Officer  
**Section/Bureau:** Procurement Section (PRO), TCB  
**Location:** Montréal  
**Duration:** Two years

**Under the guidance of the Chief, Procurement Section (C/PRO), the selected candidate will participate in the management of procurement projects, achieving results such as:**

- Manage procurement projects (covering all phases: pre-study, preparation, execution and termination), in compliance with ICAO Procurement Code and Technical Cooperation Bureau (TCB) ISO 9001-2008 Quality Management System, to ensure that main purpose of each phase is achieved and all its activities are satisfactorily completed.
- Endorse successful completion of each phase, verifying that all its prerequisites have been met for the formal tollgate associated with recognition of ICAO's administrative fees can be approved, in a timely manner.
- Liaise with Field Operations Section (FOS) to ensure timely execution of projects.
- Provide guidance and direction to Purchasing Assistants in their work, including required training on procurement processes and ICAO Quality Management System.
- Maintain relevant internal databases in compliance with ISO 9001-2008 Quality Management System.
- Analyze completed projects, document lessons learnt and propose opportunities for improvement.
- May carry out missions to the field when requested by Chief, Procurement Section (C/PRO).

**Recruitment Criteria:**

- A first-level university degree, preferably in business administration, public administration, commerce or business law, engineering, or other relevant discipline, and including specialization in Procurement.
- Three years of experience in project management and/or procurement.
- In-depth understanding of legal and financial aspects involved in the preparation and administration of contracts.
- Knowledge of ISO 9001-2008 Quality Management System.

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**Position:** P-2 Associate Project Officer  
**Section/Bureau:** Field Operations Section (FOS), TCB  
**Location:** Montréal  
**Duration:** Two years

**Under the guidance of the Chief, Field Operations Section (C/FOS), the selected candidate will contribute to the development, management and reporting of Technical Cooperation projects, achieving results such as:**

- Provide inputs to develop business intelligence with regard to projects under development.
- Provide recommendations to elaborate performance monitoring platform for projects under development.
- Provide inputs for a knowledge management strategy to build, share, and maintains Field Operations Section's (FOS) knowledge assets (such as data analytics, metrics, dashboards, lessons learnt and best practices, and knowledge networking) to apply in future projects.
- Provide inputs to improve presentation and systematization of project reports
- Make recommendations on how to improve and harmonize Programme reporting.
- Maintain FOS databases regarding project development and implementation and assist in the creation of a FOS project and portfolio management sites (public and internal).
- Perform market analysis and identifies potential new projects.
- Participate in the effective implementation, maintenance and continuous improvement of the Technical Cooperation Bureau ISO 9001:2008 Quality Management System within FOS

**Recruitment Criteria:**

- A first-level university degree in business administration, engineering, international affairs, or other related field.
- Three years of experience or more in the administration of aviation projects in a civil aviation authority, national government, industry or international organization.
- Advanced training in information technology with a focus on information systems and Balance scorecard app.
- Advanced training in data management.
- Experience in using modern project management practices and procedures.

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Regional Offices (ROs)

**Position:** P-2 Associate Administrator  
**Section/Bureau:** Programme for Aviation Volunteers (IPAV), Office of Director, TCB  
**Location:** Montréal  
**Duration:** Two years

*Under the guidance of Deputy Director, Technical Cooperation Bureau (DD/TCB), the selected candidate will administer and manage the IPAV Programme, achieving results such as:*

- Develop new IPAV projects to be presented to management
- Manage IPAV ongoing projects, coordinating with stakeholders during development and implementation phases.
- Promote the IPAV, to attract new potential volunteers; evaluate and select new volunteers for inclusion into the IPAV Roster; and liaise and communicate with selected volunteers.
- Coordinate with Field Personnel Section (FPS) for the update of the IPAV roster of experts.
- Review best practices of other UN organizations in respect of volunteer programmes, for benchmarking purpose.
- Liaise with the UN Volunteer programme (UNV) and coordinate a possible agreement between ICAO and the UNV.
- Serve as the Focal Point of ICAO TCB before the UNV.

***Recruitment Criteria:***

- A first-level university degree in aviation, business administration, or other related field.
- Three years of experience in a civil aviation field.
- Experience in project development and management.
- Basic knowledge of ICAO, its organization, mission, objectives and assistance to States.

