



International Civil Aviation Organization

Vacancy Notice

POSITION INFORMATION

Post Title:	Training and Capacity Development Officer	Vacancy Notice:	2016/24/P 101814
Level:	P-3	Posting Period:	13 May 2016-13 June 2016
Duty Station:	Paris	Date for entry on duty:	After 1 September 2016

THE ORGANIZATIONAL SETTING

The ECAC Secretariat serves the European Civil Aviation Conference (ECAC) in promoting the continued development of a safe, secure, efficient and sustainable European air transport system within its 44 Member States. It sustains extensive activities in the safety, security, facilitation, environment and economics field.

The incumbent reports directly to the ECAC Aviation Security Audit and Capacity Building Officer, and has the primary function of developing aviation security capacity building activities and related documentation. The second level supervisor is the Deputy Executive Secretary of ECAC.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Supports the ECAC Aviation Security Capacity Building Programme, achieving results such as:

- Develop new capacity building activities/documentation based on identified needs of ECAC Member States and requests from the ECAC Aviation Security Audit and Capacity Building Officer.
- Keep up-to-date the existing capacity building activities materials/documentation and the ECAC Catalogue of capacity building activities.
- Develop key performance indicators to measure the quality of capacity building activities.
- Contribute to the organisation and/or implementation of capacity building activities as required by the ECAC Aviation Security Audit and Capacity Building Officer.
- Update section of ECAC website on aviation security capacity building activities.
- Develop new and keep up-to-date existing training and certification material for ECAC Vulnerability Assessors and contribute to the implementation of the vulnerability assessment Programme.
- Contribute to training and certification of ECAC Vulnerability Assessors.

Function 2 (incl. Expected results)

Supports the ECAC Aviation Security Audit Programme, achieving results such as:

- Develop new and keep up-to-date existing training and certification material for ECAC Auditors.
- Provide inputs as needed to annual meetings of ECAC Auditors.

Function 3 (incl. Expected results)

Maintains ECAC reference security documents up-to-date, achieving results such as:

- Maintain ECAC Doc 30, Part II (Security) and its Annexes up-to-date and consistent with relevant European Regulations and ICAO Annex 17.
- Consult all ECAC Member States on amendments to ECAC Doc 30, Part II.
- Manage the requests for ECAC Doc 30 from ECAC Member States, non-ECAC States and organisations, and present them to the Security Programme Management Group and Co-ordinating Committee for decision.

- Ensure distribution of ECAC Doc 30 Part II with Annexes and other ECAC documentation to Member States and the respect of related administrative arrangements.
- Maintain the ECAC Aviation Security Handbook up-to-date with relevant material as developed by ECAC Task Forces and other Groups.
- Ensure distribution of the ECAC Aviation Security Handbook to Member States and the respect of related administrative arrangements.

Function 4 (incl. Expected results)

Supports the activities of the ECAC Guidance Material Task Force, Training Task Force and the Study Group on cyber threats to civil aviation, achieving results such as:

- Provide efficient secretariat support to the Training Task Force and the Study Group on cyber threats to civil aviation.
- Plan and organise meetings through their timely convening, effective agendas, the drafting and circulation of working and information papers, the provision of a clear steering brief, the issuing of prompt summaries of discussions.
- Ensure the timely implementation of follow-up actions by the groups, in close coordination with the Chair of each group.
- Monitor work of the groups, including through coordination with their rapporteurs.
- Maintaining members' lists and relevant documentation up-to-date.
- Ensure timely implementation of follow-up actions.
- Prepare papers and speaking notes for submission to Security Forum/Security Programme Management Group/Co-ordinating Committee/ Directors General of Civil Aviation.

Function 5 (incl. Expected results)

Supports the activities of the ECAC Network of Training Organisation, achieving results such as:

- Give efficient secretariat support to Network.
- Plan and organise meetings efficiently, including through their timely convening, effective agendas, the drafting and circulation of working and information papers, the issuing of prompt List of Decisions, and the efficient follow-up of actions decided upon.
- Review performance of the Network against its current work programme, and develop proposals for next year work programme.
- Ensure timely implementation of follow-up actions.
- Prepare papers and speaking notes for submission to Co-ordinating Committee/ Directors General/Triennial Sessions.

Function 6 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

A first level university degree, preferably with a specialisation in civil aviation, international relations or law, is required.

Professional experience

Essential

- A minimum of six years of professional experience, including:
 - Three years in aviation security; and
 - Experience at an international level.
- Experience in capacity building activities (e.g. development of training materials, delivering of training courses) in aviation security and/or carrying out international audits and/or acting as an instructor in aviation security.
- Proven experience in drafting documents and reports in English.
- Security clearance issued by his/her State of nationality (ECAC Member State), to confirm the person is authorized to have access to security sensitive information.

Desirable

- Experience as ECAC auditor and/or vulnerability assessor.
- Experience in managing expert groups.

Languages

Essential

- Fluent reading, writing and speaking abilities in English.

Desirable

- Working knowledge of French as the second language of the organisation is an asset.

COMPETENCIES

Professionalism: Advanced knowledge of international (e.g. ICAO Annex 17) and European (EU and ECAC) requirements in all domains of aviation security. Advanced knowledge of ECAC work and activities in the field of aviation security. Knowledge of ECAC functions, organization and international relations. Good knowledge of current strategic issues in aviation security in Europe. 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.

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.

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.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Creativity: Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

SPECIAL CONDITIONS FOR THIS POST:

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

MEMBER STATES OF THE EUROPEAN CIVIL AVIATION CONFERENCE

Albania
Armenia
Austria
Azerbaijan
Belgium
Bosnia and Herzegovina
Bulgaria
Croatia
Cyprus
Czech Republic
Denmark

Estonia
Finland
France
Georgia
Germany
Greece
Hungary
Iceland
Ireland
Italy
Latvia

Lithuania
Luxembourg
Malta
Moldova
Monaco
Montenegro
Netherlands
Norway
Poland
Portugal
Romania

San Marino
Serbia
Slovakia
Slovenia
Spain
Sweden
Switzerland
The former Yugoslav Republic
of Macedonia
Turkey
Ukraine
United Kingdom

Appointment to this post is subject security clearance.

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.

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.

Remuneration:	Level P-3	Rate	Net Base Salary per annum	+	Post Adjustment (net) per annum(*)
		Single	USD 57,379		USD 26,623
		Dependency	USD 61,470		USD 28,522

(*) 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.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.,