

# ICAO Young Aviation Professionals Programme



ICAO



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and



The International Civil Aviation Organization (ICAO), in partnership with the International Air Transport Association (IATA) and Airports Council International (ACI), is offering opportunities for the development of career aviation professionals through a Young Aviation Professionals Programme. Currently there are opportunities for three Young Aviation Professional Officer positions in the technical, air transport economics, and air transport economic regulation fields, all located in Montréal, Canada.

**Expected contribution:** The selected Young Aviation Professional Officers will be expected to contribute to ICAO work programmes related to aviation safety, air navigation capacity and efficiency, or to air transport economics and aviation policy issues, focusing on inter-relationships between regulatory activities of ICAO and those in the airline and airport industries in IATA and ACI. For illustrative purposes, examples of typical duties and responsibilities which could be assigned are provided in Appendix A and B. Interested candidates are invited to submit their application by the **closing date of 8 October 2015**.

**Learning Opportunity:** The Young Aviation Professional Officers are given the opportunity to advance their knowledge and understanding of international civil aviation regulatory activities and of the airline and airport industries. Each Young Aviation Professional will be accompanied throughout the programme by a subject matter expert from ICAO. Furthermore, regular performance feedback during and at the end of the assignments will be provided. Upon successful conclusion of the Programme, the Young Aviation Professionals will be retained on the ICAO roster for possible consideration for suitable ICAO posts in the future and may also be encouraged to apply for suitable posts at ACI or IATA.

**Duration:** Each Young Aviation Professional Officer position will be filled for twelve months.

## Selection criteria

- **Level of educations:**
  - a) Master's degree (or equivalent, to be demonstrated by the applicant); or
  - b) Bachelor degree, supplemented with a Commercial Pilot License or an Air Traffic Control License.
- **Experience:** Minimum of two years' professional working experience in aviation-related regulatory activities and/or in the aviation industry.
- **Language skills:** Fluent reading, writing and speaking abilities in English. Working knowledge of a second language commonly used in international organizations (French, Spanish, Chinese, Russian or Arabic) would be an asset; and
- **Age criteria:** Aged 32 years or less on the closing date of this announcement.

## Competencies

- **Commitment to continuous learning:** The willingness and ability to engage in self-development, keep up-to-date with new developments, help others to learn and learn from others.
- **Planning and Organizing:** Ability to set clear goals, prioritize, anticipate problems or risks, and have effective time management skills.
- **Communication:** Ability to write in a clear, concise and accurate manner. Ability to communicate verbally and with diplomacy.
- **Client Orientation:** Ability to see from the clients' perspective, anticipate client needs and concerns; find appropriate solutions for clients, and keep clients informed.
- **Teamwork:** Ability to work collaboratively with others and maintain harmonious working relationships in a multicultural environment.
- **Technological awareness:** Ability to use contemporary software such as MS Office Suite (Word, Excel and PowerPoint), SharePoint, or equivalent and demonstrate a willingness to learn and use new technology.

## Conditions of employment

- **Living Costs:** All living costs and expenses will be borne by the Young Aviation Professional Officer.
- **Financial Support:** A fixed amount of CAD \$4 000 per month will be provided to each selected Young Aviation Professional Officer to assist with living costs.
- **Annual leave** will be provided at the rate of one and a half days per month.
- **Sick leave** will be provided at the rate of one day per month.
- **Medical insurance** will be provided at the single rate for prescription/medical/dental coverage within Canada. The selected candidates will be required to pay the employee portion of the premium, which is estimated to be approximately CAD \$ 117.65 per month.
- **Occupational accident insurance** will be provided (at no cost to the selected candidates).
- **Non-occupational accident insurance** will be available to the selected candidates, at their own cost.
- **Travel:** Where required, travel costs to and from Montreal at the beginning and at the end of the Programme will be provided at the lowest available applicable fare. The cost for one excess baggage (i.e. baggage in excess of the weight or volume carried without charge by transportation companies) will be covered up to a maximum of 25 kilograms.
- **Visa:** ICAO will provide a letter of support to assist in obtaining the required visa.

## Application

**How to apply:** Interested candidates who meet the selection criteria are requested to submit their candidature by completing the online application form available at <https://careers.icao.int>. They must also attach a motivation letter summarizing: their professional achievements to date; their suitability for the Programme; their career aspirations in regulatory activities and/or the aviation industry; and the field of work for which they wish to be considered. Candidates should also indicate their preferred task(s) from the lists provided in the Appendix and explain why they have this interest.

**Candidates who do not complete the online application and the motivation letter will not be given consideration.**

Only candidates who are recommended for interview will be contacted by ICAO. Please see details below on the timeline for selection.

**Deadline for application: 8 October 2015**

## Anticipated timeline for selection

- 1) Candidates who are recommended for interview will be contacted by ICAO near the end of October 2015.
- 2) Interviews, which will be conducted either by video conference or by Skype, are planned for early November 2015.
- 3) Candidates will be informed of the outcome of their interview near the end of November 2015.
- 4) Appointed candidates will report to Montreal near the end of February 2016.

## Appendix A – Examples of duties and responsibilities in the Technical Field

### Safety, Air Navigation Capacity and Efficiency

Aviation safety is one of ICAO's five Strategic Objectives. The organization is constantly striving, in close collaboration with the air transport community and safety partners, to improve further aviation's successful safety performance while maintaining a high level of capacity and efficiency. Illustrative examples of tasks undertaken in support of these activities are listed below. The specific tasks to be assigned will vary, taking into account programme needs, and the qualification profile of the selected Young Aviation Professional Officers.

- Coordinate the development of a manual on space weather
- Support the development of a taxonomy for medically-related accidents and incidents
- Develop or improve operational risk management concepts, metrics and analytical methods
- Develop a database on dangerous goods-related accidents/incidents
- Support further analysis on indicators contained in the global air navigation report, such as ASBUs implementation and outtake of PBN
- Conduct a gap analysis on requirements for the provision of ground handling services among ICAO Member States. The analysis may include the collection of practices, analysis of input, surveys and the development of conclusions or recommendations
- Conduct research and analysis on emerging aviation issues
- Support the processing of Safety Recommendations addressed to ICAO submitted by States
- Draft material on validity and reliability of aviation language test for inclusion in the *Manual on the Implementation of ICAO Language Proficiency Requirements (Doc 9835)*
- Test and provide feedback to ICAO systems, tools, training materials and job aids
- Perform analysis of safety and air navigation work processes with the aim of identifying bottlenecks, finding their root causes, and unblock them to increase efficiency
- Conduct a gap analysis on the status of implementation of quality management systems for aeronautical meteorological services
- Support updates to the *Manual of Aircraft Ground De-icing/Anti-icing (Doc 9640)*
- Develop guidance material on generic functionalities of ATC simulation devices
- Develop a paper on approaches to address Multi-crew Pilot License (MPL) trainees to improve their ATC "ear"
- Support the continued development and ongoing maintenance of an air navigation integrated work programme
- Conduct a study on training needs to support implementation of the exchange of meteorological information in digital form
- Collaborate within ICAO on the development of business cases and products that may generate revenue streams
- Perform analysis of meteorological information including analysis of requirements for aircraft observations and reports of meteorological conditions with the aim of identifying means to enhance the implementation and/or streamlining relevant requirements

## Appendix B – Examples of duties and responsibilities in the Air Transport Economics and Regulation Field

### Economic Development of Air Transport

Economic Development of Air Transport is one of the five Strategic Objectives of ICAO in its ongoing mission to support and enable a global air transport network that meets or surpasses the social and economic development and broader connectivity needs of global businesses and passengers. Illustrative examples of tasks undertaken in support of these activities are listed below. The specific tasks to be assigned will vary, taking into account programme needs, and the qualification profile of the selected Young Aviation Professional Officers.

- Support the monitoring of air transport liberalization developments, in government policies, regulations and practices (e.g. national aviation policies, number of air transport agreements concluded, including open skies agreements, regional liberalization programmes or arrangements, etc...)
- Support the development of case studies of States liberalization in air transport (e.g. national and regional, both successes and lessons)
- Update and develop the databases on privatization of airlines, and on ownership structure of the world's airlines (e.g. indication of shareholding by state and private interest)
- Collect data or information or reports regarding the contribution of air transport to national development and world trade and economy
- Collect data on States' position on ICAO's Policies on Taxation in the Field of International Air Transport, with a view to update the Supplement to *ICAO's Policies on Taxation in the Field of International Air Transport* (Doc 8632)
- Conduct research on competition policies and practices in force nationally or regionally, with a view to further develop the ICAO compendium
- Assist in the development of a methodology related to the establishment of an air transport connectivity indicator