



# International Civil Aviation Organization

## Vacancy Notice

### POSITION INFORMATION

Post Title:	Executive Secretary, ECAC	Vacancy Notice:	2018/42/P 101819
Level:	D-1	Posting period:	4 October 2018 – 4 December 2018
Duty Station:	Paris, France	Date for entry on duty:	October/November 2019
<b>Special Notice:</b> The <a href="#">ICAO Assembly</a> recently reaffirmed its commitment to enhancing gender equality and the advancement of women's development by supporting UN Sustainable Development Goal 5, " <b>Achieve gender equality and empower all women and girls.</b> "  Female candidates are strongly encouraged to apply for ICAO positions, especially in the Professional and higher level categories.			

### THE ORGANIZATIONAL SETTING

The European Civil Aviation Conference (ECAC) Secretariat serves its 44 Member States by promoting the continued development of a safe, efficient and sustainable European air transport system through the coordination of its policies and through liaison with other organizations. It manages extensive meeting activities in the safety, security, facilitation, environment, economic and legal fields.

The Executive Secretary is the chief of the Secretariat of ECAC; s/he provides policy advice to the ECAC President, the members of the Coordinating Committee and all ECAC Directors General; leads the ECAC Secretariat for the implementation of the ECAC Work Programme under the supervision of ECAC Focal Points and according to the allocated budget; submits the proposal of the budget to ECAC Directors General and is responsible for its implementation; provides advice and support to Member States on all matters included in the Work Programme of ECAC; ensures the close relationship with ICAO offices on all matters related to the implementation of the Work Programme of ECAC. The Executive Secretary is also responsible for the promotion and implementation of cooperation and capacity-building activities with ECAC partner States and organisations.

The Executive Secretary leads the ECAC Secretariat in accordance to applicable ICAO staff management rules and policies.

### MAJOR DUTIES AND RESPONSIBILITIES

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

**Prepares and presents policy advice and strategic options to the ECAC President, Members of the Coordinating Committee and the other Directors General of Civil Aviation of ECAC Member States on all issues within the ECAC Work Programme and on possible areas for new activity, achieving results such as:**

- Promote ECAC's views and initiatives and ensure the successful implementation of the Organization's mandate and objectives within the Region.
- Actively lead initiatives and promote projects aimed at supporting a safe, efficient, secure, economically sustainable and environmentally responsible European civil aviation system.
- Plan and manage Directors General and Coordinating Committee meetings, the annual ECAC Forum and the triennial Dialogue with the Air Transport Industry.
- Coordinate visits to States and organisations by the ECAC President, provide advice and indicate priorities to be addressed.

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

**Fosters partnerships with other States, regions and organisations, achieving results such as:**

- Establish productive relationship with representatives of other States, regional bodies and other international organizations and interested parties.
- Identify prospects and lead initiatives for cooperation with other States, regional bodies, international organizations and policy makers.

- Ensure the implementation of cooperation agreements signed between ECAC and other regions and States.
- Promote regional meetings in consultation with Member States, as appropriate.

### Function 3 (incl. Expected results)

**Manages the implementation of ECAC Work Programme and its related budget**, achieving results such as:

- Submit proposals of Triennial Work Programme to ECAC Directors General, identify and manage the deliverables, the Secretariat resources and deadlines.
- Ensure that ECAC Work Programme is delivered efficiently according to the allocated budget.
- Ensure regular updates for the Directors General on the status of the implementation of the work programme.
- Coordinate periodic review of ECAC working groups' performances, and present the results to Directors General.
- Adjust/adapt programme and approaches to accommodate changing regional and international circumstances of critical importance.
- Submit proposals of Triennial budget to the Directors General.
- Direct the administration of all ECAC resources, including the collection of contributions and the holding and disbursement of ECAC funds, and report thereon to ECAC's governing bodies.

### Function 4 (incl. Expected results)

**Promotes awareness of ECAC's work, through publications and through representation of ECAC at international meetings**, achieving results such as:

- Participate in high-level international meetings dealing with civil aviation and other matters relevant to the work of ECAC.
- Represent ECAC's views in international meetings and conferences.
- Promote the Organization in high-level events on European civil aviation topics as the ECAC/EU Dialogue with the European Air Transport Industry.
- Propose periodic updates on Communication Strategy to ECAC Directors General.
- Supervise the publication of ECAC News, ECAC newsletter and communication on social media.

