



International Civil Aviation Organization

Vacancy Notice

POSITION INFORMATION

Post Title:	Regional Director	Vacancy Notice:	2018/41/P 101666
Level:	D-1	Posting period:	4 October 2018 – 4 December 2018
Duty Station:	Dakar, Senegal	Date for entry on duty:	After 8 September 2019
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 [Western and Central African \(WACAF\) Office](#) is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate organizations, regional civil aviation bodies and sub-regional bodies and UN Agencies and programmes operating in the Region. The Regional Office ensures interregional coordination and promotes the timely and harmonized implementation of ICAO Strategic Objectives, policies and decisions, within the context of Global and Regional Plans. The Regional Office also provides technical guidance and assists States with implementation of Standards and Recommended Practices (SARPs).

The Regional Director serves as the Representative of the Secretary General to States to which the Regional Office is accredited; develops and leads the implementation of the work programme for the Regional Office, in coordination with Bureaus/Offices at Headquarters; provides technical advice and assistance to States on the development and implementation of Regional planning framework for all the Strategic objectives of the Organization; and coordinates the delivery of ICAO programme activities within the region in collaboration with States, and regional and sub-regional groups. The Regional Director is responsible for the promotion and follow-up of technical cooperation and technical assistance activities in the Region.

The Regional Director leads the programme team, inspiring it to translate the regional and country goals into locally adapted solutions and results in line with the overall global plans, strategies and objectives of the Organization.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Serves as Representative of the Secretary General within the Region, achieving results such as:

- Promote ICAO's views and interests and ensure the successful implementation of the Organization's mandate and objectives within the Region.
- Actively lead regional initiatives and promote regional technical cooperation and assistance projects aimed at supporting a safe, efficient, secure, economically sustainable and environmentally responsible civil aviation system.
- Act as secretary to regional group meetings and coordinate regional programmes dealing with aviation safety (RASG-AFI, AFI Plan), air navigation capacity and efficiency (APIRG), aviation security and facilitation (AFI SECFAL Plan), environmental protection, human resources development fund (HRDF), and other air transport related initiatives; participate in high-level meetings dealing with civil aviation and other matters relevant to the work of the ICAO regional office.
- Coordinate and follow up on visits to States by the Secretary General and/or President of the ICAO Council, and provide advice, briefing notes, matters for discussion, expected outcomes, and other supporting information.

Function 2 (incl. Expected results)

Supports the implementation of the ICAO Global Aviation Safety Plan (GASP), Global Air Navigation Plan (GANP), Global Aviation Security Plan (GASeP), and the “No Country Left Behind” initiative, achieving results such as:

- Provide strategic advice and assistance to high level authorities in Member States in the implementation of global aviation safety, security and facilitation, and air navigation capacity and efficiency plans, giving high priority to those States with Significant Safety Concerns (SSCs), Significant Security Concerns (SSeCs) and deficiencies.
- Develop State-specific ICAO Plans of Action in relation to aviation safety, aviation security and facilitation, and environment-related issues, and follow up on their implementation by States.
- Cooperate and coordinate with other partners providing technical assistance in the Region.
- Support States in the implementation of ICAO SARPs; coordinate required assistance for States, including related training activities, in coordination with the Global Aviation Training (GAT) Office.

Function 3 (incl. Expected results)

Provides strategic policy advice and guidance on ICAO programmes in the Region, achieving results such as:

- Make strategic recommendations on the technical support needs of States in the Region.
- Progressively develop the safety, air navigation, and aviation security systems in the Region.
- Coordinate oversight of continuous monitoring activities in the Region and technical support planning and evaluation missions.
- Deliver expert contributions to policy development and evaluation of programme activities.

