



# Vacancy Announcement

## INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2010/46/P-4 (Revised)

DEADLINE FOR APPLICATIONS: 15 October 2010

**TITLE:** STANDARDS AND PROCEDURES OFFICER  
**LEVEL:** P-4

**DUTY STATION:** Montréal  
**DATE FOR ENTRY ON DUTY:** After 28 January 2011  
**POST NO. AND CCOG CODE:** 3700.003/1.N.01.

**ORGANIZATIONAL UNIT:** Continuous Monitoring and Oversight Section, Safety Management and Monitoring, Air Navigation Bureau, Headquarters.

The Continuous Monitoring and Oversight Section (CMO) of the Air Navigation Bureau (ANB) is responsible for the management of the ICAO Universal Safety Oversight Audit Programme (USOAP), which is aimed at ensuring the effective implementation by ICAO Member States of safety-related Standards and Recommended Practices (SARPs) and associated procedures using a continuous monitoring approach. The Section is responsible for identifying safety deficiencies in Member States by conducting various USOAP activities such as safety oversight audits and ICAO Coordinated Validation Missions (ICVMs), assessing associated safety risks, and developing assistance strategies. The Section is also responsible for reporting on audit findings and determining the impact on aviation safety arising from the lack of effective implementation of the critical elements of a safety oversight system. Having completed a cycle of audits under the Comprehensive Systems Approach (CSA) pertaining to all safety related provisions in all safety-related Annexes to the *Convention on International Civil Aviation* (Doc 7300), the Programme methodology has now evolved from a cyclic approach to a continuous monitoring approach.

### QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

#### A. Academic qualifications

University degree, preferably in an aviation-related technical discipline, or equivalent qualifications and experience.

#### B. Professional experience and knowledge

1. Considerable experience (preferably ten years) working in an aviation environment, such as an airline or similar aviation-related organization in the flight operations domain, including experience in a Civil Aviation Authority in an aviation safety role involving practical experience at a management level, including certification of air carriers and conduct of safety oversight audits or inspections.
2. Must have, or have held, a Pilot Licence, preferably with experience as a pilot of air transport aircraft in international operations or equivalent experience related to flight operations certification and issuance of approvals.
3. Sound knowledge of Aeronautical Information Services, aircraft airworthiness, air traffic services, communications and technology.

#### C. Competencies

1. *Judgement/Decision-making:* Ability to take ownership of all responsibilities and honour commitments. Exercise mature judgement and demonstrate sound decision-making skills. Ability to recognize key issues and analyse relevant information before making recommendations and decisions.
2. *Communication:* Ability to write clearly and concisely and to present articulate verbal reports.
3. *Teamwork:* Ability to work collaboratively with colleagues to achieve organizational goals. Ability to maintain harmonious working relationships in a multinational environment. Sensitivity to cultural differences and ability to work within different cultural environments.
4. *Planning and organization:* Ability to develop clear goals that are consistent with agreed strategies. Ability to identify priorities and adjust as required.
5. *Client orientation:* Ability to establish and maintain partnerships with external collaborators. Ability to work successfully in a consensus-based system and advocate effectively. Ability to resolve and manage conflict successfully.
6. *Technological awareness:* Ability to keep abreast of new developments in professional field. Ability to 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 UN Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct.

#### E. Languages

Command of English, with a good knowledge of French and/or Spanish.

### QUALIFICATIONS & EXPERIENCE – DESIRABLE:

#### A. Experience and knowledge

1. Specialized flight safety experience in any of the fields of the transport of dangerous goods by air, aircraft accident and incident investigations, engineering and maintenance, air traffic control, airport operations and safety database management.
2. Experience as an aeronautical or safety engineer.
3. Knowledge and experience in the system safety field.
4. Certification as an ISO auditor and experience in the implementation of quality management systems and/or safety management systems.
5. Certification as a USOAP auditor.
6. Knowledge of ICAO functions, organization and world-wide activities in aircraft operations.

#### B. Languages

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

**MAJOR DUTIES**

Under the guidance of the Chief, Continuous Monitoring and Oversight Section (C/CMO), the incumbent will:

1. Prepare for, and participate in, the conduct of safety oversight audit and validation missions, either as a team leader or member, to determine compliance with the Chicago Convention or national regulations, conformance with ICAO Standards and adherence to ICAO Recommended Practices, procedures and good aviation safety practices.
2. Manage the information contained in the Universal Safety Oversight Audit Programme (USOAP) On-Line Framework in the areas of flight operations (including dangerous goods) and personnel licensing. Conduct analyses of audit findings and corrective action plans submitted by States to enable ICAO, States and international organizations to prioritize actions to resolve safety concerns.
3. Review audit findings, reports, corrective action plans and any other State information submitted related in the field of flight operations and personnel licensing matters. Review updates on the progress submitted by States on the level of implementation of the eight critical elements of a safety oversight system for posting on the FSIX public website and USOAP restricted website.
4. Coordinate with State National Continuous Monitoring Coordinators (NCMC), staff from ICAO Regional Offices, and staff from other ANB Sections on USOAP-related matters specifically in the field of flight operations, dangerous goods and personnel licensing.
5. Perform quality control on audit and validation reports and related documentation to ensure consistency with and adherence to established report preparation standards and requirements.
6. Contribute to the improvement of the CMO Quality Management System by applying quality assurance techniques and participating in the conduct of internal audits, in accordance with ISO requirements.
7. Participate in the preparation and conduct of safety oversight-related training courses and seminar/workshops in accordance with the Quality Management Systems Procedures (QMSPs).
8. Assist in the timely development and preparation of reports and working papers for the Assembly, Council and Air Navigation Commission.
9. Perform other related duties as assigned.

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

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|--------------------------------|-------------|----------------------------------|---|--|
| <b>REMUNERATION:</b> Level P-4 | <u>Rate</u> | <u>Net Base Salary per annum</u> | + | <u>Post Adjustment (net) per annum</u> |
|                                | Single      | U.S. \$66 482                    |   | U.S. \$35 168                          |
|                                | Dependency  | U.S. \$71 393                    |   | U.S. \$37 766                          |

Post Adjustment is subject to change.

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

ICAO staff members are international civil servants subject to the authority of the Secretary General and may be assigned to any activities or offices of the Organization.

ICAO staff members are expected to conduct themselves in a manner befitting their status as international civil servants. In this connection, ICAO has incorporated the 2001 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions. A copy of the Standards of Conduct is available on the ICAO employment website at <http://www.icao.int/employment>.

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

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

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

**HOW TO APPLY**

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

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

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

The form, if not available locally, may be obtained from Chief, Human Resources Branch, International Civil Aviation Organization, 999 University Street, Suite 4.35, Montréal, Quebec, CANADA H3C 5H7, fax no.: 514-954-6415, e-mail: [recruitment@icao.int](mailto:recruitment@icao.int) or by accessing the ICAO employment website at <http://www.icao.int/employment>. The application form is also available from the ICAO Regional Offices in Bangkok, Cairo, Dakar, Lima, Mexico City, Nairobi and Paris.

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.**