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## BUREAU OF ADMINISTRATION AND SERVICES (ADB)

**Position:** P-2 Associate Web Developer  
**Section/Bureau:** Information and Communications Technology Section (ICT), Information Management and General Administrative Services (IAS), ADB  
**Location:** Montréal  
**Duration:** Two years

Under the guidance of the Web Management Officer, ICT, the selected candidate will be responsible for the creation and maintenance as well as the efficient operation of websites and web applications in line with ICT's standards, its processes and its procedures, achieving the following results:

- Analysis, design, coding, implementation, support, monitoring and maintenance of web applications.
- Preservation of information integrity and functionality through documentation.
- Provision of subject matter expertise, advice and consultancy for assigned web technology projects and systems.
- Liaison between other technical staff, management, users, and vendors regarding service requests, websites, web applications, standards, security, and other web-related technical matters.

**Recruitment Criteria:**

- A first level degree in computer science, engineering, mathematics, business, or other related field.
- Three years of relevant experience in website development using HTML, CSS, JavaScript.
- Experience in web application / enterprise application development using frameworks capable of object-oriented programming such as .NET (C# and/or Visual Basic) and/or Java.
- Experience with SQL databases.
- Several years of experience with MS Office applications (Visual Basic for Applications (VBA) skills desirable).
- Solid working knowledge of the software development life cycle(SDLC) with hands-on experience in all stages.

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**Position:** P-2 Associate Audio Visual Officer  
**Section/Bureau:** Conference, Security and General Services Section (CSG), Information Management and General Administrative Services (IAS), ADB  
**Location:** Montréal  
**Duration:** Two years

Under the guidance of the Head of the Conference Services Unit, CSG, the selected candidate will plan and manage audio-visual projects for conference services and the conference centre, achieving the following results:

- Produce business and technical assessment, requirements and solutions for venue management and conference facilities.
- Manage IT partners, suppliers, contractors and Third-Party Vendors to clarify business requirements and ensure that technical solutions are aligned and delivered within the Conference Services Unit's objectives.
- Supervise and provide guidance to the project coordination teams involved in audio-visual projects.
- Plan and allocate resources required for events; supervise the daily work of the conference technical operations team
- Establish administrative processes relating to technical services and equipment for events and develops reporting and tracking tools.

**Recruitment Criteria:**

- Professional certification in Project Management, and a first-level degree in information systems, business administration, other related field.
- Three years of experience in project management with technology implementation, in international environments.
- Demonstrated success with strategic planning, process, technical project management and venue management support.
- Demonstrate a working knowledge and competency with all facets of audio-visual services and technology from project implementation to operations (video, audio, staging ,lighting, etc.).
- Strong audio-visual technology skills, applicable to conference centres.

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**Position:** P-2 Associate Business Analyst  
**Section/Bureau:** Revenue and Product Management Section (RPM), Information Management and General Administrative Services (IAS), ADB  
**Location:** Montréal  
**Duration:** One – Two years

**Under the guidance of Chief, Revenue and Product Management Section (C/RPM), the selected candidate will assist in the planning, organization and implementation of marketing revenue-generating products emanating from ICAO intellectual properties, achieving the following results:**

- Research and analyse business opportunities for revenue generation.
- Conduct market analysis of existing and potential ICAO products and services.
- Integrate intellectual property content into technical papers, training material, manuals, periodicals, publications and event content.
- Propose and develop new formats for products and services.
- Work with subject matter experts to update and create new publications.
- Ensure preservation of information integrity and functionality through documentation.

**Recruitment Criteria:**

- A first-level university degree in business administration, financial management, or other related field.
- Three years of experience in business analysis and/or financial evaluation.
- Highly creative, motivated and detailed oriented.
- Excellent spoken and written communication skills that support the ability to articulate complex technical ideas and information.

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**Position:** P-2 Associate Language Officer  
**Section/Bureau:** Languages and Publications (LP), ADB  
**Location :** Montréal  
**Duration:** One - Two years

**Under the guidance of a Language Chief, the selected candidate will perform translation and terminology services, achieving the following results:**

- Translate texts covering a broad range of technical, legal or administrative subjects dealt with by ICAO, producing accurate and complete versions in the target language using the most appropriate range of vocabulary and the commonly accepted equivalents of professional, scientific or technical terms.
- Use appropriate terminology or identify new terminology material where none exists in the target language.
- Ensure consistency with other translators working on the same document.
- Conduct terminological research related to text being translated, using appropriate tools, search engines and modern software and systems.
- Ensure terminological consistency and cross-cultural equivalence between the translation and the source texts.
- Develop, in coordination with the originator, new terminology for use where terminological equivalents do not exist in the target language.
- May also serve as junior interpreters if required (applicable for candidates with interpretation training).