Function 4 (incl. Expected results)

Fosters partnerships and resource mobilization within the Region, achieving results such as:

- Establish productive interaction with representatives of Member States, donors, other international organizations and interested parties.
- Design and implement partnership and resource mobilization plans.
- Support capacity building initiatives to ensure sustainable development of the air transport system.
- Assess the need and develop proposals for regional meetings in consultation with States and HQ, as appropriate.
- Identify prospects and lead initiatives for strategic networking with other donors, lenders, research institutions, regional bodies, international organizations and policy makers.
- Support the establishment and maintenance of a global database of aviation personnel whose training was supported by ICAO, and monitor their deployment.

Function 5 (incl. Expected results)

Plans and develops the Regional Office’s work programme and directs its implementation, achieving results such as:

- Ensure that functions and work programme of the Regional Office are performed efficiently and in line with the Strategic Objectives and the Business Plan of the Organization.
- Coordinate with the Technical Co-operation Bureau (TCB) and other Bureaus, as required, regarding technical support to States in the Region.
- Ensure regular update of regional plans and programmes.
- Adjust/adapt programmes and approaches to accommodate changing regional circumstances of critical importance.
- Provide direction and guidance to a team of professional, technical and support staff.
- Manage staff performance and ensure that activities and programme delivery are efficiently and effectively delivered and consistent with ICAO policy, quality and relevance.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced level university degree (Master's Degree or academic equivalent) in an aviation-related field, including scientific or technical discipline, management, administration, economics, law or a related area.

Professional experience

Essential

- A minimum of fifteen (15) years of progressively responsible experience in aviation safety, air navigation, air transport or related area.
- Managerial experience at the senior executive level in a public or private civil aviation organization.
- Experience at the international level or dealing with aviation matters crossing national boundaries, including high-level negotiation with government authorities.
- Demonstrated leadership ability, initiative and judgment.
- Demonstrated ability to deal with complex issues with diplomacy and tact.
- Experience with corporate performance management in the public or private sector.

Desirable

- Experience in managing aviation safety or air navigation programmes/projects within an international or regional organization, national government, or major service provider (airport, airline or air navigation services provider).
- Experience in managing or coordinating technical assistance, capacity development and implementation of activities related to aviation safety, air navigation or aviation security.
- Experience in conducting negotiations at the international level and in organizing and leading international meetings.
- Experience in dealing with civil aviation activities in the Region.
- Experience in management of international/multinational projects.

Languages

Essential

Fluent reading, writing and speaking abilities in English and French.

Desirable

A working knowledge of any other language of the Organization (Arabic, Chinese, Russian, or Spanish).

Competencies

Professionalism: Knowledge of ICAO's work aimed at enhancing global civil aviation safety, increasing capacity and improving efficiency of the global civil aviation system. Understanding of ICAO's Strategic Objectives, and its global and regional aviation plans. Familiarity with the Convention on International Civil Aviation and its Annexes, ICAO Standards and Recommended Practices (SARPs) and their application. Good knowledge of civil aviation activities in the areas of accreditation of the Regional Office, and of the work of other related international organizations, regional and sub-regional bodies and groupings of States. 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.

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.

Managing Performance: Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

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 improvement; 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.

Vision: Identifies strategic issues, opportunities and risks; Clearly communicates links between the Organization’s strategy and the work unit’s goals; Generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.

Building Trust: Provides an environment in which others can talk and act without fear or repercussion; Manages in a deliberate and predictable way; Operates with transparency, has no hidden agenda; Places confidence in colleagues, staff members and clients; Gives proper credit to others; Follows through on agreed upon actions; Treats sensitive or confidential information appropriately.

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.

ASSESSMENT METHOD

Evaluation of qualified candidates will include a competency-based interview and any other assessments deemed necessary.

CONDITIONS OF EMPLOYMENT

It should be noted that the maximum period for which a staff member at the D-1 level can serve is eight (8) years. The initial appointment will be on a fixed-term non-career basis for a period of four (4) years (first year is probationary for an external candidate). A second fixed-term non-career appointment may be granted to the incumbent, subject to re-appointment procedures. The combined duration of the initial and second fixed-term contracts shall not exceed eight (8) years.

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. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).

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:	Level D-1	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
			USD \$97,805		USD \$39,709

(*) 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.