



# International Civil Aviation Organization

## Junior Professional Officer

### POSITION INFORMATION

Post Title:	JPO opportunity of Associate Ethics Officer	Duration of Secondment:	Two (2) years
Grade Level:	P-2	Deadline for applications:	20 October 2023
Duty Station:	Montréal, Canada	Date for entry on duty:	As soon as possible

### THE ORGANIZATIONAL SETTING

Functioning on the principles of independence, impartiality and confidentiality, the Ethics Office is, *inter alia*, responsible for promoting ethical conduct and decision-making by all ICAO personnel, regardless of contract type and duration. In this context, the Ethics Office provides counsel and confidential advice to the Organization and its staff. It also assists the Secretary General and the Council in nurturing a strong organizational culture of ethics, transparency and accountability by providing guidance to reflect ethical considerations in policies, practices, and processes as well as through the promotion and enhancement of ethical awareness and a “speak up” culture through training and general outreach activities. The visible adherence by ICAO staff and management to the highest standards of ethics and integrity further serves to protect the reputation of the Organization, and it enables ICAO personnel to come forward without fear of retaliation. Committed to embedding and enhancing ethics principles and value in ICAO business processes and decision-making through its ethics services and pragmatic and actionable ethics advice and guidance, the Ethics Office serves as a vital advocate of ethical practices within ICAO.

The incumbent (JPO) will work under the direct supervision of the ICAO Ethics Officer, carrying out research and drafts in the field of ethics, including application of the Standards of Conduct for the International Civil Service to specific circumstances, as well as benchmarking and developing communication materials to raise awareness on the work of the ICAO Ethics function.

### MAJOR DUTIES AND RESPONSIBILITIES

#### Function 1 (incl. Expected results)

**Assists the Ethics Officer in the provision of confidential ethics advice and guidance to all staff members**, achieving results such as:

- Provide assessment on matters related to conflicts of interest, such as outside activities and acceptance of gifts, in line with the applicable standards of conduct.
- Advise on possible methods to address sensitive situations, concerns and ethical dilemmas facing ICAO personnel, as individuals and managers;
- Carry out in-depth research regarding practices and topics related to the mandate of the Office, including the application of standards of conduct by staff and the address of conflicts of interest across international organizations and in national civil service;
- Provide initial drafts of confidential advice and guidance on ethical issues as well as information on submitting in a confidential way complaints of misconduct and retaliation, standards of conduct, conflicts of interest, outside activities and acceptance of gifts; and
- Protect all confidential information received from staff and other sources.

#### Function 2 (incl. Expected results)

**Assists the Ethics Officer in the provision of advice to the Secretary General and the Council on policies and procedures related to ethics issues**, achieving results such as:

- Provide initial assessment on policies and standards submitted to the Ethics Office for review;
- Proactively provide relevant input on policies and standards, including recommendations for new or updated policies and standards;
- Assist in the draft, update and/or revision of administrative issuances associated with the ICAO Framework on Ethics, including ICAO Staff Rules and relevant Personnel Instructions; and
- Participate in meetings and collaborate with relevant stakeholders, as appropriate and at the requests of the Ethics Officer.

### Function 3 (incl. Expected results)

**Assists the Ethics Officer in the development, implementation and administration of ICAO's financial disclosure and conflict of interest declaration programmes, achieving results such as:**

- Assist in the launch of the yearly Financial Disclosure and Conflict of Interest Programme (FDP), including the identification of relevant staff and the monitoring of timely submission of the forms
- Provision of advice and guidance to participants to FDP on the information to be disclosed;
- Timely and effective record and assessment of the forms received;
- Undertake a confidential verification process of a random sample of the financial statements; and
- Keep in a secure location all confidential information disclosed by the concerned ICAO personnel.

### Function 4 (incl. Expected results)

**Contributes to promoting outreach activities through the development and implementation of mandatory ethics training programmes (initial and refresher) and internal communication, including contribution to ICAO's website on the ethics function, achieving results such as:**

- Carry out research regarding practices and trends in training, communications and awareness-raising on ethical behaviours, as well as applying standards of conduct and addressing conflicts of interest within the United Nations system;
- Provide initial drafts of guidance and communication materials on topics related to the work of the Ethics function, including conflicts of interest and protection against retaliation;
- Assist with the management and enhancement of the intranet web-page of the Ethics Office;
- Support in development and delivery of innovative awareness-raising and training programmes;
- Implement initiatives to encourage compliance with ICAO principle and values; and
- Transfer knowledge and skills to targeted audiences, including during on-boarding sessions for newcomers.

### Function 5 (incl. Expected results)

**Performs other related duties, as assigned.**

## QUALIFICATIONS AND EXPERIENCE

### Education

#### Essential

A first level university degree in law, public administration, social sciences, or in a related field, with a focus on administrative and corporate ethics, human resources management and labour law.

### Professional experience

#### Essential

- A minimum of three (3) years of relevant experience, particularly in drafting and reviewing reports and internal documents, as well as in providing advice and guidance (preferably on ethics and compliance issues).
- Experience in conducting research as well as analysing and handling, with tact and discretion, sensitive and complex issues, while maintaining the highest level of confidentiality.
- Practical experience in multi-tasking, prioritize and work independently.

#### Desirable

- Experience in ethics and compliance or a related field.
- Experience in the use of computers, including graphic design software (i.e. Publisher, InDesign, PowerPoint etc.), business intelligence tools and contemporary networks.
- Experience working in a multi-national and multi-cultural environment.
- Relevant working experience within the United Nations system or other international organizations, preferable in ethics, standards of conduct and/or protection against retaliation.

### Languages

#### Essential

Fluent reading, writing and speaking abilities in English.

#### Desirable

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

#### Competencies

- 1. Professionalism:** Demonstrate understanding of the importance of maintaining confidentiality and awareness of how to handle and maintain documents of evidentiary value; research, analytical and problem-solving skills, in particular, on ethics-related issues at organizational and individual levels; knowledge of public sector or business ethics issues, policy and practice; knowledge of best practices in ethics training and outreach programmes; capacity to promote the values and framework of the UN Standards of Conduct for the International Civil Service and/or equivalent national or international standards of conduct; demonstrates professional competence and integrity; international outlook, character and integrity; shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; conscientious and efficient in meeting commitments, observing deadlines and achieving results; motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- 2. Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- 3. Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style, and format to match the audience; demonstrates openness in sharing information and keeping people informed.
- 4. Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- 5. Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports assistants, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- 6. Creativity:** Actively seeks to improve programmes or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

#### MODE OF SECONDMENT

The duration of the secondment opportunity for the Junior Professional Officer (JPO) is for two years. The secondee is expected to work five days per week.

ICAO may avail itself of the services of personnel seconded by governments, other international agencies or educational, scientific, research or other institutions. Seconded personnel are engaged under a Trust Funded or Gratis (detached expert) arrangement, in accordance with terms and conditions stipulated in a Memorandum of Understanding between ICAO and sponsor of the seconded person. During the period of assignment with ICAO, the seconded individual will be considered an "Official" of ICAO.

Once engaged by ICAO the seconded individual will be under the sole authority of the Secretary General of ICAO and all relationship with the releasing Government/Agency will be held in abeyance during the period of employment with ICAO.

**As detached expert:** The individual is detached from the releasing Government/Agency but is assigned to work for ICAO.

**Trust Fund arrangement:** Funds are deposited by the Government/Agency with ICAO for the purpose of engaging personnel normally subject to the stipulations of a Memorandum of Understanding.

#### 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.