



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

Тел.: +1-514-954-8219, доб. 8140

Ref.: A12/5-21/44

4 июня 2021 года

**Содержание:** добровольная помощь лингвистическим службам (письменный перевод, синхронный перевод, редактирование) в целях продвижения многоязычия как неотъемлемой части программ и деятельности Организации

**Требуемые действия:** государствам представить ответы до 16 июля 2021 года с указанием вида предлагаемой помощи

Имею честь сообщить вам о том, что на своей 40-й сессии Ассамблея Международной организации гражданской авиации (ИКАО) признала многоязычие одним из основополагающих принципов для достижения целей Организации и поручила разработать всеобъемлющую стратегию продвижения многоязычия для предоставления качественного, своевременного и эффективного лингвистического обслуживания при одновременном укреплении лингвистических возможностей как в Штаб-квартире, так и в региональных бюро. Ассамблея также рекомендовала государствам-членам активно сотрудничать с Секретариатом ИКАО в области продвижения многоязычия как неотъемлемой части программ и деятельности Организации.

Одним из важнейших и самых сложных элементов этой инициативы является требование о том, чтобы документы и сообщения ИКАО, распространяемые посредством наших основных каналов распространения информации, включая веб-сайты, издавались на всех рабочих языках ИКАО. В связи с этим, а также с учетом ограниченных бюджетных ресурсов, выделяемых для достижения этих целей, Секретариат вынужден обратиться к государствам-членам за помощью в виде добровольных финансовых взносов и прикомандирования квалифицированных специалистов для обеспечения предоставления надлежащих услуг в области письменного перевода, синхронного перевода и редактирования документов.

Описание должностных обязанностей (TOR) письменных и синхронных переводчиков и редакторов приводится в дополнениях А–С к настоящему письму, а также размещено на веб-сайте по адресу: <https://portal.icao.int/icao-net/Pages/SecondmentOpportunities.aspx>. Оно включает подробную информацию об основных обязанностях и функциях, квалификации и опыте, компетенциях, а также способе прикомандирования.

Буду признательна, если вы сможете представить ответ до 16 июля 2021 года с подтверждением вашей заинтересованности и формы участия. Контакты будут установлены только с теми государствами, которые выразили свою заинтересованность в поддержке данной инициативы. Все государства будут проинформированы о ходе разработки стратегии продвижения многоязычия в обычном порядке.

Примите заверения в моем самом высоком уважении.

Фан Лю  
Генеральный секретарь

**Приложения** (только на английском языке):

- A. Terms of Reference for Translator or translator/reviser  
(Обязанности письменного переводчика или письменного переводчика/переводчика-редактора)
- B. Terms of Reference for Interpreter-translator  
(Обязанности синхронного/письменного переводчика)
- C. Terms of Reference for Editor  
(Обязанности редактора)



## International Civil Aviation Organization Secondment Opportunity

### POSITION INFORMATION

Post Title:	Language Officer (Translator or Translator/Reviser) (Arabic, Chinese, French, Russian or Spanish)	Duration of Secondment:	One year
Grade Level:	P-3 or P-4 (as per qualifications and experience)	Deadline for applications:	30 July 2021
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible

### THE ORGANIZATIONAL SETTING

Language and Publications provides interpretation, translation, and editorial services in the six ICAO working languages (Arabic, Chinese, English, French, Russian, and Spanish). Based on the principle of simultaneous distribution, it ensures the issuance of documentation to Council, its deliberative bodies, the Air Navigation Commission, and other ICAO meetings held within and away from Headquarters.

As a member of a team led by the Chief, [target Language - Arabic, Chinese, French, Russian or Spanish] Translation Section, the Translator or Translator/Reviser provides timely, accurate, and stylistically appropriate translations, applying his/her linguistic skills. He/She also revises texts translated by other translators (staff members, freelancers and consultants), ensuring accuracy and quality.

For this assignment, the incumbent will be working from English and one other official language of ICAO into [target Language – Arabic, Chinese, French, Russian or Spanish].

