



## Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2010/57/P-3

DEADLINE FOR APPLICATIONS: 21 January 2011

POST TITLE: AVIATION SECURITY OFFICER

DUTY STATION: Montréal

LEVEL: P-3

DATE FOR ENTRY ON DUTY: After 21 January 2011

POST NO. AND CCOG CODE: 4325.008/1.N.01.

ORGANIZATIONAL UNIT: Aviation Security Audit Section, Aviation Security Branch, Air Transport Bureau, Headquarters.

The Aviation Security Audit Section (ASA) of the AVSEC Branch is responsible for the management of the Universal Security Audit Programme (USAP), which is aimed at ensuring the effective implementation by States of the critical elements of a State's aviation security oversight system, Standards and Recommended Practices (SARPs) contained in Annex 17 (Security) and the security-related provisions of Annex 9 (Facilitation) through the conduct of aviation security audits in all ICAO Member States.

### QUALIFICATIONS & EXPERIENCE ~ ESSENTIAL:

#### A. Academic qualifications

University degree, preferably in security, law, management or an aviation-related subject, or equivalent professional qualifications and experience.

#### B. Professional experience and knowledge

1. Preferably six years of experience in aviation or related fields.
2. Comprehensive knowledge of international aviation Conventions, ICAO Security SARPs, ICAO Annexes and documents relevant to the USAP.
3. Experience in the planning, conduct and administration of aviation security inspection or audits and related activities.

#### C. Competencies

1. *Judgement/Decision-making:* Ability to take ownership of all responsibilities and honour commitments, to exercise mature judgement and to demonstrate sound decision-making skills. Ability to recognize key issues and analyse relevant information before making recommendations and decisions.
2. *Communication:* Ability to write clearly and concisely, and to present articulate verbal reports.
3. *Teamwork:* Ability to work collaboratively with colleagues to achieve organizational goals. Ability to maintain harmonious working relationships in a multinational environment.
4. *Planning and organization:* Ability to prioritize workload, manage conflicting priorities and deliver work within deadlines.
5. *Client orientation:* Ability to establish and maintain partnerships with external collaborators. Ability to work successfully in a consensus-based system and advocate effectively. Ability to resolve and manage conflict successfully.
6. *Technological awareness:* Ability to keep abreast of new developments in professional field. Ability to use personal computers and contemporary software.

#### D. Standards of Conduct

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

#### E. Languages

Command of one of the languages of the Organization (Arabic, Chinese, English, French, Russian, Spanish).

### QUALIFICATIONS & EXPERIENCE – DESIRABLE:

#### A. Knowledge and Experience

1. Certification as an auditor, preferably in aviation security.
2. Knowledge of the principles of operation and the use of aviation security equipment.
3. Experience as a qualified aviation security instructor with knowledge of the principles of learning and instruction.

#### B. Languages

A good working knowledge of a second language of the Organization (Arabic, Chinese, English, French, Russian, Spanish).

### MAJOR DUTIES:

1. Prepare working and information papers, electronic bulletins and other documentation related to the USAP programme for the Assembly, Council, Committee on Unlawful Interference and the Aviation Security Panel.
2. Participate in the establishment of and management of a programme of ICAO Coordinated Validation Missions (ICVM) for the USAP, including the preparation of a coordinated annual schedule of missions, and liaison with States' representatives, as required. Coordinate and monitor the activities of auditors carrying out ICVM missions, including providing technical advice upon their assignment to a specific mission.
3. Take part in audit and ICVM missions, conducting all preparatory, on-site and post-mission activities while adhering to the procedures, policies and guidelines contained in the *Security Audit Reference Manual* and other relevant documentation. Participate in the internal quality control process to ensure and maintain the quality of audit and ICVM reports.

PC 2010/57/P-3

**MAJOR DUTIES (cont.)**

4. Manage the USAP secure and public websites and ensure that information relating to USAP activities is kept up-to-date, including the posting of State critical elements charts and significant security concerns, as appropriate. Liaise and coordinate with Council representatives and appropriate authorities of Member States to ensure timely access to relevant programme documents and materials and periodically audit and delete any persons no longer having an operational need to access the secure website. Manage the ASA Information Security Programme in accordance with established policies and guidelines. Ensure that information security standards, procedures and guidelines are maintained.
5. Participate in the development and conduct, as required, of USAP auditor training courses and seminars, specific training and on-the-job training activities.
6. Coordinate all technical aspects of the Significant Security Concern (SSeC) mechanism, including the coordination of meetings to confirm the existence of a SSeC, and correspondence with the respective State(s), as necessary.
7. Coordinate the review of State corrective action plans submitted by States following an audit or an ICVM mission.
8. Coordinate ASA's input and participation in the activities of the Audit Results Review Board (ARRB).
9. Participate in the development, publication and maintenance of various security-related documents, including manuals, handbooks and guidance material required for the management and administration of the USAP.
10. Perform other related duties, as assigned.

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

<b>REMUNERATION:</b> Level P-3	<u>Rate</u>	<u>Net Base Salary per annum</u>	+	<u>Post Adjustment (net) per annum</u>
	Single	U.S. \$ 55 259		U.S. \$ 31 276
	Dependency	U.S. \$ 59 200		U.S. \$ 33 507

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 a term of appointment will normally be considered.

**HOW TO APPLY:**

Interested candidates should download and complete the ICAO Application-for-Employment Form. 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 in 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 may be obtained by accessing the ICAO employment website at <http://www.icao.int/employment>.

For 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: 21 December 2010