### Function 5 (incl. Expected results)

**Manages the ECAC Secretariat**, achieving results such as:

- Provide direction and guidance to a team of professional, technical and support staff.
- Manage, guide, develop and train staff under her/his supervision.
- Manage staff performance and ensure that activities and programmes are efficiently and effectively delivered.

### Function 6 (incl. Expected results)

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

## QUALIFICATIONS AND EXPERIENCE

### Education

**Essential:**

An advanced level university degree (Master's Degree or equivalent) preferably in an aviation-related field, including scientific or technical discipline, management, administration, economics, law or a related area.

### Professional experience

**Essential:**

- A minimum of fifteen (15) years of progressively responsible experience in aviation domains (i.e. safety, security and facilitation, air transport, environment) in a public or private civil aviation organization.
- Managerial experience at the senior executive level in a public or private civil aviation organization.
- Experience at the international level or dealing with aviation matters crossing national boundaries, including high-level negotiation with government authorities.

- Experience in planning and directing the multidisciplinary work of a multinational team and formulating strategic options for decision at the highest policy level.
- Experience in management of international/multinational projects.
- Experience with corporate performance management in the public or private sector.

#### **Desirable**

- Experience in conducting negotiations at the international level and in organizing and leading international meetings.

### Languages

#### **Essential:**

Fluent reading, writing and speaking abilities in English.

#### **Desirable:**

A working knowledge of French as the second language of the ECAC Secretariat.

### Competencies

**Professionalism:** Knowledge of the strategic issues facing civil aviation in Europe in the fields of safety, facilitation/security, environment and economic regulation; knowledge of intra-European civil aviation relations and of aero-political relations between Europe and other regions; and of the functions and activity of all international organizations active in these fields. Understanding of civil aviation activities in the areas of accreditation of the ICAO Regional Office, and of the work of other related international organizations, regional and sub-regional bodies and groupings of States. Demonstrated leadership ability, initiative and judgment. Demonstrated ability to deal with complex issues with diplomacy and tact. 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.

**Accountability:** Takes ownership for 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.

**Managing Performance:** Delegates the appropriate responsibility, accountability and decision-making authority; makes sure that roles, responsibilities and reporting lines are clear to each staff member; accurately judges the amount of time and resources needed to accomplish a task and matches task to skills; monitors progress against milestones and deadlines; regularly discusses performance and provides feedback and coaching to staff; encourages risk-taking and supports creativity and initiative; actively supports the development and career aspirations of staff; appraises performance fairly.

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvement; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**Vision:** Identifies strategic issues, opportunities and risks; Clearly communicates links between the Organization's strategy and the work unit's goals; Generates and communicates broad and compelling organizational direction inspiring others to pursue that same direction; Conveys enthusiasm about future possibilities.

**Building Trust:** Provides an environment in which others can talk and act without fear or repercussion; Manages in a deliberate and predictable way; Operates with transparency, has no hidden agenda; Places confidence in colleagues, staff members and clients; Gives proper credit to others; Follows through on agreed upon actions; Treats sensitive or confidential information appropriately.

**Judgement/Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines that the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

## ELIGIBILITY

- Vacancy open to nationals of ECAC Member States, listed below.

### MEMBER STATES OF THE EUROPEAN CIVIL AVIATION CONFERENCE

Albania	Estonia	Lithuania	San Marino
Armenia	Finland	Luxembourg	Serbia
Austria	France	Malta	Slovakia
Azerbaijan	Georgia	Moldova	Slovenia
Belgium	Germany	Monaco	Spain
Bosnia and Herzegovina	Greece	Montenegro	Sweden
Bulgaria	Hungary	Netherlands	Switzerland
Croatia	Iceland	Norway	The former Yugoslav Republic of Macedonia
Cyprus	Ireland	Poland	Turkey
Czech Republic	Italy	Portugal	Ukraine
Denmark	Latvia	Romania	United Kingdom

## CONDITIONS OF EMPLOYMENT

It should be noted that the maximum period for which a staff member at the D-1 level can serve is eight (8) years. The initial appointment will be on a fixed-term non-career basis for a period of four (4) years (first year is probationary for an external candidate). A second fixed-term non-career appointment may be granted to the incumbent, subject to re-appointment procedures. The combined duration of the initial and second fixed-term contracts shall not exceed eight (8) years.

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. The Standards of Conduct for the International Civil Service adopted by ICAO, which are applicable to all staff members, are defined in the ICAO Service Code (Staff Regulations).

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.

Remuneration:	Level D-1	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
			USD \$97,805		USD \$48,413

(\*) Post Adjustment is subject to change.

## HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit the [ICAO Careers website](#).

## 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.