**POSITION INFORMATION**

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Chief, Implementation Planning and Support Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vacancy Notice:</td>
<td>2014/52/P 102770</td>
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<tr>
<td>Level:</td>
<td>P-5</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Montréal</td>
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<tr>
<td>Date for entry on duty:</td>
<td>After 15 January 2015</td>
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**THE ORGANIZATIONAL SETTING**

The Air Navigation Bureau (ANB) in ICAO is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council, and the Assembly. ANB provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and implementing the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP), including its aviation system block upgrades as well as producing yearly safety and air navigation status reports. The Bureau develops technical studies and proposals for Standards and Recommended Practices (SARPs), and Procedures for Air Navigation Services (PANS) for further processing by the governing bodies of ICAO. The Bureau also develops related procedures and guidance material. The Bureau also manages the ICAO Universal Safety Oversight Audit Programme (USOAP) that monitors all Member States on a continuous basis.

The Air Navigation Capacity and Efficiency entity (AN) is responsible for supporting States in the selection, planning and implementation of the Aviation System Block Upgrades (ASBUs) and Standards and Recommended Practices. AN is also responsible for providing assistance and support in the resolution of air navigation deficiencies and working with the Planning and Implementation Regional Groups (PIRGs) and the regional offices to help determine regional and sub-regional priorities and targets for ASBU Implementation.

The incumbent will report to the Deputy Director, Air Navigation Capacity and Efficiency (DD/AN), and is expected to conduct air navigation implementation planning and support activities in the Bureau as well as in the Regional Offices aligned with the Global Air Navigation Plan. To this end, s/he will work collaboratively as a team with the other Deputy Directors and Chiefs of the Bureau, Regional Directors and Deputy Directors, and others concerned.

**MAJOR DUTIES AND RESPONSIBILITIES**

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

Leads and supports the regional implementation of the GANP, its framework and timelines for the implementation of regulatory and operational improvements, achieving results such as:

- Support States, industry and other stakeholders in regional/sub-regional ASBU selection and prioritization, through the PIRGs.
- Promote the implementation of air navigation capacity and efficiency priority initiatives – currently performance-based navigation, continuous climb operations/continuous descent operations, and air traffic flow management/collaborative decision making – through the PIRGs and other relevant bodies.
- Develop the rollout of regulatory and operational improvement implementation support kits (so-called “iKits”).
- Oversee the planning and implementation of selected global and/or regional events intended to promote the awareness of the GANP and other relevant ICAO provisions, to ensure smooth and effective running of the events and thorough evaluation of the outcome of the events.
- Advise DD/ANCE, Regional Directors and others concerned on regional implementation progress and, as importantly, impediments to progress in order to develop mitigation strategies and associated actions.
- Prepare and present reports, when required, on regional implementation progress to ANC, Council and other stakeholders.
- Work with the Global Aviation Training (GAT) Office to define training requirements and develop training programmes for the implementation of the prioritized ASBUs.
Manages the air navigation-related regional performance dashboards and provides input to the annual Air Navigation Report, achieving results such as:

- Develop, implement and manage performance targets for each ICAO Region, ensuring consistency with evolving air navigation capacity and efficiency priority initiatives and the strategic objectives of the Organization.
- Liaise with focal points at the Regional Offices to ensure the maintenance and, when necessary, development of the information available on the dashboards.
- Assess, on a continuous basis, the level of performance being achieved by States in the ICAO regions and compile periodic analyses (in the form of summary performance reports) for the Bureau and Regional Offices as well as for inclusion in the annual Air Navigation Report.
- Promote coordination and collaboration between the Bureau and Regional Offices, as well as States and industry, with respect to addressing any regional under-performance that may exist.
- Promote the analysis and report of the reduction in greenhouse gas emissions achieved by the implementation of the ASBUs modules, and in particular the air navigation capacity and efficiency priority initiatives.

Oversees technical support to regional air navigation programmes and projects, achieving results such as:

- Maintain close contact between the Bureau, Regional Offices and Technical Cooperation Bureau (TCB), as appropriate, to ensure the timely and appropriate availability of technical expertise needed to support the regional implementation, by States, of the ICAO provisions.
- Encourage coordination and collaboration between States, industry and other stakeholders in respect of air navigation programmes and projects, particularly with a view to resolving identified air navigation deficiencies.
- Develop strategies and propose innovative ways to assist States, industry and other stakeholders to target particular areas of concern or to address emerging issues.
- Working with the Oversight Audit Section, develop strategies and propose ways to assist States to implement the corrective action plans.