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Translate texts covering a broad range of technical, legal or administrative subjects dealt with by ICAO**, achieving results such as:

- Produce accurate and complete versions in the target language, using the most appropriate vocabulary and the commonly accepted equivalents of professional, scientific or technical terms.
- Convey faithfully the full meaning of each text as befits the intended use and the target readership of the translated version.
- Use appropriate terminology or help identify new terminology where none exists in the target language.
- Ensure consistency with other translators working on the same document.
- Meet deadlines with regard to translation/revision assignments, maintaining a high degree of quality.
- Type and format translations directly in a text-processing software.

#### Function 2 (incl. Expected results)

**Carry out terminological research related to texts being translated**, achieving results such as:

- Clarify the meaning of terms and expressions with the text originator.
- In collaboration with the Section Chief and the Terminology Officer, conduct terminological research 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, the Section Chief, the Terminology Officer, and/or subject matter experts, new terminology for use where terminological equivalents do not exist in the target language.
- Alert the Terminology Officer of any new terminology or gaps in terminology databases and make recommendations to fill the gaps.
- Pro-actively provide input to the development of translation databases.

### Function 3 (incl. Expected results)

**Ensure the quality of translations at all times and provide input to the development of guidelines, policies and standards for translation and revision practices**, achieving results such as:

- Analyse the form and content of source and target texts.
- Make the necessary changes to translations.
- Proofread translated texts to eliminate possible errors in spelling or grammar.
- Communicate with the originator if necessary in order to ensure that the message of the source text has been accurately conveyed in the target text.
- Ensure that the translation is both accurate and stylistically appropriate.
- Provide explanation, if necessary, of any corrections made.
- Identify the need for adapting guidelines to cases not covered in existing practices.
- Exercise independent judgement and discretion in researching and selecting the right terminology in the target language regardless of the difficulty of the text.
- Make recommendations for improving or revising the formulation and standardization of translation and revision guidelines.

### Function 4 (incl. Expected results)

**Self-revise own translations and/or revise texts translated by other translators, including free-lance and contractual translators, ensuring their accuracy and high linguistic quality**, achieving results such as:

- Produce final versions in the target language that are equivalent to the original text in terms of accuracy, completeness, meaning, style and effectiveness.
- Produce high-quality final versions of difficult, complex and urgent documents by using the most appropriate range of vocabulary and scientific or technical terms.
- Incorporate results of any supplementary research as may be necessary to solve problems of terminology and meaning.
- Address possible inconsistencies or errors in the original text, including the originator's misinterpretation of source material, through consultation with substantive units or originators.

### Function 5 (incl. Expected results)

**Perform other related duties as required, including but not limited to the following**, achieving results such as:

- Advise clients on matters of terminology, style, grammar, etc.
- Participate in symposiums and seminars of interest to the profession.
- Obtain feedback from clients and other sources on the quality of the language services provided; adapt own work and make recommendations on the improvement of the work of the Section.

### Function 6 (incl. Expected results)

**Performs other related duties, as assigned.**

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

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.

#### Desirable

Successful completion of the United Nations exam for translators.

### Professional experience

#### Essential

- Five to seven years or more of professional experience in translating from English to [target Language – Arabic, Chinese, French, Russian or Spanish] preferably technical or legal texts of a difficult and complex nature, in a government, a large-scale private organization, or an international organization.

**Desirable**

- Training/Experience in Conference interpreting.
- Experience in revising the work of other translators.

## Languages

**Essential**

A complete command of [target Language – Arabic, Chinese, French, Russian or Spanish] as the mother tongue or the language used for the purpose of education is essential, along with a thorough knowledge of its syntax and stylistics. The incumbent must also have excellent knowledge of English.

**Desirable**

A very good command of one of the other official languages of the Organization.

## Competencies

**Professionalism:** Excellent knowledge of revision rules, procedures and practices and a high degree of understanding of a wide range of technical or legal subjects; familiarity with computer-assisted translation tools (e.g : MultiTrans, Trados, Déjà Vu, etc.), and ability to type and format documents in a text-processing software; ability to perform interpretation; 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.

