International Civil Aviation Organization
Vacancy Notice

POSITION INFORMATION

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Chief, Aviation Medicine Section</th>
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<tbody>
<tr>
<td>Vacancy Notice:</td>
<td>2015/19/P 102599</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 30 March 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 Aviation Medicine Section (MED) is responsible for supporting States in enhancing the aeromedical component of flight safety through the development of Standards and Recommended Practices (SARPs), procedures and guidance. It is also responsible for leading the aviation sector in the development of SARPs, procedures and guidance with respect to planning for and management of public health events that involve aviation.

The incumbent will report to the Deputy Director, Aviation Safety (DD/SAF) and is solely responsible for all aspects of aviation medicine that require the involvement of ICAO. The two main areas of work concern updating and developing: (1) Annex 1 — Personnel Licensing (provisions and associated guidance material related to the medical fitness of license applicants) and, (2) Provisions (and associated guidance material) in various Annexes and Procedures related to prevention and management of public health events that impact the aviation sector.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Develops, promotes and monitors the medical provisions in ICAO’s regulatory documents related to medical fitness of license applicants and develops or updates associated guidance material, sometimes with the assistance of a Medical Provisions Study Group (MPSG), achieving results such as:

- Introduce, propose and prepare new SARPs or amendments of current SARPs to reduce aeromedical flight safety risk, or control aeromedical risks at reduced cost.
- Develop and/or revise guidance material, particularly that contained in the ICAO Manual of Civil Aviation Medicine (Doc 8984) for use in the interpretation and implementation of medically related SARPs by medical departments of civil aviation administrations and by designated medical examiners.
- Plan, organize, prepare and/or deliver aviation medicine seminars, various meetings, conferences and/or symposia to designated medical examiners and other relevant professionals.
- Manage Medical Provisions Study Group meetings to produce guidance on development of new medical SARPs.
- Manage the Aviation Medicine web page to include a description of the role of civil aviation medicine, information on upcoming major aviation medicine events and provision of links to other relevant information sources.
Function 2 (incl. Expected results)

Develops, promotes and monitors ICAO provisions related to prevention and management of public health events and develops or updates associated guidance material, achieving results such as:

- Introduce, propose and prepare new SARPs, or amendments of current SARPs, to improve management and mitigation of the effects of public health events that impact the aviation sector so as to help minimize loss of life, health risks and financial losses.
- Manage and promote the revision of guidance material relating to management of public health events that impact the aviation sector.
- Manage the Collaborative Arrangement for the Prevention and Management of Public Health Events in Civil Aviation (CAPSCA) website to include notification of upcoming events, reports of CAPSCA meetings and an information resource on public health activities of relevance to the aviation sector.
- Plan, organize, prepare and/or deliver aviation medicine seminars, various meetings, conferences and symposia to aviation and health professionals involved in preparedness and management of public health events that impact the aviation sector.

Function 3 (incl. Expected results)

Leads, promotes and manages the CAPSCA programme, achieving results such as:

- Lead, plan, organize, and participate in Regional and Global CAPSCA meetings.
- Promote, arrange and conduct assistance visits to States/International airports.
- Act as focal point with UN Agencies, States and other international organizations.
- Proactively seek financial and in-kind support from States and other sources to support the CAPSCA programme.
- Manage and supervise the CAPSCA programme fund.
- Provide regular narrative and financial reports, as required, on the implementation of the CAPSCA programme.

Function 4 (incl. Expected results)

Liaises with and provides specialist advice to other Sections of the Air Navigation Bureau, other Sections in different Bureaus, and ICAO Regional Offices related to: flight operations and licensing; accident investigation; management of medical aspects fatigue; cabin air quality; passenger and crew health including on board medical supplies; management of on board public health events; safe transport of medically related dangerous goods; safety management as applied to aviation medicine; medical fitness of remote pilots; safety oversight audit of medical topics, achieving results such as:

- Develop and revise medically related SARPs and associated guidance material for other Sections.
- Develop and revise safety management related SARPs and guidance material.
- Develop and/or support delivery of medically-related training material.

Function 5 (incl. Expected results)

Provides advice to States, international agencies, organizations (especially the World Health Organization (WHO)) and medical associations on all aspects of civil aviation medicine in which ICAO has a role, or may have a role in the future, achieving results such as:

- Lead the aviation input to public health documents produced by WHO.
- Supervise the establishment by Regional Safety Oversight Organizations and other regional bodies of regional centres of aviation medicine.
- Provide a timely response to questions on aviation medicine from any relevant source.
- Provide input to media, in consultation with corporate communications.

Function 6 (incl. Expected results)

Promotes the role of ICAO in international societies of aviation medicine e.g. Aerospace Medical Association; International Academy of Aviation and Space Medicine. Promotes excellence in the scientific field of aviation medicine through contributions to such society activities; takes part in relevant academic activities such as contributing to peer reviewed journals and textbooks. Provides the “ICAO view” of contemporary aviation medicine topics at international scientific meetings achieving results such as:

- Prepare and deliver scientific articles for peer-reviewed journals.
• Prepare and deliver chapters for textbooks on aviation medicine matters.
• Present briefing and technical articles at scientific meetings.

**Function 7 (incl. Expected results)**

Performs other related duties, as assigned.

### Qualifications and Experience

#### Educational background

Doctor of Medicine (MD) degree from a recognized university and licence to practice medicine as a physician in at least one Contracting State. Postgraduate training in aviation medicine to at least diploma level.

#### Professional experience and knowledge

**Essential**

- Extensive experience (twelve years or more) at a senior level in the field of civil aviation medicine in a national government and/or international organization and/or international airline.
- Extensive experience in and sound knowledge of the regulatory aspects of aviation medicine related to the work of designated medical examiners and the interpretation of ICAO medical provisions, including significant experience as a designated medical examiner of professional pilots and/or air traffic controllers or as a medical assessor.
- Substantive experience in international cooperation within the aviation medicine field.
- Knowledge of the external flight environment, the airline cabin environment and on board medical supplies.
- Experience in the inter-relationship of associated fields of personnel licensing, aircraft operations, airworthiness and accident investigation.
- Knowledge of emergency preparedness and response, especially with respect to managing public health events that impact the aviation sector.

**Desirable**

- Experience in public health, related to preparedness planning and response to public health events that impact the aviation sector.
- Experience as a pilot or of flight deck operations.
- Experience in and knowledge of safety management and human factors in aviation.
  - Experience in preventive medicine

#### 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.

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**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.

<table>
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<tr>
<th>Remuneration:</th>
<th>Level P-5</th>
<th>Rate</th>
<th>Net Base Salary per annum</th>
<th>+</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
<td>Single</td>
<td>USD 81,704</td>
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<td>USD 34,724</td>
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<tr>
<td></td>
<td>Dependency</td>
<td>USD 87,948</td>
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<td>USD 37,377</td>
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(*) Post Adjustment is subject to change.

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**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).

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**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.