



Vacancy Announcement INTERNATIONAL CIVIL AVIATION ORGANIZATION

VACANCY NOTICE PC 2010/42/P-5

DEADLINE FOR APPLICATIONS: 7 October 2010

POST TITLE: CHIEF, COMMUNICATIONS

DUTY STATION: Montreal

LEVEL: P-5

DATE FOR ENTRY ON DUTY: After 7 October 2010

POST NO. AND CCOG CODE: 2800.145/1.A.

ORGANIZATIONAL UNIT: Regional Coordination and Communications Office, Office of the Secretary General, Headquarters.

The Regional Coordination and Communications Office (RCC) is responsible for the coordination of management and administrative matters for the seven ICAO Regional Offices, developing and implementing a comprehensive communications programme and acting as the principal point of contact for all media-related activities. Within this context, the Chief, Communications is responsible for conceiving, planning and implementing a communications programme to demonstrate the leadership of ICAO on all matters related to international civil aviation and to develop support for activities that meet the needs of the Organization, Member States, and air transport partners in dealing with the media and the public.

QUALIFICATIONS & EXPERIENCE – ESSENTIAL:

A. Academic qualifications

An advanced university degree (Master's degree or equivalent, which should be substantiated by the applicant) in public information, communications or journalism, or a closely related field.

B. Experience and knowledge

1. Extensive experience (preferably 12 years) in progressively responsible professional positions in public information, journalism, communications or a closely related area, of which at least five years should have been in an international setting.
2. Very good knowledge of different aspects of public information and communications.
3. Experience in addressing a wide range of issues in the context of political developments and public events at the local and international level and in conceptualising, designing and implementing major information/communication activities and programmes.
4. Experience in rapidly analysing and integrating diverse information from varied sources and in producing a variety of communications products in a clear and concise style.
5. Experience in effectively communicating with various audiences throughout the world, in cultivating productive relationships with target audiences and in handling sensitive situations with diplomacy and tact.

C. Competencies

1. *Judgement/decision-making:* Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgement, to recognize key issues and analyse relevant information, to make feasible recommendations, and to take sound decisions.
2. *Communication:* Proven ability to write clearly and concisely and to present articulate verbal briefings and reports.
3. *Teamwork:* Ability to work collaboratively with colleagues to achieve organizational goals and to maintain harmonious working relationships in a multinational environment.
4. *Managerial competencies, including leadership, vision, and management of performance:* Demonstrated ability to plan and guide the work of a team in a multinational environment, to develop clear goals that are consistent with agreed strategies, to identify priorities and adjust them as required, to motivate staff, and to establish accountabilities for the fulfilment of commitments and delivery of expected results. Ability to build and maintain a high performance culture through effective performance management, communication and coaching of staff.
5. *Building partnerships/trust:* Ability to communicate effectively with media and members of the public, especially in situations requiring a high degree of negotiating skill and the development of interpersonal relationships. Ability to develop and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.
6. *Commitment to continuous learning:* Willingness and ability to keep abreast of new developments in professional field.
7. *Technological awareness:* Ability to use contemporary office automation equipment, software and databases and to keep abreast of available technology, particularly as regards communications technology.

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

Command of English and French.

QUALIFICATIONS & EXPERIENCE – DESIRABLE:

A. Experience and knowledge

1. Communications experience within the United Nations (UN) system of organizations.
2. Experience in developing professional relationships with communications executives at key institutions whose activities are related to international aviation.
3. Knowledge of the air transport or aerospace field.

B. Languages

A good working knowledge of any other language of the Organization (Arabic, Chinese, Russian, Spanish).

MAJOR DUTIES:

Under the guidance and supervision of the Chief, Regional Coordination and Communications Office (C/RCC), the incumbent will manage the activities of the communications programme of the Organization and will perform the following functions:

MAJOR DUTIES (cont.)

