



International Civil Aviation Organization

Vacancy Notice

POSITION INFORMATION

Post Title:	CHIEF, CONFERENCE, SECURITY AND GENERAL SERVICES SECTION	Vacancy Notice:	2012/42/P 105418
Level:	P-5	Deadline for applications:	11 JANUARY 2013
Duty Station:	MONTRÉAL	Date for entry on duty:	1 APRIL 2013

THE ORGANIZATIONAL SETTING

The Bureau of Administration and Services (ADB) plays a lead role in the effective and efficient administrative management of the Organization by ensuring the provision of high-quality physical and human resources, by applying the highest standards of work ethics and conduct, and by using results based management skills and tools to support the Organization in implementing its Strategic Objectives, in order to serve all stakeholders of the world aviation community.

The Section is responsible for the planning, coordination and management of conference and office services, records keeping, commissariat operations, rental of office space, security of premises and business continuity plans, logistic services in terms of publication distribution, inventory, storage and supply, and overall building management, including liaison with Public Works, Government Services Canada and Westcliff, building administration in relation to office management, as well as maintenance and construction services.

As the Chief of the Section, the incumbent oversees and coordinates all the above activities and is accountable for the smooth delivery of these services. The post of Chief reports directly to the Deputy Director, Information Management and General Administrative Services (DD/ADB IMGAS) to whom he reports on complex technical issues.

MAJOR DUTIES AND RESPONSIBILITIES

Function 1 (incl. Expected results)

Leads, supervises and manages the work and staff of the Section, achieving results such as:

- Organise and manage assigned resources to provide timely and effective service delivery.
- Develop operational plans for the Section and supervise, monitor and report on its implementation.
- Prepare the budget proposal of the Section, monitor expenses and take decisions on corrective action if required.
- Ensure timely and accurate preparation of monthly and periodic reports, and statistical data and analysis on the work of the Section.
- Establish, monitor and report on annual performance and work plans for Section staff, ensuring appropriate distribution of workload, and adjusting priorities, as required, in order to meet operational needs.
- Implement continuous improvement to ensure staff's service orientation.

Function 2 (incl. Expected results)

Oversees the planning and organization of major, high level meetings and conferences, achieving results such as:

- Supervise the development and preparations for the Council Programme of Meetings.
- Undertake preliminary missions as required and negotiate on behalf of the Secretary General with prospective host Government representatives regarding physical, logistical and staff requirements for meetings.
- Oversee the activities of the Conference Services Unit and provide support in cases of conflict and problems in order to ensure a smooth running of conferences and meetings at and outside of ICAO.
- Verify the analysis of requirements and meeting budget allotments prepared by the Head, Conference Services Unit, and monitor and oversee the allocation of human and financial resources.
- Authorize allocation of space required for conferences and meetings.

Function 3 (incl. Expected results)

Manages all activities related to the security of ICAO premises and coordinates the evaluation, strengthening and implementation of ICAO Business Continuity Plans (BCP), oversees overall building management activities, including location of premises, office space allocation, as well as construction and maintenance works, achieving results such as:

- Prepare and implement the yearly and triennial budget related to building management and office services, including progress reports and preparing documentation for audits.
- Investigate and resolve accommodation related problems and negotiate with the proper authorities to find solutions.
- Monitor building maintenance programmes to ensure they respond to ICAO needs and intervene in case of problems and conflicts.
- Oversee commissariat services, inventory or other asset related activities of the Section.
- Prepare threat and risk assessments, contingency measures management, investigate security incidents and provide advice to Senior Management on recommended action.
- Coordinate simulation exercises to test response to security incidents, crisis management framework and Business Continuity Plan (BCP) invocation.

Function 4 (incl. Expected results)

Oversees the appropriate handling of inventory management and logistic services, including warehousing and storage as well as the timely distribution and shipment of publications to internal and external clients, achieving results such as:

- Monitor the use and continuing effectiveness of logistic and distribution systems.
- Ensure rapid, relevant responses and assistance to evolving supply needs and situations, including emergency situations.
- Integrity, standards and accountability monitored, administered and maintained by implementing sound, accurate logistics management systems, procedures, documentation and accurate reporting.
- Professional assistance and training provided for capacity building particularly in logistics operations in order to enhance efficient, effective and timely delivery of supplies.
- Ensure full compliance with inventory management practices, rules and regulations, including verification of assets, asset transfer, disposal, write-off and synchronization of inventories.

Function 5 (incl. Expected results)

Oversees the proper handling of registration and archiving of records, achieving results such as:

- Establish new file categories while avoiding proliferation of filing categories and ensure appropriate classification.
- Manage the transition from paper filing and archiving to electronic filing systems.
- Develop procedures and processes to ensure a smooth implementation and operation of electronic filing systems.
- Oversee training and coaching of staff and other clients accessing the electronic archives.

Function 6 (incl. Expected results)

Perform any other duties that may be assigned from time to time.

QUALIFICATIONS AND EXPERIENCE

Educational background

Masters degree in business administration, management or similar field.

Professional experience and knowledge

- Extensive experience (preferably 12 years) in large-scale national or international Conference and/or Event Management or Building and Maintenance Services or Security and Business Continuity Planning or Logistics and Inventory Management. Experience in a combination of two or more of these areas would be a definite advantage.
- Proven leadership experience as well as experience in coordinating the work of different organizational entities is essential.
- Work experience in the private sector combined with experience in the public sector and/or large international organizations in any of the above areas is highly desirable.
- Familiarity with modern visual and audio equipment and other technical entities used for conferences and meetings, including knowledge of event management systems.

- Experience in administrative matters, such as contract management, accounting, financial budget management and project management is highly desirable.
- Experience in the United Nations system in emergency preparedness and response is desirable.

Language Skills

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

Competencies

1. **Accountability:** The willingness and ability to accept responsibility for oneself and one's responsibilities; taking ownership for actions and outcomes.
2. **Client Orientation:** The willingness and ability to see things from the clients' perspective, anticipate client needs and concerns; find appropriate solutions for clients and keep clients informed.
3. **Leadership:** The person is in a role where serving as a role-model, translating vision to results, developing strategies; gaining support and driving for improvement are valued.
4. **Judgment and Decision-making:** The person is in a role where s/he is expected to identify key issues quickly, gather relevant information, consider positive and negative impacts, check assumptions against facts and make tough decisions when necessary.
5. **Vision:** The person is in a role where the ability to understand and communicate strategic issues is valued.
6. **Empowering others:** The person is in a role where they are expected to empower others through delegation, encouragement, holding others accountable, valuing others' input, and providing appreciation and recognition.

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 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.

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 1990 is 62. For external applicants, only those who are expected to complete a term of appointment will normally be considered.

Remuneration:	Level	Rate	Net Base Salary per annum	+	Post Adjustment (net)*
	P-5	Single	USD 80,734		USD 53,930
		Dependency	USD 86,904		USD 58,051

(*) 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.