



International Civil Aviation Organization

Junior Professional Officer

POSITION INFORMATION

Post Title:	Associate Legal Officer - JPO	Duration of Secondment:	2-3 years
Grade Level:	P2	Deadline for applications:	28 February 2025
Duty Station:	Montréal, Québec, Canada	Date for entry on duty:	1 July 2025
Special Notice: The ICAO Assembly recently reaffirmed its commitment to enhancing gender equality and the advancement of women by supporting UN Sustainable Development Goal 5 “ Achieve gender equality and empower all women and girls. ”			

THE ORGANIZATIONAL SETTING

The Legal Affairs and External Relations Bureau (LEB) provides advice and assistance on legal and external relations matters generally and in support of ICAO's Strategic Objectives, to the ICAO Member States, the Governing Bodies, the President of the Council, the Secretary General, other ICAO Bureaus and Regional Offices.

With regard to legal matters, the Bureau is responsible for: the provision of legal advice to the Governing Bodies and the Secretariat on any issue of law, in particular on international law and air law; the general development of air law; the review of all agreements and contracts; and the performance of the treaty depositary functions of the Organization.

With regard to external relations matters, the Bureau is responsible for: maintaining close and harmonious working relations with Member States; serving as focal point for the Organization's relations with the Host Government; carrying out liaison and protocol functions; monitoring and providing policy guidance and advice on current political events which might affect ICAO.

With regard to communications, the Bureau is responsible for developing and implementing a comprehensive communications programme and acting as the principal point of contact for all media-related activities.

MAJOR DUTIES AND RESPONSIBILITIES

Under general guidance of the Deputy Director (DD/LEB) and the supervision of the designated legal officer of LEB, the incumbent will:

Function 1 (incl. Expected results)

Assists in providing legal advice to the various bodies of the Organization and to the Member States, achieving results such as:

- Prepare timely and appropriate replies to correspondence, enquiries, inter-office memoranda and other requests having legal implications.
- Draft legal opinions or legal memoranda on questions which may arise in the various bodies of the Organization, including questions concerning the interpretation of the *Convention on International Civil Aviation* and the Annexes thereto, as well as other international air law instruments.
- Facilitate negotiations and meetings requiring legal advice or expertise.
- Prepare draft replies to correspondence from States, other international organizations and individuals.

Function 2 (incl. Expected results)

Conducts legal research on a diverse range of issues in law, achieving results such as:

- Provide accurate and up-to-date information relating to the areas of research.
- Collect relevant data, practices, procedures and usage relevant to the legal work of the Organization.
- Analyse, if necessary, the views and positions of States, international organizations and other entities on a particular issue.
- Conduct relevant case law research and prepare legal briefs.
- Prepare briefs and assist in cases before judicial, arbitral and other dispute resolution bodies.

Function 3 (incl. Expected results)

Assists in drafting or reviewing agreements, memoranda of understanding, contracts and other instruments to which the Organization is a party, achieving results such as:

- Prepare or review key provisions of agreements including privileges and immunities to protect ICAO's legal interests.
- Review the proposed agreements or other instruments between ICAO and States, International Organizations or other entities to ensure compliance with applicable precedents and conformity with subject matter frameworks.
- Coordinate with various Bureaus and Offices, as needed.

Function 4 (incl. Expected results)

Provides legal secretariat and external relations support to various meetings of the Organization including the Assembly, Council, Legal Committee, Working Groups, Secretariat Study Groups, Task Forces, and other representative bodies, achieving results such as:

- Handle administrative and protocol matters relating to the meetings, such as collection and verification of credentials, communication with delegations, etc.
- Assist in the preparation of notices, orders of business, working papers, background reference material, studies and other documentation for the meetings.
- Participate in the meetings of various committees, working groups and other bodies.
- Draft the summaries of issues, meeting reports and resolutions.
- Participate in legal proceedings for the settlement of disputes.

Function 5 (incl. Expected results)

Performs other related duties, as assigned.

QUALIFICATIONS AND EXPERIENCE

Education

Essential

An advanced level university degree (Master's degree or academic equivalent) in Law, including international law, air law, or in a related field.

Professional experience

Essential

- A minimum of three (3) years' legal experience at either national or international level with emphasis in international law.
- Experience in the analysis and drafting of legal opinions and instruments.
- Experience in conducting legal research using diverse research sources (including electronic sources on the internet, intranet and other databases).
- Experience in reviewing and synthesizing legal information and presenting findings and recommendations in a required format.

Desirable

- Practical experience in assisting with negotiations at the international level.

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

Professionalism: Knowledge of the aviation industry and related activities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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.

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.

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 subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

MODE OF SECONDMENT

The duration of the secondment is two (2) years, which can be extended for an additional year and thereafter, depending on need for the subject matter expert and as agreed between the Secretary General of ICAO and the sponsoring entity. The secondee is expected to work five (5) 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 Trusted 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.