**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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**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.

## MODE OF SECONDMENT

The duration of the secondment is one year, which can be extended for an additional year and exceptionally two. The secondee is expected to work five days per week.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trust Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO the seconded individual will be considered an "Official" of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

**As detached expert:** The individual is detached from the releasing Government/Agency but is assigned to work for ICAO.

**Trust Fund arrangement:** Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

**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.

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## International Civil Aviation Organization Secondment Opportunity

### POSITION INFORMATION

Post Title:	Interpreter-Translator (Arabic, Chinese, French, Russian or Spanish)	Duration of Secondment:	One year
Grade Level:	P-3 or P-4 (as per qualifications and experience)	Deadline for applications:	30 July 2021
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible

### THE ORGANIZATIONAL SETTING

Languages and Publications provides interpretation, translation, and editorial services in the six ICAO working languages (Arabic, Chinese, English, French, Russian and Spanish). Based on the principle of simultaneous distribution of meeting documentation to governing bodies, it ensures the issuance of papers and the provision of interpretation services to Council, its subsidiary bodies, the Air Navigation Commission and other ICAO meetings held within and away from Headquarters.

As a member of a team led by the Chief of the Interpretation Section, the Interpreter-Translator provides high-quality interpretation and, when not assigned to interpretation, timely, accurate and stylistically appropriate translations, applying her/his linguistic skills. The incumbent's translation work is assigned, supervised and evaluated by the Chief of the relevant Translation Section.

In this post, the incumbent will be working from English into the target language (Arabic, Chinese, French, Russian or Spanish).

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Under the direction of the Chief of the Interpretation Section, performs interpretation services during meetings on specialized ICAO subject matter areas, achieving results such as:**

- Provide high-quality interpretation services into the target language, especially for important, confidential or sensitive formal meetings, as well as for informal meetings.
- Provide accurate and idiomatically-correct interpretation services on a wide variety of technical subjects.
- Grasp spoken words, concepts, messages and information accurately and convey them in the target language.
- Assimilate technical material rapidly.
- Adhere to interpretation and language services guidelines.
- Provide pro-active input to the development of multilingual glossaries.

#### Function 2 (incl. Expected results)

**Under the direction of the Chief of the target Language Translation Section, translates texts of technical, legal or administrative specialised subjects dealt with by ICAO, achieving results such as:**

- Produce accurate and complete versions in the target language, using the most appropriate vocabulary and the commonly accepted equivalents of professional, scientific or technical terms.
- Convey faithfully the full meaning of each text as befits the intended use and the target readership of the translated version.
- Use appropriate terminology or help identify new terminology where none exists in the target language.
- Ensure consistency with other translators working on the same document.
- Meet deadlines with regard to translation assignments, maintaining a high degree of quality.
- Type and format translations directly using a text-processing software.

### Function 3 (incl. Expected results)

**Provides input so as to enrich, update and maintain the terminology database, related reference material and guidelines and fosters the usage of CAT tools**, achieving results such as:

- Acquire and expand information about the professional, scientific or technical subject matter and terminology common to ICAO.
- Contribute to the review and/or establishment of new terminological guidelines.
- Adapt guidelines in the form of technical vocabularies or terminological bulletins in cases where well-established or commonly accepted equivalents in the language of translation do not exist or are required by the context of the original text.
- Acquire high level of proficiency in the use of CAT tools and other electronic translation systems in place.
- Liaise with the Documents Management and Outsourcing Section (DMO) on updating, expanding and implementing the CAT tools.
- Provide feedback on the reliability and efficiency of CAT tools and make recommendations to promote or improve their use.

### Function 4 (incl. Expected results)

**Ensures the quality of translations at all times**, achieving results such as:

- Analyse the form and content of source and target texts.
- Proofread translated text to eliminate possible errors in spelling or grammar.
- Communicate with the author if necessary to ensure that the message of the source text has been accurately conveyed in the target text.
- Ensure that the translation is accurate in both substance and style.

