



Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2011/02/P-4

DEADLINE FOR APPLICATIONS: 1 March 2011

TITLE: REGIONAL OFFICER, AIR NAVIGATION SYSTEMS
IMPLEMENTATION (METEOROLOGY)
LEVEL: P-4

DUTY STATION: Paris
DATE FOR ENTRY ON DUTY: After 1 March 2011
POST NO. AND CCOG CODE: 2920.007/1.J.05.

ORGANIZATIONAL UNIT: European and North Atlantic Office, Paris.

The Regional Office is primarily responsible for maintaining continuous liaison with the States to which it is accredited and with appropriate organizations and regional civil aviation bodies to promote the implementation of ICAO's policies, decisions, Standards and Recommended Practices (SARPs) and air navigation procedures. It supports extensive meeting activities, disseminates information and encourages participation in ICAO activities. The Regional Office also provides technical assistance when requested to do so.

QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

Academic qualifications

University degree in meteorology or related air navigation field, or equivalent qualifications and experience.

Professional experience and knowledge

Considerable experience (preferably 10 years) in the technical/operational aspects of international aviation.

Experience participating in and servicing international meetings.

Broad knowledge of all aspects of meteorology pertaining to air navigation.

Knowledge of governmental and inter-governmental arrangements in the aviation field.

Good knowledge of Regional civil aviation issues, particularly in the technical/operational fields.

Familiarity with ICAO and World Meteorology Organization (WMO) regulatory documents and procedures.

Experience in providing advice on regulatory and technical/operational matters under limited supervision.

Competencies

Judgment/Decision-making: Ability to provide technical expert advice at international meetings on regulatory and technical/operational matters. Ability to exercise mature judgement and to make sound decisions.

Communication: Ability to write clear and concise technical reports and papers in English. Ability to present articulate verbal reports and to prepare and deliver high-quality presentations.

Teamwork: Ability to work collaboratively with colleagues and to maintain harmonious working relations in a multinational environment.

Planning and organization: With a minimum of supervision, ability to plan and direct work to completion, in accordance with approved strategies, objectives and target dates. Ability to work under pressure and simultaneously on numerous and diverse tasks, identifying and adjusting priorities, as required.

Client orientation: Ability to establish and maintain partnerships with external collaborators and counterparts in international organizations, national administrations, professional organizations and industry partners. Demonstrated ability to work effectively in a consensus-based system. Ability to resolve and manage conflict successfully.

Technological awareness: Willingness and ability to keep abreast of new developments in professional field. Ability to use personal computers and contemporary software, including World Wide Web, project management, and database applications.

Standards of Conduct

International outlook, character and integrity: Adherence to and capacity to promote the values and framework of the UN Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct.

Languages

Command of English.

QUALIFICATIONS & EXPERIENCE – DESIRABLE:

Experience and knowledge

Knowledge of ICAO structure and objectives and of roles played by the European Union, EUROCONTROL, the European Civil Aviation Conference (ECAC) and the Joint Aviation Authorities (JAA).

Knowledge of the MET/AIM activities in the Middle East (MID) Region.

Languages

A working knowledge of Russian or French.

MAJOR DUTIES

Under the general supervision of the ICAO Regional Director and the ICAO Deputy Regional Director, the incumbent will provide expert technical advice and services in relation to aeronautical meteorology (MET) for the EUR/NAT Regions. In particular, the incumbent will:

Collaborate closely as a team member of the Regional Office for all aeronautical meteorology matters, in order to promote the implementation of the Regional Air Navigation Plan, ICAO Standards, Recommended Practices, Procedures, plans and policies, with a particular emphasis on:

- the technical and advisory support necessary for the efficient functioning of the European Air Navigation Planning Group (EANPG), the North Atlantic Systems Planning Group (NAT SPG) and their contributory bodies;
- air traffic management and communications, navigation and surveillance (CNS/ATM) issues;
- coordinating assistance to States, including technical cooperation matters; and
- organizing, conducting and/or participating in seminars, workshops and meetings to assist States in their efforts to rectify safety deficiencies and enhance their safety oversight systems in cooperation with the management of the Air Navigation Bureau, in accordance with the ICAO unified strategy to resolve safety-related deficiencies.

JOR DUTIES (cont.)

Implement the ICAO Regional Office Work Programme in the technical/operational field as directed, including preparation of analyses on technical/operational aspects of civil aviation and preparation of working papers, reports, briefs, correspondence, etc.

Act as Secretary to meetings and assist, as required, at other meetings.

Keep abreast of current civil aviation developments, including relevant activities of WMO, ECAC, bodies of the European Union, EUROCONTROL, other international organizations and individual States.

Share the Aeronautical Information Management (AIM) and Meteorology (MET) activities between the Middle East (MID) and the European and North Atlantic Office (EUR/NAT) Regional Offices:

- Serve as Regional Officer (RO) MET for the MID Region and act as focal point for follow-up activities regarding AIM issues in the EUR/NAT Region in coordination with RO/AIM in MID Office and/or the AIM Section at Headquarters.
 - Represent MID Regional Office at venues related to MET issues, as appropriate.
 - Represent EUR/NAT Office at venues related to AIM issues, as appropriate.
- Perform other related duties, as assigned.

PERIOD OF APPOINTMENT: Initial appointment will be on a three-year, fixed term basis (first year is probationary for an external candidate).

REMUNERATION: Level P-4	<u>Rate</u>	<u>Net Base Salary per annum</u>	+	<u>Post Adjustment (net) per annum</u>
	Single	U.S. \$67 395		U.S. \$38 027
	Dependency	U.S. \$72 373		U.S. \$40,836

Post Adjustment is subject to change.

SUMMARY OF BENEFITS: The ICAO Summary of Benefits may be viewed at <http://www.icao.int/icao/en/va/emplsum.htm>.

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.

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. A copy of the Standards of Conduct is available on the ICAO employment website at <http://www.icao.int/employment>.

This vacancy is open to both female and male candidates. In order to increase the number of women at all levels, women are particularly invited to apply for vacant posts, as well as for roster evaluation for future vacancies.

ICAO has established family-friendly policies for its staff members.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. For external applicants, only those who are expected to complete the term of appointment will normally be considered.

HOW TO APPLY

Interested candidates should download and complete the ICAO Application-for-Employment Form for submission to the Human Resources Branch. This is the basic document for evaluation of candidates and must be FULLY completed in order to be considered. If extra pages are needed, page no. 4 should be copied the required number in order to complete the form.

ICAO staff members, as well as staff members from other UN International Organizations or Specialized Agencies, may submit with their application a scanned copy of their two latest annual performance appraisal reports.

In all cases quote the vacancy notice number. Applications should be submitted with a letter demonstrating how your professional experience and competencies match those expressed in the vacancy notice.

The form, if not available locally, may be obtained from Chief, Human Resources Branch, International Civil Aviation Organization, 999 University Street, Suite 505, Montréal, Quebec, CANADA H3C 5H7, fax no.: 514-954-6415, e-mail: recruitment@icao.int or by accessing the ICAO employment website at <http://www.icao.int/employment>. The application form is also available from the ICAO Regional Offices in Bangkok, Cairo, Dakar, Lima, Mexico City, Nairobi and Paris.

Candidates appointed from other UN International Organizations or Specialized Agencies, transfer and/or secondment arrangements under the Inter-Agency Mobility Agreement may be considered.

ONLY APPLICANTS WHO ARE UNDER SERIOUS CONSIDERATION WILL BE CONTACTED AND INTERVIEWED.

Date of issue of Vacancy Notice: 31 January 2011