



Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE GSC 110484

DEADLINE FOR APPLICATIONS: 3 May 2011

POST TITLE: FIELD OPERATIONS ASSISTANT

DUTY STATION: Montreal

LEVEL: G-6

DATE FOR ENTRY ON DUTY: ASAP

POST NOS. AND CCOG CODE: 6490.123/2.A.11.

ORGANIZATIONAL UNIT: Field Operations Section, Technical Co-operation Bureau, Headquarters

The Field Operations Section (FOS) is responsible for the strategic planning, development, execution, evaluation and reporting for the Americas Programme of ICAO's Technical Co-operation Bureau (TCB). The Section assists with identification of priority development requirements across civil aviation and with technical cooperation to recipient States in the Region, taking into account, inter alia, ICAO's related Standards and Recommended Practices and Procedures (SARPs) and ICAO's Regional Air Navigation Plan. It carries out resource mobilization with multilateral and bilateral development partners and industry and develops regional and country-specific technical cooperation programmes and projects. FOS executes these programmes and projects in accordance with the policies and contractual modalities of TCB as well as in coordination with other units, sections and bureaus of the Organization.

QUALIFICATIONS & EXPERIENCE:

A. Academic qualifications

1. CEGEP or equivalent education.

B. Experience and knowledge

1. At least five years of experience in office work planning and coordinating finance/budget, administrative and/or programme related activities within an international organization or a government in positions of increasing levels of responsibility.
2. Knowledge of office automation techniques for text/data processing and contemporary software.
3. Experience in working with integrated information management systems for recording and reporting data.
4. Knowledge of the structure of the Technical Co-operation Bureau (TCB), its role and procedures in implementing projects.

C. Competencies

1. *Client orientation:* The desire and the determination to provide the best quality service to the client and to work in partnership to mutual benefit. (N.B. all those to whom services are provided are considered as "clients", whether they are internal or external).
2. *Teamwork:* The ability to work cooperatively or collaboratively with colleagues in work groups and as part of teams to achieve agreed goals. Initiative, discretion and the ability to maintain harmonious working relationships.
3. *Accountability:* Takes ownership of all responsibilities and honours commitment.
4. *Planning and organizing:* Identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; and monitors and adjusts plans and actions as necessary. Demonstrates effective organizational skills and ability to handle a large volume of data in an efficient and timely manner.
5. *Technological awareness:* Knowledge of office automation equipment and contemporary software. The ability to keep up to date on new or revised techniques, procedures and equipment relevant to the work.

D. Standards of Conduct

International outlook, character and integrity: Adherence to and capacity to promote the values and framework of the United Nations' Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct.

E. Languages

The work requires functional reading, writing and speaking abilities in English and Spanish. Knowledge of any of the following languages of the Organization (Arabic, Chinese, French, Russian) is desirable.

MAJOR DUTIES:

1. Introduce project budget revisions into the database in Agresso (when available). Draft, as requested, correspondence to the field and other Sections on budget revisions and funding situation.
2. Review and analyse data provided in Agresso, fellowship and procurement reports to monitor whether they correspond with project budgets and records maintained in the Section and, if necessary, initiate appropriate action.
3. Maintain electronic records on Field Requisitions, Purchase Orders, costs for different projects, recruitment requests, contracts, renewals of different projects, mission travel, fellowship nominations and awards.
4. Assist in the preparation of budget and reports. Maintain databases such as project revisions, expert proforma costs. Prepare spreadsheets to monitor project activities, as required.
5. Assist Officers in the preparation of Project Implementation Reports, Project Management Reports, Global Agency Expenditure Reports, New Large-scale Technical Co-operation Project Reports, lists of operationally-completed or cancelled projects.
6. Assist in the preparation of correspondence such as memoranda, reports, working papers, etc., often of a confidential or urgent nature, from verbal instructions, handwritten drafts or shorthand notes. Proofread or assist in proofreading typewritten material. Prepare, collate, hand out papers and perform other secretarial duties at meetings. Ensure that priorities and deadlines are met.
7. Receive, classify, sort and circulate mail. Prepare routine responses to incoming mail according to the nature of the subject matter and prepare informal translations from Spanish to English and English to Spanish.
8. Liaise with project offices on issues related to the implementation of projects.
9. Prepare for and service meetings by booking conference rooms, assist participants with hotel reservations, collect, prepare and distribute documentation; and prepare travel authorizations.
10. Assist in the daily operations of the Section as well as other duties as assigned.

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DURATION OF APPOINTMENT: It should be noted that this post is to be filled on a fixed-term basis.

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. In this connection, ICAO has incorporated the 2001 Standards of Conduct for the International Civil Service into the ICAO Personnel Instructions. A copy of the Standards of Conduct is available on the ICAO employment website at <http://www.icao.int/employment>.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62.

HOW TO APPLY

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: <https://careers-intra.icao.int>.

Date of issue of Vacancy Notice: 18 April 2011