



# International Civil Aviation Organization

## Vacancy Notice

### POSITION INFORMATION

Post Title:	Special Adviser to the President of the Council	Vacancy Notice:	2017/60/P 101000
Level:	D-1	Posting period:	15 November 2017 – 15 December 2017
Duty Station:	Montréal, Canada	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's development 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 SETTING

The ICAO Council is a permanent body of the Organization responsible to the Assembly. The Council has numerous functions, notable among which are to submit reports to the Assembly; carry out the directions of the Assembly; and discharge the duties and obligations which are laid on it by the *Convention on International Civil Aviation*. The Council has several committees, including the Air Transport Committee, the Committee on Joint Support of Air Navigation Services, the Finance Committee, the Committee on Unlawful Interference, the Technical Co-operation Committee and the Human Resources Committee. As the governing body of the Organization, the Council gives continuing direction to the work of ICAO. In this regard, one of its major duties is to adopt international Standards and Recommended Practices (SARPs) and to incorporate these as Annexes to the Chicago Convention.

The Office of the President of the Council is responsible for carrying out the directions of the Council. The incumbent of this post reports directly to the President of the Council with whom s/he consults on politically sensitive issues. The supervisory responsibility includes administrative supervision, as well as performance evaluation, delegation, distribution of tasks, and decisions on priorities.

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Provides policy advice to the President of the Council on matters concerning international civil aviation, referred for the attention of the Assembly, the Council and its Committees, achieving results such as:**

- Advise the President on policy issues related to the work of the Council and its subsidiary bodies.
- Provide policy advice and recommendations on the review and adoption of new, and amendment of existing, International Standards and Recommended Practices (SARPs).
- Review and advise the President on policy/technical papers, reports, and other documentation on international civil aviation and other related matters submitted for presentation to the Assembly, the Council and its Committees, as well as other policy-making bodies.
- Support the President of the Council in ensuring that the directions of the Assembly are carried out.
- Advise the President of any global events that could affect the safety and security of international civil aviation.

## Function 2 (incl. Expected results)

**Serves as liaison between the President of the Council and representatives of Member States and international organizations on matters of concern to, or for the attention of, the Council,** achieving results such as:

- Attend meetings of the Assembly, the Council and its subsidiary bodies and report to the President, particularly as it relates to controversial or sensitive issues.
- Maintain liaison with high-ranking representatives of Member States, as well as representatives of other international organizations and external partners.
- Coordinate activities of Member States in relation to the Council President's responsibilities.
- Organize and attend meetings on behalf of the President of the Council, as required.

## Function 3 (incl. Expected results)

**Supports the President in the coordination of activities of the Assembly, the ICAO Council and its subsidiary bodies,** achieving results such as:

- Coordinate the work programmes of the Council and its subsidiaries bodies, as well as the provisional agenda of the Assembly and related activities.
- Coordinate the preparation of the Assembly working paper related to the functioning of the Assembly, which includes the timetable for consideration of items.
- Oversee arrangements relating to the receipt of credentials of Council Members.
- Coordinate the preparation of Council Working papers dealing with such items as the Appointment of the Secretary General, Appointment of the President of the Air Navigation Commission, Elections by the Council, among others.
- Maintain liaison with panels, working groups or other entities established to study specific aviation-related issues that come to the attention of the Council, or areas of concern to the Council, or the President.
- Review nominations to the Air Navigation Commission and Committees and Working Groups of the Council, and advise the President accordingly.
- Review, and advise the President on, nominations for the Edward Warner Award and Council President Certificates.

## Function 4 (incl. Expected results)

**Leads and manages the work programme of the Office of the President of the Council, ensuring overall coordination of support to the President in the execution of her/his mandate,** achieving results such as:

- Support the President of the Council in the preparation and implementation of the work programme of the Office of the President, determining priorities and monitoring progress; provide leadership and guidance to a team of staff assigned to the Office of the President.
- Coordinate the activities of the Office as they relate to the President's responsibilities, and monitor their implementation.
- Coordinate and oversee the preparation for the President's meetings, missions, State visits, etc.
- Oversee the preparation and review of draft correspondence, official statements and reports for the President's signature or clearance.

## Function 5 (incl. Expected results)

**Performs other related duties, as assigned.**

## COMPETENCIES

**Professionalism:** Familiarity with ICAO's work aimed at enhancing global civil aviation safety, increasing capacity and improving efficiency of the global civil aviation system. Knowledge of the rules of procedure of a UN governing body; strong analytical skills and proven ability to develop policy options and strategies; ability to establish and maintain contacts at all levels; sound political judgement and demonstrated ability to deal with complex issues with diplomacy and tact; 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 audience; demonstrates openness in sharing information and keeping people informed.

**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.

**Accountability:** Takes ownership for 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.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**Judgement/Decision-Making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## QUALIFICATIONS AND EXPERIENCE

### Education

An advanced level University degree (Master's degree or academic equivalent), preferably in an aviation-related field, scientific or technical discipline, management, administration, social sciences, economics, law or a related area is required.

### Professional experience

#### Essential

- A minimum of fifteen (15) years of progressively responsible experience in the area of civil aviation in a public or private sector organization.
- Experience in providing strategic policy advice to senior level officials in the area of international civil aviation.
- Experience at the international level or dealing with aviation matters crossing national boundaries, including high-level negotiation with government authorities.
- Managerial experience at the senior executive level in a civil aviation organization.

#### Desirable

- Experience in an international organization, preferably dealing with technical issues.

### 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, Spanish).

## CONDITIONS OF EMPLOYMENT

**It should be noted that this post is to be filled on a fixed-term non-career basis until 31 December 2019 (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 1990 is 62 and 65 after 1 January 2014. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

Remuneration:	Level D-1	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
			USD \$96,865		USD \$40,392

(\*) Post Adjustment is subject to change.

## HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit the [ICAO Careers website](#).

## 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.