1. Plan, develop and implement ICAO's communication strategy which structures the priority topics of information, the events which illustrate them, the key messages ICAO will deliver, and identifies the audience, the objectives and the methods for using the different communication media (Internet portal, media, events, etc.).
2. Reinforce the presence of the Organization in the media through sustained efforts, including: timely dissemination of media releases, press releases and editorials about the most significant topics and events concerning the Organization's programmes and activities, and on the occasion of major events mobilizing, where relevant, personalities from the world of air transport; organizing press seminars at Headquarters for groups of journalists from Member States (in collaboration with the resident national delegations).
3. Design, implement and maintain strategic and operational communications plans with technical and content input from units within the Organization, which are related to programme or region-specific plans, support the adoption of new initiatives by decision-makers and ensure the effective delivery of the Organization's information.
4. Evaluate the political, public, scientific, commercial and technical environments in which the Organization functions. Identify, analyse, and evaluate the needs of the Organization in the field of communications, first, on the basis of the priority needs expressed by Senior Management and the Governing Body, and secondly as a function of the external environment and target audiences, including: air transport industry representatives, Member States, and the public, as well as journalists, and other parties of interest.
5. Establish the mechanisms required to increase and assure the quality and effectiveness of the Organization's communications products and ensure that they meet the needs and fulfil the expectations of the Organization. Ensure that resources allocated to the communications programme are used efficiently to implement the communications plan and to accomplish assigned special projects. Employ the most appropriate and effective tools and mechanisms to ensure that ICAO's message is effectively and efficiently communicated to target audiences on a global basis.
6. Establish strong and active alliances with strategic partners with a view to promoting common objectives and enhancing understanding of the importance of the role and contribution of the Organization in international civil aviation.
7. Provide expert advice and up-to-date information to C/RCC, and for discussion with the Secretary General, the President of the Council, the Senior Management Group and other decision-makers, concerning communications and public affairs policies, strategies and current issues, trends and developments, as well as perceptions regarding matters affecting the Organization; and on the communications implications of policies, plans, programmes and activities to ensure that the concerns of clients have been taken into account.
8. Identify and assist in the management of major communications situations by providing an early warning to C/RCC and Senior Management, directing the analysis of the issues involved, and either making recommendations to deal with the issues or establishing a process for arriving at a solution.
9. Manage the ICAO communications programme, activities, staff and all related resources.
10. Perform other related duties, as assigned.

DURATION OF APPOINTMENT: Initial appointment will be on a three-year, fixed term basis (first year is probationary for an external candidate).

REMUNERATION: Level P-5	<u>Rate</u>	<u>Net Base Salary per annum</u>	+	<u>Post Adjustment (net) per annum</u>
	Single	U.S. \$79 537		U.S. \$42 075
	Dependency	U.S. \$85 615		U.S. \$45 290

Post Adjustment is subject to change.

SUMMARY OF BENEFITS: The ICAO Summary of Benefits may be viewed at: <http://www.icao.int/icao/en/va/emplsum.htm>.

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. A copy of the Standards of Conduct is available on the ICAO employment website at <http://www.icao.int/employment>.

This vacancy is open to both female and male candidates. In order to increase the number of women at all levels, women are particularly invited to apply for vacant posts, as well as for roster evaluation for future vacancies.

ICAO has established family-friendly policies for its staff members.

The statutory retirement age for staff entering or re-entering service after 1 January 1990 is 62. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

HOW TO APPLY: Interested candidates should download and complete the ICAO Application-for-Employment Form. This is the basic document for evaluation of candidates and must be FULLY completed in order to be considered. If extra pages are needed, page no. 4 should be copied in the required number in order to complete the form.

ICAO staff members, as well as staff members from other UN International Organizations or Specialized Agencies, may submit with their application a scanned copy of their two latest annual performance appraisal reports.

In all cases quote the vacancy notice number. Applications should be submitted with a letter demonstrating how your professional experience and competencies match those expressed in the vacancy notice.

The form may be obtained by accessing the ICAO employment website at <http://www.icao.int/employment>.

For candidates appointed from other UN International Organizations or Specialized Agencies, transfer and/or secondment arrangements under the Inter-Agency Mobility Agreement may be considered.

ONLY APPLICANTS WHO ARE UNDER SERIOUS CONSIDERATION WILL BE CONTACTED AND INTERVIEWED.

Date of issue of Vacancy Notice: 7 September 2010