Administers the management of the regional air navigation plans and supplementary procedures, achieving results such as:

- Ensure the timely review and update of the regional air navigation plans (ANPs) and supplementary procedures (SUPPs), by the Regional Offices, consistent with evolving global and/or regional air navigation planning.
- Ensure that supplementary procedures are not overlapping or conflicting with the Annexes to the Convention or the PANS.
- Oversee the development of an electronic-ANP (eANP), in coordination with the Information and Communication Technology (ICT) Section, and support the rollout to the Regional Offices including through the development of relevant user guides.

Leads, supervises and manages the work and staff of the Implementation Planning and Support Section - Air Navigation (IMP-AN), achieving results such as:

- Ensure alignment of the activities of the Section with ICAO Strategic Objectives, policies, regulations and business plans.
- Proactively identify and resolve issues that impede the effective and efficient conduct of the activities of the Section.
- Develop and decide Section-level business systems and practices that are in keeping with ICAO rules and policies and that provide maximum support to the effective and efficient conduct of IMP-AN operations.
- Integrate a planning, execution and reporting processes related to air navigation activities.
- Review and control working papers, reports, briefings and other deliverables.
- Plan, organize and manage the resources in order to provide timely and effective service delivery.
- Ensure the timely and accurate preparation and presentation of Working Papers for the ANC, Council and International meetings related to air navigation matters.

Performs other related duties, as assigned.
QUALIFICATIONS AND EXPERIENCE

Educational background

An advanced level university degree (Master’s degree or equivalent) in aeronautics, or in a related field, is required. A technical qualification in aviation such as an airline transport pilot license (ATPL), air traffic control (ATC) license, or aircraft maintenance engineering license (AME) may be accepted in lieu of a first level university degree. A combination of a first level degree as well as relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

Professional experience and knowledge

Essential

- Extensive experience (twelve years or more) in progressively responsible positions related to air navigation capacity and efficiency planning and implementation within an international organization, national government, and/or major service provider (airport or air navigation services provider).
- Extensive experience with PIRGs and processes used by PIRGs leading implementation efforts.
- Extensive knowledge of the Regional and Global Air Traffic Management needs currently and for the future.
- Practical knowledge of air navigation infrastructure, flight inspection and airspace management.
- Excellent ability to use computers and contemporary networks.
- Familiarity in the use of project management tools, methods, processes and techniques.

Desirable

- Extensive knowledge of ICAO safety and air navigation strategic objectives, provisions, plans and implementation processes.
- Hands-on experience in procedure design and implementation of new technologies.
- Good knowledge of civil aviation issues in the various ICAO regions, and familiarity with the work of other related international organizations.
- Familiarity with activities concerning ATM-related research, development, trials and demonstrations in progress in ICAO Regions.

Language Skills

Essential

- Fluent reading, writing and speaking abilities in English.

Desirable

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

Competencies

1. **Judgment and Decision-making**: The person is in a role where s/he is expected to identify key issues quickly, gather relevant information, consider positive and negative impacts, check assumptions against facts and make tough decisions when necessary.
2. **Communication**: The ability to convey oral and written communication clearly and concisely; listening to understand, and asking questions to verify understanding.
3. **Planning and Organizing**: The ability to set clear goals, to prioritize, to anticipate problems or risks and use time efficiently.
4. **Human Relations**: The willingness and ability to respect and value diversity, treat others with equality and respect, and to understand the impact of one’s own behaviour on others.
5. **Client Orientation**: The willingness and ability to see things from the clients’ perspective, anticipate client needs and concerns; find appropriate solutions for clients and keep clients informed.
6. **Accountability**: The willingness and ability to accept responsibility for oneself and one’s responsibilities; taking ownership for actions and outcomes.
7. **Commitment to continuous learning**: The willingness and ability to engage in self-development, keep oneself up-to-date with new developments, help others to learn and learn from others.
8. **Technological awareness**: The willingness and ability to keep abreast of available technology, understand the applications and limitations of technology, and actively seek to apply and learn about new technology.
9. **Teamwork**: The willingness and ability to work collaboratively with others.

CONDITIONS OF EMPLOYMENT

It should be noted that this post is to be filled on a fixed-term basis for an initial period of three years (first year is probationary for an external candidate).
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 within the duty station.

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.

ICAO offers an attractive benefit package to its employees in accordance with the policies of the International Civil Service Commission (ICSC).

The statutory retirement age for staff entering or re-entering service after 1 January 2014 is 65. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

## Remuneration:

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<tr>
<th>Level</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tbody>
<tr>
<td>P-5</td>
<td>Single</td>
<td>USD 80,887</td>
<td>USD 40,767</td>
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<td></td>
<td>Dependency</td>
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(*) Post Adjustment is subject to change.

### HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO’s e-Recruitment website at: [https://careers.icao.int](https://careers.icao.int).

### 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.