



# International Civil Aviation Organization

## Junior Professional Officer Opportunity

### POSITION INFORMATION

Post Title:	Junior Professional Officer, ENV	Duration of Secondment:	24 months
Level:	P-2	Deadline for applications:	xx 2021
Duty Station:	Paris, France	Date for entry on duty:	After xx
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ <b>Achieve gender equality and empower all women and girls.</b> ”			

### THE ORGANIZATIONAL SETTING

The European and North Atlantic (EUR/NAT) Regional Office in Paris, France, is primarily responsible for maintaining continuous liaison with the States to which it is accredited (56 Contracting States) and with appropriate international organizations, regional civil aviation bodies and UN Agencies and programmes. The Regional Office ensures regional and interregional coordination to achieve the timely and harmonized implementation of ICAO Strategic Objectives, plans, policies, and decisions. The Regional Office also provides technical guidance and assists States with implementation of ICAO Standards and Recommended Practices (SARPs) and strategies.

The incumbent reports directly to the Deputy Regional Director and the Regional Officer, ENV. S/he will work on ENV matters, including technical assistance to States. Specific direction and supervision is ensured by the Regional Officer on ENV.

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Support the Regional Officer ENV in her/his activities on implementation of the ICAO Environment –related SARPs, plans and policies, achieving results such as:**

- Follow-up actions aimed at achieving efficient and effective implementation of Annex 16 – Environmental Protection by States.
- Identify and monitor follow-up action on identified deficiencies in ENV fields and foster their resolution in a coordinated manner; achieving the performance objectives and enhancing States capacity in environmental fields.
- Follow-up, actions to achieve the implementation of the Regional ANP with particular emphasis on States’ Environmental Action Plan.
- Provide assistance to States for the development of national ENV plans, in accordance with regional plans.
- Keep abreast of current civil aviation developments, including relevant activities of EU, ECAC, IATA, IFALPA, EUROCONTROL, CANSO, ISO, WMO, UNFCCC and other international organizations and individual States.
- Prepare draft analyses on technical/operational aspects of ENV related subjects and associated reports, briefs, correspondence, etc.
- Maintain the EUR/NAT ENV related database up-to-date.

#### Function 2 (incl. Expected results)

**Support the Regional Officer on ENV in the implementation of the EUR/NAT annual operating plans in the area of Environment, achieving results such as:**

- Provide assistance and guidance to States for the development/update and implementation of States’ Action Plans for CO2 Emissions Reduction Activities in liaison with the Regional Officer ENV and the ATB ENV Branch.
- Provide assistance and guidance to States for the implementation of Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) in liaison with the Regional Officer ENV and ATB ENV Branch.
- support the coordination of buddy partnership follow-up actions.
- assist, conduct and participate technical adviser at ICAO meetings, seminars and workshops related to ENV and assist as required at other meetings.

### Function 3 (incl. Expected results)

**Support the Regional Officer on ENV in the EUR/NAT NCLB technical assistance and capacity building programme in the area of environment, achieving results such as:**

- Analyze States' needs/problems and initiate/propose solutions.
- facilitate and support seminars and workshops aimed at developing capacity or addressing specific challenges.
- Support preparation of working papers, reports, briefs, and correspondence on technical/operational and environmental aspects of civil aviation.
- Support the assessment of the status of implementation of ENV related SARPs, procedures and ANP provisions as relevant and provide assistance for the implementation of corrective actions to eliminate identified deficiencies in the ENV field and enhance their environmental capabilities.
- Support the assistance to States for the collection and processing of relevant data necessary for performance monitoring.

### Function 4 (incl. Expected results)

**Support the Regional Officer on ENV in coordination with relevant stakeholders, achieving results such as:**

- Support harmonised and coordinated implementation of ICAO SARPs, plans and policies in the ENV area;
- Support the efficient and effective use of the EUR/NAT resources directed at the implementation of the ENV related programmes.
- Facilitate inter-State coordination in order to achieve measurable progress in the ENV fields.
- Facilitate inter-State and interregional cooperation in order to create/improve harmonized operational improvements.

### Function 5 (incl. Expected results)

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

## IMPACT OF OUTCOME OF THE POSITION

The performance of the incumbent greatly contributes to the effective functioning of the Regional Office and the continuing improvement of ICAO services to the regions as well as to related activities being undertaken at Headquarters. The incumbent of the position directly influences the efficient coordination and smooth execution of ICAO ENV SARPs. The incumbent plays an important role in the implementation of the CORSIA SARPs in the EUR/NAT regions. S/he is in the position to support the organisation of the capacity-building activities for States and to support them with the submission of action plans for emissions reduction.

The outcome of the position has a substantial impact on the credibility of the Organization, the commitments to States and donors, and the overall work programmes under the Strategic Objective – Environmental Protection.

## WORK RELATIONS AND CONTACTS

**Inside the Organization:** The incumbent will be working under supervision of the Regional Officer on ENV and report to the Deputy Regional Director. The incumbent establishes relationships with other Regional Officers of the EUR/NAT office on operational and technical matters.

**Outside the Organization:** The incumbent, under the guidance and supervision of the Regional Officer on ENV, will also liaise with focal points in States to support development of the voluntary action plans on CO2 emission reduction activities and the ongoing activities of assistance projects. The incumbent supports as well the States nominated Focal Points to implement CORSIA. The incumbent communicates with existing, new and potential customers and partners for ICAO products and services in the EUR/NAT regions, as well as external contacts (including host States) on revenue-generating, logistical and administrative requirements for the organization of regional events.

## QUALIFICATIONS AND EXPERIENCE

### Education

#### **Essential**

A first level university degree, preferably with a specialisation in environment, air transport economics, environmental economics, or environmental law.

### **Desirable**

An advanced university degree (Master's degree or academic equivalent) in an aviation-related scientific, environment, technical discipline, or a related field.

## Professional experience

### **Essential**

- Experience (two years or more) in an international civil aviation environment, civil aviation authority, airport, airlines or environmental organization and background in programme/project management

### **Desirable**

- Experience in dealing with high-level officials, government representatives or senior executives from States.
- Experience in the organization of workshops or meetings of experts.
- Experience in training and capacity building activities.

## Languages

### **Essential**

- Fluent reading, writing and speaking abilities in French and English are essential.

### **Desirable**

- A working knowledge of other languages is an asset.

## Competencies

### **Core Competencies:**

**Professionalism:** Advanced knowledge of the ICAO provisions related to ENV policies and guidance. Advanced knowledge of civil aviation issues and familiarity with the work of other related international organizations. 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.

**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.

**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.

**Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve. Demonstrates the capability to self-educate and learn through self-studies, participation in workshops, conferences and meetings.

## MODE OF SECONDMENT

The duration of the secondment is no less than two (2) years. The secondee is expected to work five days per week.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trust Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO the seconded individual will be considered an "Official" of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

**As detached expert:** The individual is detached from the releasing Government/Agency but is assigned to work for ICAO.

**Trust Fund arrangement:** Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

## 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.