



Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2011/12/P-3

DEADLINE FOR APPLICATIONS: 4 April 2011

POST TITLE: FIELD OPERATIONS OFFICER

DUTY STATION: Montréal

LEVEL: P-3

DATE FOR ENTRY ON DUTY: After 4 April 2011

POST NO. AND CCOG CODE: 6490.100/1.A.11.

ORGANIZATIONAL UNIT: Field Operations Section, Technical Co-operation Bureau, Headquarters.

The Field Operations Section (FOS) is responsible for the strategic planning, development, execution, evaluation and reporting for the field programme of ICAO's Technical Co-operation Bureau (TCB). The Section assists with identification of priority development requirements across civil aviation and with technical cooperation to recipient States in the Regions, taking into account, *inter alia*, ICAO's related Standards and Recommended Practices (SARPs) and Procedures and ICAO's Regional Air Navigation Plan. It carries out resource mobilization with multilateral and bilateral development partners and industry and develops regional and country-specific technical cooperation programmes and projects. The Field Operations Section executes these programmes and projects in accordance with the policies and contractual modalities of TCB as well as in coordination with other Units, Sections and Bureaus of the Organization.

QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

A. Academic qualifications

University degree in a field related to civil aviation.

B. Professional experience and knowledge

1. Preferably six years of experience in progressive levels of responsibility in the administration of technical assistance/cooperation projects in a civil aviation authority, national government or international organization.
2. Relevant experience working with global and regional organizations and donor/financial institutions for resource mobilization and for the provision of technical assistance.
3. Experience in using modern project management practices and procedures.

C. Competencies

1. *Judgement/Decision-making:* Exercise mature judgement and sound decision-making skills. Recognize key issues and analyse relevant information before making recommendations and decisions. Take ownership of all responsibilities and honour commitments.
2. *Communication:* Write clearly and concisely, and present articulate verbal reports.
3. *Teamwork:* Work collaboratively with colleagues to achieve organizational goals. Maintain harmonious working relationships in a multinational environment.
4. *Planning and organization:* Develop clear goals that are consistent with agreed strategies. Identify priorities and manage time to ensure that work is delivered within deadlines. Organize and manage numerous and diverse activities concurrently.
5. *Client orientation:* Establish and maintain partnerships with external collaborators. Work successfully in a consensus-based system and advocate effectively. Resolve and manage conflict successfully.
6. *Technological awareness:* Keep abreast of technology developments in professional field. Use personal computers and contemporary software.

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 English or Arabic, with a very good knowledge of the other.

QUALIFICATIONS & EXPERIENCE – DESIRABLE:

A. Knowledge and Experience

1. Knowledge of ICAO's functions, organization, practices and procedures, particularly in the area of technical cooperation activities.
2. Knowledge of civil aviation in the Middle East Region.

B. Languages

Basic knowledge of any other languages of the Organization (Arabic, Chinese, Russian, Spanish).

MAJOR DUTIES:

Under the guidance of the Chief, Field Operations Section, the incumbent will perform the following functions:

1. Assist in the implementation of the Technical Co-operation Programme in the assigned countries within the Middle East Region by:
 - a) initiating expert recruitment requests/participating in selection process;
 - b) working with experts, CAAs, Airports authorities etc., regarding the development and implementation of scope of work, work plans and budgets of programmes;
 - c) reviewing and monitoring project progress, which includes troubleshooting, planning/participating in meetings in the region and at Headquarters, as required; and
 - d) supporting workshops, conferences and seminars.

2. Assist in further developing a technical cooperation projects and activities in the assigned countries within the Middle East Region by:
 - a) identifying the needs and priorities for modernization in civil aviation authorities, airport authorities and air navigation service providers in the States of the Region;
 - b) planning/arranging project formulation missions using available materials (audit/mission reports etc.);
 - c) reviewing/developing/finalizing draft project documents in consultation with technical experts;
 - d) determining the requirements for the development of a budget, scope of work, work plans, as well as job descriptions and qualifications of project experts; and
 - e) preparing/updating/delivering presentations on technical cooperation activities in the region.
3. Assist in the reporting/preparation of briefs related to assigned projects by:
 - a) developing/reviewing briefings;
 - b) preparing information/working papers; and
 - c) reviewing project submissions.
4. Perform other related duties, as assigned.

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

REMUNERATION: Level P-3	<u>Rate</u>	<u>Net Base Salary per annum</u>	+	<u>Post Adjustment (net) per annum</u>
	Single	U.S. \$56 018		U.S. \$34 059
	Dependency	U.S. \$60 013		U.S. \$36 488

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.

Date of issue of Vacancy Notice: 3 March 2011