Position Information

Post Title: Technical Officer, Personnel Licensing

Vacancy Notice: 2018/25/P 102622

Level: P-4

Posting Period: 9 May 2018 – 10 June 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 Setting

The Air Navigation Bureau (ANB) is responsible for providing technical guidance to the Air Navigation Commission (ANC), the Council, and the Assembly. The Air Navigation Bureau provides technical expertise in aviation-related disciplines to States, industry and all elements of the Organization. The Bureau is also responsible for maintaining and implementing the Global Aviation Safety Plan (GASP) and Global Air Navigation Plan (GANP), including its aviation system block upgrades as well as producing yearly safety and air navigation status reports. The Bureau develops technical studies and proposals for Standards and Recommended Practices (SARPs), and Procedures for Air Navigation Services (PANS) for further processing by the governing bodies of ICAO. The Bureau also develops related procedures and guidance material. In addition, the Bureau manages the Universal Safety Oversight Audit Programme (USOAP) and Continuous Monitoring Approach that monitors all States on a continuous basis.

The incumbent is in charge of maintaining Annex 1 - Personnel Licensing (except the parts related to the medical assessment), the related training and licensing ICAO publications, the promotion of ICAO’s Safety Strategy, including implementation and training programmes in cooperation with other Bureaux and Offices within ICAO as well as the management of the expert groups that support the development of training and licensing SARPs, procedures and guidance material.

The incumbent reports directly to the Chief, Operational Safety Section (OPS) and works closely with ICAO chiefs and officers of ANB, other ICAO Bureaux and Regional Offices. Major duties and Responsibilities

Major Duties and Responsibilities

Function 1 (incl. Expected results)

Manages the amendments to Annex 1, the Procedures for Air Navigation Services – Training (PANS-TRG, Doc 9868) and training and licensing manuals, achieving results such as:

- Update Annex 1, to maintain its provisions relevant and meet the evolving aviation licensing needs, particularly the pilot licensing requirements.
- Update PANS-TRG, to harmonize all provisions and develop further competency-based training procedures for pilots.
- Maintain the guidance material in various manuals related to pilot training to reflect technological advances in simulation and improvements in pilot training, such as for evidence-based training, flight simulation training devices, etc.
- Maintain the guidance material in manuals on licensing and training for all aviation disciplines, to reflect amendments to Annex 1 and facilitate the recognition of licences and approvals.
- Develop new manuals, as needed.
- Coordinate with States and Industry to keep Doc 9625, the Manual of Criteria for the Qualification of Flight Simulation Training Devices updated and supporting its implementation in State regulations.
• Provide support in the preparation of documentation including working papers, presentations and reports for the adoption of Annex 1 amendments and the approval of PANS-TRG amendments and updated or new manuals, and support the roll-out of amended provisions.

Function 2 (incl. Expected results)

Drafts proposals related to the amendment and implementation of technical Annexes to the ICAO Convention and other ICAO regulatory documents. Serves as Secretary and/or manages various working/expert groups such as the Electronic Personnel Licence – Task Force (EPL-TF), Loss of Control and Recovery Training (LOCART) Expert Group, and/or ANC Panels or study groups, achieving results such as:

- Analyse problems raised by States and international organizations in the field of personnel licensing and flight operations and recommend appropriate solutions.
- Propose amendments to Annexes to reflect operations needs and new trends and technological developments.
- Propose amendments to other documents, such as manuals to facilitate the implementation of Annex requirements.
- Keep abreast of significant trends and technological developments in the field of personnel licensing and flight operations.
- Prepare technical studies and working papers for the ANC, international meetings, etc. relating to operational procedures and technical aspects of operational safety systems.
- Analyse and draft proposals related to the amendment and/or implementation of relevant technical Annexes to the Convention and other ICAO documents, particularly in the areas of competency-based training for aviation personnel, systems-based governance models for Approved Training organizations (ATOs), aircraft operations, performance based navigation, aircraft operator certification and operational approval, etc.
- Analyse technical/operational aspects of civil aviation, preparation of working papers, reports, briefs, correspondence, etc.
- Support ICAO panels and study groups, as necessary to ensure relevant coordination in building global provisions and guidance material.
- Provide comprehensive analysis of issues raised by States and international organizations in the field of aircraft operations.
- Provide solutions to technical issues support by the ANC and Council.
- Report panel activities to the ANC.
- Review proposals to be presented to the ANC from the Secretariat, panels and/or study groups.
- Review PBN operational approvals and provide comprehensive analysis of the operational impact.

