



International Civil Aviation Organization

Job Description

POSITION INFORMATION

Current Title:	Secondment- Associate Assistant to Director TCB	Approved Title:	Secondment- Associate Assistant to Director TCB
Current Classification Level:	P-2	Approved Classification Level:	
Position Number:		CCOG	
Cost Centre:		Position classified by:	
Reports to Position/Grade:	D/TCB (D-2)	Duty Station:	Montreal, Canada
Position Type:	Budgeted	EGR (yes/no):	
	Supernumerary		

THE ORGANIZATIONAL SETTING

The Technical Cooperation Bureau (TCB) is responsible for the execution of ICAO's Technical Cooperation Programme, advising and providing technical support and assistance to Member States, donors, the private sector and other funding institutions in all matters relating to the development of a safe, secure and environmentally friendly civil aviation sector. TCB provides a broad range of services, including assistance in reviewing the structure and organization of national civil aviation institutions, updating the infrastructure and services of airports and air navigation systems, protecting the environment, facilitating technology transfer and capacity building, promoting ICAO Standards and Recommended Practices (SARPs) and supporting remedial action resulting from the Universal Safety Oversight Audit Programme (USOAP) and the Universal Security Audit Programme (USAP) audits.

The Office of the Director Technical Cooperation Bureau (OD/TCB) under the delegated authority of the Secretary General, is responsible for managing and coordinating the work and staff of the Bureau, and for the planning, development and implementation of ICAO Technical Cooperation Programme (TCP) and its related projects and activities. In addition it is dedicated in the programming and reporting process to the Council.

The incumbent reports directly to the **Director Technical Cooperation Bureau** who will closely supervise the incumbent and from whom s/he seeks advice and guidance on complex technical aspects of the position.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports and participates in the development of international cooperation projects for TCB, within the guidelines and close supervision of the Director of TCB and/or Chiefs of Section and the applicable frameworks for Field Operations Section, Field Personnel Section, Procurement Section and Training, achieving results such as:

- Collection and analysis of data, for the development of TCB's strategy related to ICAO Council's objectives and the Secretary's General priorities.
- Identify and analyse potential operational frameworks and guidelines applicable to cooperation.
- Research and analyse potential new projects oriented to expand TCB's projects portfolio and support the management of the outreach process.
- Make recommendations for the marketing strategy and investment of the projects' budgets (cost).
- Identify potential risks associated with the Cooperation and make recommendations for mitigation.
- Develop and implement and/or support the management of the implementation schedule of the projects and their deadlines.
- Research mechanisms for the management of funds of Technical Assistance projects.
- Collect and gather data out of the client satisfaction surveys, making recommendations from a continuous improvement perspective.
- Monitor and analyse TCB's performance indicators.
- Prepare reports and technical analyses for transmittal to management.
- Maintain liaison with, and support other Sections within TCB.

Function 2 (incl. Expected results)

Supports the TCB external relations strategies and training programmes, achieving results such as:

- Participate in the maintenance of external relationships with civil aviation authorities and other stakeholders involved in international cooperation.
- Support of ICAO-TCB fellowships programme (such as training plans) with contracting states, organizations and institutions.
- Preparation of bilateral technical cooperation agreements within civil aviation and aeronautical industry.
- Provide analysis of issues raised by States and international organizations in the field technical cooperation.
- Provide analytical support for the development of plans to ensure compliance with the activities of the process.
- Collect data and maintains the data base of the annual trainings plans from donors states.

Function 3 (incl. Expected results)

Organizes and support the delivery of workshops, seminars and summits, achieving results such as:

- Support the celebration of seminars and/or workshops aimed at developing capacity or addressing specific challenges.
- Undertake missions with Seniors Officials to States and establish a credible presence of TCB at meetings of other international organizations and at international meetings on technical aspects of the technical cooperation.
- Prepare working papers, reports, briefs, and correspondence on technical/operational TCB related subjects.
- Promotes the TCB among ICAO Member States during symposia, seminars and workshops activities.

Function 4 (incl. Expected results)

Performs other related duties, as assigned.

IMPACT OF THE OUTCOME OF THE POSITION

The impact of the key functions on the Technical Cooperation Programme (TCP) and the Bureau as a whole is significant as they are essential to the future attainment of the objectives established in the TCP, TCB's strategic plan and its performance indicators. The position will have a positive effect on the implementation rate of the TCP and the related stakeholders of TCB's projects by identifying possible areas for cooperation with partners relevant to the programme, through targeted implementation planning and support activities

The incumbent will provide useful analytical support in the preparation of proposals with respect to the outreach of new projects, presence of TCB within the industry and for the development and implementation of bilateral agreements. S/he will collect the necessary data and manage the database in order to make recommendations to States regarding technical cooperation needs related to the implementation of the corrective actions of the USOAP.

WORK RELATIONS AND CONTACTS

The incumbent will work collaboratively with Technical Officers within the TCB, other Bureaus and Regional Officers in relation to technical cooperation and technical assistance projects. Furthermore, the incumbent will prepare briefs for the Director and Chiefs of section on the status of potential project's niches and states' needs for cooperation.

Externally, under the close supervision of the Director TCB and Chiefs of section will maintain contact with the designated focal points from Representatives of Contracting States to obtain and analyse views and feedback as well as with designated focal points of international and regional organizations to collect and gather relevant information to support the development of potential agreements.

COMPETENCIES

Core Competencies:

Professionalism: Knowledge of ICAO's work, United Nations results-based management, risk management, and current methodologies and standards for programme design, monitoring and evaluation; 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.

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.

Vision: Identifies strategic issues, opportunities and risks; clearly communicates links between the Organization’s strategy and the bureau’s objectives and goals; generates and communicates broad and compelling organizational direction, inspiring others to pursue that same direction; conveys enthusiasm about future possibilities.

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.

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.

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.

Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

A first level university degree in, international affairs, political sciences, business administration, financial accountancy, aviation or in a related field.

Desirable

Second level (Master degree) in, international affairs, political sciences, business administration, financial accountancy, aviation or in a related field.

Professional experience

Essential

- Minimum of three years of experience in positions related to the implementation of cooperation projects or within a Governmental Civil Aviation Authority.
- Experience in results-based project implementation, strategic planning, corporate performance management and risk management.
- Experience in the implementation of Civil Aviation related projects.
- Excellent experience in the use of computers, latest software and contemporary networks.

Desirable

- Proven experience in attending, as observer, to high-level negotiations at the international level, supporting the preparation of international meetings.

Languages

Essential

Fluent reading, writing and speaking abilities in English. Working knowledge of Spanish

Desirable

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

SIGNATURES

Certifying Authorities

Approving Authorities

Immediate Supervisor	Deputy Director/Chief of Branch, Office or Section	Bureau Director/Regional Director	C/FIN, D/ADB (ARGF), or C/BSS (AOSC) (Budget certification in accordance with Staff Rule 102.2)	D/ADB: (GS posts) SG: (P-1 to P-5, D-1 and D-2)
Name:	Name:	Name:	Name:	Name:
Signature:	Signature:	Signature:	Signature:	Signature:
Date:	Date:	Date:	Date:	Date: