



International Civil Aviation Organization

Vacancy Notice

POSITION INFORMATION

Post Title:	Project Management Officer	Vacancy Notice:	201847P 105782
Level:	P-3	Posting period:	30 October 2018 – 2 December 2018
Duty Station:	Montreal	Date for entry on duty:	As Soon As Possible
Special Notice: The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ Achieve gender equality and empower all women and girls. ” Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.			

THE ORGANIZATIONAL SETTINGS

The Bureau of Administration and Services (ADB) plays a lead role in the effective and efficient administrative management of the Organization by ensuring the provision of high-quality physical and human resources, by applying the highest standards of work ethics and conduct, and by using results based management skills and tools to support the Organization in implementing its Strategic Objectives, in order to serve all stakeholders of the world aviation community.

The Information and Administrative Services (IAS) Division falls under the auspices of the Bureau of Administration and Services (ADB) and is headed by the Director, IAS (DD/IAS) who has responsibility for planning, developing and implementing an information management strategy, setting and enforcing common ICT standards throughout the Organization, and efficiently and effectively managing central ICT and web-management services to support the various business needs of the Organization.

The Enterprise Technology Section (ETS), under the management of the Chief, ETS Section (C/ETS), reports directly to the DD/IAS and is a service provider which plans, acquires or develops and manages the Organization’s enterprise applications and systems. Key activities of the Section include the establishment of basic infrastructure and networking; software development and support for enterprise applications; ERP and Web management as well as Regional Offices support.

The position reports directly to the Chief, ETS Section, ADB, with whom s/he consults on complex issues. The incumbent will lead efforts to re-establish the Project Management Group and implement the agreed Project Management governance framework for the organization.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Manages ICT project portfolios, achieving results such as:

- Promote collaborative relationships within ICAO between various Headquarters departments, Regional Offices and knowledge sharing of ICT project management best practices, including the proper capacity and resource allocation for ICT project management.
- Implement the integration of collaboration tools (SharePoint, Confluence, Jira or other appropriate tool) to proactively communicate project status.
- Manage ICT project portfolios and advise on ICT projects status using KPIs, reports and/or dashboards.
- Facilitate communication on status of projects by providing guidance to ICT project managers on potential issues and risk management.

Function 2 (incl. Expected results)

Contributes to the management of the Project Management Office, achieving results such as:

- Participate in the work of the Project Management Governance Group, as required.

- Support efforts in strategic planning and policy development for ICT project management for ICAO, developing new policies as well as proposals on revisions to ICT project management policies and procedures and recommending strategies for the effective implementation of ICT Project Management Framework.
- Review and address, as appropriate, audit recommendations that are related to ICT project management.
- Set policy standards for the ICT projects management as well as for control and oversight regarding the adherence to rules, procedures and standards.
- Promote the review and adaptation of Project Documentation standards.

Function 3 (incl. Expected results)

Provides training and mentoring on project management, achieving results such as:

- Develop support tools and mechanisms, including project management training material.
- Advise ICT and non-ICT audiences on the latest developments in project management.
- Support and coach ICT project teams on the application and use of project management best practices.
- Advise current project teams on new techniques and industry trends for efficient project control.
- Participate in courses, conferences, seminars and exhibitions related to project management.

Function 4 (incl. Expected results)

Provides guidance on ICT activities and initiatives in support of the information management systems, achieving results such as:

- Lead and maintain governance of best ICT practices for project management
- Advise management on information technology questions and procedures for best project management practices.
- Develop recommendations on improvements to the management of new and existing ICT projects
- Implement automation policies and guidelines, on an on-going basis.

Function 5 (incl. Expected results)

Maintains organizational standards and methodologies for application development, maintenance and documentation, achieving results such as:

- Review and approve quality assurance and testing procedures for application certification.
- Train managers on newly adopted methodologies.
- Research and keep abreast of emerging technologies and provide advice on potential relevance to the Organization.
- Participate in courses, conferences, seminars and exhibitions related to new information technologies.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

- A first-level university degree, preferably in information technology or a related field, is required.
- PRINCE 2 practitioner certification.

Professional experience

Essential

At least 6 years of experience working in the field of ICT project or portfolio management.

Broad experience with a matrix organization.

Professional experience with Microsoft technology: Windows, SharePoint administration and design, Active Directory, IIS.

Supervisory experience in leading project/team members.

Desirable

Experience in managing several projects concurrently, empowering and supporting project team members.

Knowledge of collaboration systems such as Confluence, and bug tracking systems such as Jira

Languages

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

Professionalism: Extensive knowledge of project management methodologies, including PRINCE 2 methodology. Sound knowledge of Microsoft Office, more specifically SharePoint, MS Project and MS Word. Knowledge of collaboration systems such as Confluence, and Jira, is an asset. Knowledge of Agresso ERP System. 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.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

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.

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. A copy of the Standards of Conduct as well as the summary of benefits is available on the ICAO employment website at <http://www.icao.int/Employment>

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:	Level P-3	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
		USD \$59,151		USD \$22,832

(*) 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-new.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.