### Function 5 (incl. Expected results)

**Performs other related duties, as assigned.**

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

- A first-level university degree, preferably with emphasis on modern languages, or on technical, legal or scientific studies.
- A diploma from an internationally recognized interpretation school or programme.

#### Desirable

- Successful completion of the United Nations exam for interpreters and/or translators.

### Professional experience

#### Essential

- Five to Seven years or more of professional experience in conference interpretation from English into target language (Arabic, Chinese, French, Russian or Spanish), for a government, a large-scale private organization, or an organization of the United Nations Common System.
- A minimum of 5 years of experience in translating from English into target language (Arabic, Chinese, French, Russian or Spanish), preferably technical or legal texts of difficult and complex nature.

### Languages

#### Essential

A complete command of target language (Arabic, Chinese, French, Russian or Spanish) as the mother tongue or the language used for the purpose of education is essential, along with a thorough knowledge of its syntax and stylistics. The incumbent must also have excellent knowledge of English.

### Competencies

**Professionalism:** Excellent knowledge of interpretation rules and procedures and practices; ability to grasp the meaning of concepts and terminology and to provide rapid, accurate and idiomatically-correct interpretation services; well-developed translation skills; a good background of general culture; considerable experience in translating from English into Spanish, preferably technical or legal texts of a difficult and complex nature; a high degree of understanding of a wide range of technical or legal subjects; 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.

**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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.

**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

## MODE OF SECONDMENT

The duration of the secondment is one year, which can be extended for an additional year and exceptionally two. The secondee is expected to work five days per week.

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**As detached expert:** The individual is detached from the releasing Government/Agency but is assigned to work for ICAO.

**Trust Fund arrangement:** Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

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## ATTACHMENT C to State letter A4/32-21/44



# International Civil Aviation Organization Secondment Opportunity

## POSITION INFORMATION

Post Title:	Technical Writer/Editor (English)	Duration of Secondment:	One year
Grade Level:	P-2	Deadline for applications:	31 July 2021
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible

## THE ORGANIZATIONAL SETTING

Language and Publications provides interpretation, translation, and editorial services in the six ICAO working languages (Arabic, Chinese, English, French, Russian, and Spanish). Based on the principle of simultaneous distribution, it ensures the issuance of documentation to Council, its deliberative bodies, the Air Navigation Commission, and other ICAO meetings held within and away from Headquarters.

The English Translation and Editorial Section within Languages and Publications, is responsible for English translation and the editing, copy preparation, application of approved editorial standards, layout, formatting, graphics design, typography and proofreading required primarily for the issuance of ICAO commercial and non-commercial ICAO publications, but also for a variety of other products, in the six working languages of the Organization.

The timely production of publications in accordance with high quality standards is essential for the implementation of ICAO Standards and Recommended Practices (SARPs) by Member States and in support of the on-going work of the Organization.

The incumbent reports directly to the Chief, English Translation and Editorial Section, from whom s/he receives guidance and whom s/he consults on technical issues. The incumbent works in close collaboration and coordination with staff in the English Translation and Editorial Section and in the other work units within and outside LP as required, especially technical Bureaus.

## MAJOR DUTIES AND RESPONSIBILITIES

### Function 1 (incl. Expected results)

**In collaboration with the Chief/Supervisor, edits manuscripts submitted for new publications, new editions or amendments to existing saleable and non-saleable publications, achieving results such as:**

- Examine text for consistency and comprehensibility, correct syntax and stylistics, grammar, punctuation and idiomatic usage, and for adherence to ICAO standards and terminology.
- Perform more extensive editing as required, including rewriting, abridging and restructuring texts for greater readability and better logical sequence.
- Reformulate or delete statements likely to have adverse consequences for the Organization, in collaboration with the author or supervisor.
- Verify the accuracy of facts, references, dates, acronyms, symbols, calculations, units of measurement, quotations and citations, through research, reference sources and consultation.
- Ensure that tables, charts, maps and illustrations are properly and clearly presented and have the necessary headings, captions and notes.
- Consult and collaborate with colleagues, as necessary, to resolve problems and to share technical expertise and knowledge.
- Perform quality assurance/control by ensuring that editorial standards are met in the preparation of English-language publications.

### Function 2 (incl. Expected results)

**Facilitates typesetting and editing of English publications for printing and electronic publishing and for use as source material for translation into other languages**, achieving results such as:

- Determine the appropriate typographical presentation for publications and other material, including conversion and placement of graphics and tables, taking into account the distribution media (electronic, print copy, Web etc.), prepare instructions for typesetting, coordinate the execution of these instructions.
- Consult with authors/originators throughout the typesetting phase.
- Finalize pages for printing, calculating page lengths, placement of non-text items, running heads and folios.
- Ensure the clarity of all formats and presentations of the content, whether for online presentation or printed version; verify WEB links throughout WEB-published documents, ensuring that accurate and operational addresses have been provided for links.
- Prepare detailed instructions to the Reproduction Services Unit (REP) for the production and assembly of publications, preparing print-ready PDF files and emphasizing special requirements (reductions, use of color, fold-out plates, etc.).

### Function 3 (incl. Expected results)

**Participate in the production of saleable and non-saleable publications and for each assignment**, achieving results such as:

- Answer queries from Editorial Assistants, providing explanations/clarifications and liaising with authors/originators.
- Ensure final stage proofreading as needed.
- Ensure that copies of final English versions are prepared for Editorial Assistants working in languages other than English to follow, with all changes marked.
- Ensure that final electronic copies of publications in English, including tables and graphics, are provided to Editorial Assistants working in languages other than English for use in the production of their respective versions.

### Function 4 (incl. Expected results)

**Serves as a technical resource**, achieving results such as:

- As required, advise authors (both at the general service and professional levels) outside the Section on a variety of linguistic, stylistic, referencing and typesetting questions.
- In consultation with authors and technical assistants, explore options for improved efficiency and user-friendly formats for presentation of content, particularly in online versions (e.g.: applicability dates in Annexes and ICAO Catalogue of Publications).
- Provide, on an ongoing basis, guidance and briefing to the Section's graphics designers/typesetters, as well as to Editorial Assistants in the other languages, concerning software use, text conversions, page mark-ups and presentation.
- Participate in the development of specifications and procedures for publications produced on a routine basis, and particularly with respect to changes in document production technology.
- Assist in the preparation of working papers, studies and research projects on publications matters, as required.

### Function 5 (incl. Expected results)

**Keeps up to date with English language usage, ICAO terminology, editorial conventions, as well as desktop publishing techniques and software**, achieving results such as:

- Conduct research using relevant on-line or printed resources such as the UN Editorial Manual, ICAO TERM, dictionaries, and other language and referencing resources.
- Carry out editorial directives, incorporating new terminology and following approved linguistic guidelines, as required.
- Participate in software training courses when available, seeking solutions to software issues by consultation or research.

### Function 6 (incl. Expected results)

**Performs other related duties, as assigned.**

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

A first level university degree, preferably in English language, literature or a related area, with professional training in technical writing, communication or journalism.

## Professional experience

### Essential

- A minimum of three (3) years of relevant experience in technical writing, editing and publishing, with experience in a technical or scientific organization.

### Desirable

- Experience with structured publication standards and platforms, on-line publishing and digital content development in a multilingual environment.
- Experience with a technical or scientific organization dealing with civil aviation issues.
- Experience with the United Nations system.

## Languages

### Essential

A complete command of English as the mother tongue or the language used for the purpose of education, along with a thorough knowledge of its grammar, syntax and stylistics.

### Desirable

A very good command of one of the other official languages of the Organization.

## Competencies

**Professionalism:** 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.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**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.

**Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

**Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

## MODE OF SECONDMENT

The duration of the secondment is one year, which can be extended for an additional year and exceptionally two. The secondee is expected to work five days per week.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trust Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO the seconded individual will be considered an "Official" of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

**As detached expert:** The individual is detached from the releasing Government/Agency but is assigned to work for ICAO.

**Trust Fund arrangement:** Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

**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.

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