

# ICAO Young Aviation Professionals Programme



In partnership with  
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 career development of aviation professionals through a Young Aviation Professionals Programme. Currently, there are opportunities for three Young Aviation Professional Officer positions located in Montréal, Canada.

**Expected contribution:** The selected Young Aviation Professional Officers will be expected to contribute to ICAO, IATA and ACI work programmes related to aviation safety, air navigation capacity and efficiency, or to economic development of air transport, aviation facilitation, or environmental protection, 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.

**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, IATA and ACI. 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.

## Application

**How to apply:** Interested candidates are requested to submit their candidature by the **13 October 2017 deadline date**, by completing the online application form available at <https://careers.icao.int>. A motivation letter summarizing the following must be included: professional achievements to date; suitability for the Programme; 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 Appendix A and Appendix B and offer an explanation on why they are interested.

**Candidates who do not complete the online application and provide a motivation letter will not be considered.**

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

**Deadline for application: 13 October 2017**

## 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 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.

**Note:** Preference will be given to candidates who are not currently serving, or who have not previously served, as an intern with either ICAO, IATA and ACI.

## 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 as well as 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 Montréal 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.

## Anticipated timeline for selection

- 1) Candidates who are recommended for interview will be contacted by ICAO in early November 2017.
- 2) Interviews, which will be conducted either by video conference or Skype, are planned for mid-November 2017.
- 3) Candidates will be informed of the outcome of their interview at the beginning of December 2017.
- 4) Appointed candidates will report to Montréal last week of February 2018.

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

**Aviation Safety** and **Air Navigation Capacity and Efficiency** are two ICAO Strategic Objectives in the technical field. The Organization is constantly striving, in close collaboration with the air transport community and safety partners, to further improve 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.

### **Activities related to Safety:**

Review scanned Final Reports and update metadata in Final Reports database.

Conduct analysis of options for inserting provisions on detect and avoid (DAA) into Annex 10, Volume 4.

Conduct analysis on vulnerabilities of air navigation system to cyber threats.

Conduct analysis on how Knowledge of Internet of Things (IoT) can be affected by cyber threats and propose mitigation measures.

Support the development of aviation risk assessments related to cyber threats.

Development/update of database of Aviation Medical Section contacts and potential service providers (Medical Provisions Study Group, CAPSCA global contacts, global aviation medical organizations and other possible resources).

Perform literature research and document national legislation in different States relating to medical confidentiality, psychological assessment and alcohol & drug testing in order to develop baseline framework for discussion of harmonization of global aviation medicine regulations.

Document different aviation medical legislative requirements in different States/regions in order to develop baseline framework for discussion of harmonization of global aviation medicine regulations.

Perform literature research and document national legislation in different States relating to air ambulance operations in order to develop baseline framework for discussion of harmonization of global aviation medicine regulations.

Support the development and management of technical assistance projects for States/Organizations.

Support the Safety Fund (SAFE) Project Review Committee (PRC) activities.

### **Activities related to Air Navigation Capacity and Efficiency:**

Support the development of specific website to support implementation.

Support the development of business case tools.

Support the preparation, conduct and follow up of expert group meetings (e.g. panel and working group).

Research and document significant differences with Annexes 2, 11 and Procedures for Air Navigation Services — Air Traffic Management (PANS-ATM) published in the AIPs of all ICAO Contracting States.

Research and document current implementation of data link and satellite voice communications.

Support the development of roll-out materials and website for amendment to Annexes, PANS and guidance material.

### **Cross-functional activities:**

Develop or improve operational risk management concepts, metrics and analytical methods.

Support the continued development and ongoing maintenance of an air navigation integrated work programme.

Support the maintenance of the ICAO reporting and monitoring system (IRMS).

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

**Economic Development of Air Transport, Aviation Security and Facilitation, and Environmental Protection** are three ICAO Strategic Objectives in the air transport field which aim to foster the development of a sound and economically-viable civil aviation system; to enhance global aviation security and facilitation; and to minimize the adverse environmental effects of civil aviation activities. 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.

### **Activities related to Economic Development of Air Transport:**

Support the monitoring of air transport liberalization developments, in government policies, regulations and practices.

Support the development of case studies of States' liberalization in air transport.

Update and develop the databases on privatization of airlines, and on ownership structure of the world's airlines.

Collect data or information or reports regarding the contribution of air transport to national development and world trade and economy.

Perform follow-up tasks related to decisions taken at the 39th Session of the ICAO Assembly (A39).

Participate in the preparation of meetings and events, such as the Seventh Joint Meeting of the Airport Economics Panel and Air Navigation Services Economics Panel (AEP-ANSEP/7), the Fifteenth Meeting of the Air Transport Regulation Panel (ATRP/15), etc.

Conduct research on competition policies and practices in force nationally or regionally, with a view to further develop the ICAO compendium

### **Activities related to Aviation Facilitation:**

Participate in the development of a framework for a training course pertaining to Doc 9303, *Machine Readable Travel Documents* (MRTDs).

Support Facilitation (FAL) activities related to States' Implementation Plans related to the ICAO Traveller Identification Programme (TRIP) Strategy.

Support FAL outreach activities, including the development of brochures, leaflets, presentations, videos, reports, as well as updates of FAL websites.

Perform research and document national legislation in Member States relating to the facilitation of air cargo operations in order to develop a baseline framework or strategy for a harmonized global air cargo facilitation.

Participate in the organization and conduct of FAL events.

Collaborate on the building of a global database, and/or update existing database, on ePassport, biometrics, Public Key Directory (PKD) and Automated Border Control (ABC), as well as on all elements of the ICAO TRIP Strategy.

Assist in defining the research needed for the development of a risk-based model for airport border controls and identifying similar existing initiatives and related guidance issued by ICAO and other international organizations in order to extract the Standards, the best and recommended practices, main areas covered and specificities related to border control in an airport environment.

### **Activities related to Environmental Protection:**

Track initiatives related to the recycling of aircraft that have reached their end of useful life, prepare reports, and support the development of policies in this area.

Monitor public information on worldwide sustainable alternative fuel initiatives for research, production processes, production announcements, development programmes, market studies, financing, user contracts and agreements, flight tests and demonstrations, and commercial flights. Use this information to maintain and improve the Global Framework for Aviation Alternative Fuels (GFAAF) as well as to compile statistics in this area. Support the follow-up work on the results of 2017 ICAO Conference on Aviation Alternative Fuels.

Maintain estimate/forecast of alternative jet fuel availability based on announced loans, contracts, construction activities and on financing of initiatives for aviation alternative fuels.

Support the development of guidance related to adaptation by international civil aviation to climate change.

Conduct analyses related to the quantification of environmental benefits from the implementation of aircraft technology improvements and operational changes.

Assist the preparatory activities for the implementation of the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA).

Assist the capacity-building and assistance activities related to the development, update and implementation of State Action Plans to reduce aviation CO<sub>2</sub> emissions.

Assist in planning, coordinating and organizing ICAO seminars related to aviation and environment, developing and disseminating outreach materials such as journals, reports, pamphlets, videos, and PowerPoint presentations related to aviation and environment.

Assist in updating the information contained in the Intergovernmental Panel on Climate Change (IPCC) 1999 Special Report on Aviation and Global Atmosphere.