**Recruitment Criteria:**

- A first-level degree from a university or an institution of equivalent status, preferably with emphasis on modern languages, or on technical, legal or scientific studies.
- Three years of experience in translating from English into [Arabic/Chinese/French/Spanish/Russian], preferably technical or legal texts in a government, a large-scale private organization. Knowledge of technical, legal or aviation-related subjects dealt with at the international level.

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**Position:** P-2 Associate Human Resources Officer (Staff Development)  
**Section/Bureau:** Policy, Organizational and Staff Development (POD), ADB  
**Location:** Montréal  
**Duration:** One - Two years

Under the guidance of Human Resources (HR) Policy Specialist, POD, the selected candidate will contribute to staff development (training, and learning and development), performance management and HR policy development, achieving the following results:

- Participate in the preparation, implementation and monitoring of the training plans and budget
- Assess training needs requirements and develop individual and/or group training plans. Prepare/organize training courses.
- Compile information on training suppliers, with the view to identifying suitable suppliers who meet ICAO needs, and carry out related procurement and purchase procedures.
- Conduct research on staff development/training practices and procedures, and analyse their applicability for ICAO.
- Contributes to the enhancement of ICAO's performance management system, procedures and guidelines.
- Conduct research on best practices in human resources management (HRM).
- Participate in the updating and/or development and implementation of HRM policies, practices and procedures.

***Recruitment Criteria:***

- A first-level university degree, preferably with specialization in human resources management, social sciences, public or business administration, or other related field.
- Three years of experience in supporting staff development/training programmes, performance management and/or HR policy
- Experience in the use of automated information management systems and applications for human resources.



## FINANCE BRANCH (FIN)

**Position:** P-2 Associate Accounting Officer  
**Section/Bureau:** Accounting Services Section (ASV), FIN  
**Location :** Montréal  
**Duration:** Two years

*Under the guidance of Head, General Ledger and reporting Unit (GL unit), Head, Accountings receivable Unit and Treasury officer (AR unit), the selected candidate will assist in managing the financial accounts of periodic and year-end financial statements of the accounts, achieving the following results:*

- Perform tasks related to month-end and year-end accounts closing, including, inter alia, bank reconciliations, accounts review and reconciliation, etc.
- Prepare periodical special funds financial statements and year-end financial statements and notes for manager's review and approval.
- Review and approve cashbook upload in ICAO's Integrated Resources Information System (IRIS).
- Review approved bank signatory lists; and communicate with banking partners for any discrepancies found.
- Handle bank guarantee reconciliation and ensure that guarantees on hand reconcile with database, and verify accuracy of expiry dates.
- Handle various United Nations Development Programme (UNDP) reconciliations; and ensure that UNDP database in IRIS is accurate, and report any discrepancies found.
- Prepare reports on outstanding receivables and perform tasks related to month-end and year-end accounts closing of overdue outstanding receivables.
- Prepare reconciliation of Publications and Advertising receivables.

***Recruitment Criteria:***

- A first-level university degree in accounting, preferably supplemented with professional accounting designation.
- Three years of experience at a national government organization or large-scale private organization in the application of accounting and financial systems and procedures and the preparation of financial statements.
- Ability to analyse, define and propose solutions to accounting issues.
- Ability to prepare financial analyses and reports.

## OFFICE OF THE SECRETARY GENERAL (OSG)

**Position:** P-2 Associate Communications Officer  
**Section/Bureau:** Communications Unit (COM), OSG  
**Location:** Montréal  
**Duration:** Two years

*Under the guidance of Chief, Communication (C/COM) at ICAO Headquarters, the selected candidate will serve as a general communications and public relations resource with specific responsibilities for youth and gender outreach and engagement activities, achieving the following results:*

- Work with ICAO Resident Delegations, State Civil Aviation Authorities, and through other proactively identified means to raise awareness of the ICAO Model Council conducted annually at ICAO, ideally raising its level of participation with schools from foreign countries year-on-year.
- Serve as the main focal point for ICAO's coordination and support of all local Model United Nations activities, including sponsorship, fundraising and other objectives in collaboration with the partnering universities and colleges.
- Originate draft ICAO news products under the supervision of the Chief Communications and ICAO Communications Officer, including news releases and news highlights, social media posts, video content, and info-graphics.
- Coordinate and collaborate on marketing communications initiatives and social media campaigns in conjunction with ICAO's Revenue Product Management (RPM) Section.
- Support COM in the planning and organization of events, special projects and other communications and outreach-related activities for youth and gender.

***Recruitment Criteria:***

- A first-level university degree in public information, communications or journalism, or in a related field.
- Three years of experience in communications or public relations, ideally in an international setting.
- Advanced capabilities using Adobe Creative Suite graphics software (Illustrator; Photoshop; InDesign)

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