

Anexo III
Job Description
ICAO-Montreal: *Technical Officer (Safety Management)*

POSITION INFORMATION

Post Title: Technical Officer (Safety Management)

Duration: 2 years

Duty Station: Montreal, Canada

MAJOR DUTIES AND RESPONSIBILITIES

Provide technical support to the ICAO Safety Management Programme, achieving results such as:

- Review and assessment of initiatives for supporting SSP implementation at the global level to achieve the GASP objectives.
- The development and ongoing update of a website to serve as a repository of examples and sharing of best practices related to SSP implementation, including policies and practices required.
- The development of tools based on ICAO guidance material to support States in the implementation of SSP.
- Plan and coordinate briefings, meetings, conferences, symposia, seminars and other events, related to the monitoring and implementation of SSP.
- Respond to queries from States and international organizations regarding ICAO provisions and initiatives related to safety management.

Supports the work of the Safety Management Panel, achieving results such as:

- Support the planning and reporting of panel meetings and working group meetings to progress the SMP work programme.
- Support the process for the continuing development of the provisions found in Annex 19 – Safety Management.
- Support the development of guidance material to facilitate safety management implementation, including but not limited to the
 - Safety Management Manual (SMM) (Doc 9859).
- Coordinate and consolidate inputs from the Air Navigation Bureau, ICAO Regional Offices and Regional Aviation Safety Groups (RASGs) with respect to proposed guidance material to further explain ICAO Annex 19 SARPs, safety management fundamentals, safety information protection (SIP), SSP and safety management systems (SMS).
- Draft working papers, reports, studies and other material, including website maintenance, relating to the SMP.

Monitor the implementation of SSP and GASP initiatives, achieving results such as:

- Monitor the use of the SSP Gap Analysis tool, as required to determine progress being made by States in SSP implementation and identify any actions required to further support States.
- Support the RASGs meetings by providing updates related to ICAO HQ initiatives to support SSP implementation, as required.
- Review of regional performance indicators to identify mechanisms to promote GASP initiatives.
- Review proposed Technical Cooperation projects related to safety management, to include the review of Project Documents, candidates for project technical positions and any other safety issues requiring subject matter inputs and provide suggestions/recommendations as required.

Support other ICAO activities having aspects related to safety management, achieving results such as:

- Draft or review ICAO documentation and/or publications, such as proposals for sector-specific safety management provisions or technical manuals and safety reports.
- Review of ICAO USOAP tools to ensure consistency with Annex 19 and Doc 9859.
- Updates to the ICAO Safety Management Training programme, including review of the feedback received for appropriate action.
- Participate in USOAP Continuous Monitoring Approach (CMA) activities pertaining to safety management, as appropriate.

Performs other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

Education Background

A first level university degree in an aviation related technical field, law or equivalent qualifications and experience, is required.

Professional experience

Essential Requirements

- A minimum of 8 years' experience working with a national civil aviation organization in a technical aviation safety role or being responsible for developing aviation legislation, regulations and policies related to the protection of safety information.
- A minimum of 5 years of experience at the international or regional level in the field of civil aviation dealing with multicultural and multidisciplinary teams.
- Training in safety management systems.
- Working knowledge and experience related to civil aviation codes and regulations, including familiarity with internationally recognized regulatory systems, such as those developed by the European Aviation Safety Agency (EASA), the Interstate Aviation Committee (IAC/MAK) or the United States Federal Aviation Administration (FAA).
- Knowledge of project management and experience in the use of project management tools, methods, processes and techniques.
- Knowledge of ICAO functions, organization and international activities.
- Proficiency in MS Office application (Word, Excel, PowerPoint).
- Familiarity with best practices for web usability and interactive design (SharePoint).

Desirable requirements

- Experience working at any of the service providers required to implement SMS in Annex 19: approved training organizations, aircraft operators, approved maintenance organizations, organizations responsible for the type design or manufacture of aircraft, engines or propellers, air traffic service providers or certified aerodromes;
- Certification as an approved ICAO USOAP auditor; and
- Experience in implementing safety management systems.

Languages

Essential requirements

- Fluent reading, writing and speaking abilities in English.

Desirable requirements

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

Competencies

Judgement/Decision-making: Exercise mature judgement and sound decision-making skills. Recognize key issues and analyse relevant information before making recommendations and decisions. Take ownership of all responsibilities and honour commitments.

Accountability: The willingness and ability to accept responsibility for oneself and one's responsibilities; taking ownership for actions and outcomes.

Communication: Write clearly, concisely. Prepare detailed technical documentation and reports. Present articulate verbal reports.

Teamwork: Work collaboratively with colleagues to achieve organizational goals. Maintain harmonious working relations in a multinational environment.

Planning and organisation: Develop clear goals that are consistent with agreed strategies. Identify priorities and adjust as required.

Client orientation: Establish and maintain partnerships with external collaborators. Work successfully in a consensus-based system. Resolve and manage conflict effectively.

Technical awareness: Use personal computers and contemporary software. Keep abreast of available technology.

CONDITIONS OF EMPLOYMENT

The duration of the secondment is two years. The secondee is expected to work five days per week.

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.