Function 3 (incl. Expected results)

Manages amendments to Annex 6 – Operation of Aircraft and related manuals regarding the certification of commercial air operators and operations under an Article 83 bis agreement, achieving results such as:

- Maintain the guidance in Doc 8335, the Manual of Procedures for Operations Inspection, Certification and Continued Surveillance, to reflect amendments to Annex 6 and respond to new developments in aviation.
- In coordination with the Flight Operations Panel and its Secretary, prepare and support amendments to Annex 6 related to the certification of commercial air transport operators and to operations under an Article 83 bis agreement, as necessary.
- Support the work of the ICAO Legal Affairs and External Relations Bureau to maintain Doc 10059, the Manual on the implementation of Article 83 bis of the Convention on International Civil Aviation.

Function 4 (incl. Expected results)

Oversees existing and develops new mechanisms to effectively support and service ICAO Member States and the aviation industry for their safety improvement strategies, achieving results such as:

- Assist the Universal Safety Oversight Audit Programme (USOAP) for the assessment of effective implementation of ICAO SARPs related to personnel licensing and flight operations.
- Support the Technical Co-operation Bureau projects, when requested.

Function 5 (incl. Expected results)

Coordinates with the aviation industry, achieving results such as:

- Monitor the implementation of the multi-crew pilot licence and the remote pilot licence, and provide assistance on request.
- Work with the original equipment manufacturers and training organizations to improve pilot and other operational personnel competency.

1 of the Convention on International Civil Aviation.
• Ensure coordination of training and licensing matters with industry partners, such as the International Air Transport Association, the International Pilot Training Association and the International Federation of Air Line Pilots’ Associations.

**Function 6 (incl. Expected results)**

Provides advice, guidance and technical expertise to Chiefs and Technical Officers on issues pertaining to aircraft operations, training and licensing, achieving results such as:

• Develop provisions related to competency-based training and assessment.
• Draft and review ICAO publications, such as technical manuals and circulars related to aircraft operations and personnel licensing.
• Provide training, internal or external, as required.
• Assist the Regional Aviation Safety Groups to achieve specific safety targets, such as reducing the risks of loss of control in-flight.
• Support various expert groups such as Panels and study groups of the Air Navigation Commission (ANC) and Secretariat task forces (CBTATF, etc.).

**Function 7 (incl. Expected results)**

Performs other related duties, as assigned.

**Qualifications and Experience**

**Education**

**Essential**
A first-level university degree, preferably in Aviation, Engineering, or in a related technical discipline. A technical qualification in aviation such as an Airline Transport Pilot License, Air Traffic Control License, or Airframe and Power Plant Technician Certification may be accepted in lieu of the first-level university degree.

**Desirable**
Advanced university degree (Master’s Degree) or related technical equivalent

**Professional experience**

**Essential**

• Considerable experience (ten years or more) working in an international, aviation-related environment.
• Management or supervisory experience in a substantial airline or with a Government Department of Civil Aviation, directly associated with the preparation and responsibility for implementation of rules, regulations, operating manuals and flight and ground procedures deemed necessary for flight safety, inspection and certification.
• Comprehensive knowledge in the procedures and considerable hands-on experience for granting Air Operator Certificates and the subsequent continuing surveillance of operators.
• Considerable experience (three years or more) in management of aviation-related subject matter expert groups.
• Proven experience (a minimum of five years) in flight safety at an international level.
• Experience in preparing and delivering training sessions, preferably in pilot training.
• Significant experience in managing international projects.
• Experience as a flight crew member, in commercial air transport operations.

**Desirable**

• Experience in managing aviation safety data relating to operational issues.
• Experience in the qualification of flight simulation training devices.
• Experience in developing competency-based training material for flight crew.
• Experience in a Civil Aviation Authority.

**Languages**

**Essential**

• Fluent reading, writing and speaking abilities in English.

**Desirable**

• A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian, Spanish).
**COMPETENCIES**

**Professionalism:** Knowledge of the requirements for training, and maintenance of competency of flight crews and other personnel concerned with flight operations. Demonstrated ability in developing/managing global aviation safety strategy-related projects; 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 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.

**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.

**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.

**Empowering Others:** Delegates responsibility, clarifies expectations, and gives staff autonomy in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility; genuinely values all staff members’ input and expertise; shows appreciation and rewards achievement and effort; involves others when making decisions that affect them.

**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.

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.

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<tr>
<th>Remuneration:</th>
<th>Level P-4 Rate</th>
<th>Net Base Salary per annum</th>
<th>Post Adjustment (net) per annum(*)</th>
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<tr>
<td></td>
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<td>USD 71,332</td>
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(*) 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.