

Employer: International Coordinating Council of Aerospace Industries Associations (ICCAIA)

Position: ICCAIA Permanent Senior Air Transport Representative to ICAO

Terms of Employment: Full-time / Permanent

Location: Montreal, Quebec

Employment Address: 999, Robert-Bourassa Blvd, Suite 3.17, Montreal, QC, H3C 5H7

Hours of Work: 40 hours/week

Language: English

Benefits: Eligible for discretionary bonuses and/or salary increases in accordance with company policy. Group health, pension and life insurance policies provided.

Salary: \$130,000 - \$200,000 USD per year

Contact: dcarnelly@iccaia.org

Position Summary:

The International Coordinating Council of Aerospace Industries Associations (ICCAIA) represents the aerospace manufacturing industry of the United States, Europe, Canada, Russia, Japan and Brazil at the International Civil Aviation Organization (ICAO). The Representative reports to the Montreal Head of Office and is responsible for advising and assisting on the entire range of issues of interest to ICCAIA, keeping the Board Members and committees informed on discussions of relevance and helping to influence ICAO topics of concern to the current and future direction of aerospace manufacturing and related industries.

Duties:

- Developing technical and strategic goals for the manufacturing industry at ICAO in conjunction with the Montreal Head of Office;
- Representing the manufacturing industry on the ICAO Air Navigation Commission and at the ICAO Council;
- Liaising with ICAO officials and staff, Contracting States' representatives to ICAO, and officials and staff of other Observer Organizations located in Montreal;
- Monitoring and interacting with the ICAO Council and its committees and working groups, as well as the Air Navigation, Air Transport and Legal Bureaus for emerging issues and trends related to civil aviation, focused particularly on manufacturing issues;
- Serving as ICCAIA Observer on the Air Navigation Commission;
- Facilitating engagement between ICCAIA representatives and ICAO officials on international civil aviation matters;
- Communicating positions on behalf of ICCAIA;
- Defining ICCAIA attendance and Working Papers at High Level Meetings;
- Attending other meetings as necessary and serving as the ICCAIA member on expert groups if needed;
- Coordinating with ICCAIA Committee Chairs, Vice-Chairs and nominated experts on relevant issues, including ICAO State Letters and subsequent responses;
- Reporting to Board of Directors, Montreal Head of Office and committees on ICAO policy matters as they develop, and other issues and activities as agreed;
- Jointly managing the operation of the ICCAIA Strategy Committee with the other Permanent Representative.

- Establishing objectives for the organization and formulating or approving policies and programs; and,
- Allocating human and financial resources to implement policies and programs; establishing financial and administrative controls; formulating and approving promotional campaigns.

Requirements:

- Masters degree in a related field;
- Minimum of 10 years of experience in the field of aviation;
- Technical and geopolitical acumen, awareness of the current and future direction of aviation manufacturing and related aviation/aerospace industries (Maintenance and Repair Organizations, Training Organizations) and an understanding of airworthiness issues;
- Understanding of development of ICAO Standards and Recommended Practices and/or experience in aviation industry or national Civil Aviation Authority, preferably with airworthiness knowledge;
- Fluent reading, writing and oral communication abilities;
- Working knowledge of a second language of ICAO as it relates to ICCAIA members is considered an asset. e.g. French, Russian

Strategic vision/geopolitical awareness

- Strong strategic skills and a vision for manufacturing industry advocacy and success at ICAO;
- Candidate is not only aware of institutional processes/ procedures and technical demands of ICAO advocacy, but will bring perspective and understanding of political and other influences over ICAO in order to better represent the industry;
- Previous experience as executive advocate for company or organization or executive position in ICAO or national civil aviation authority;

Organizational Awareness

- Shows a strong awareness of the structure and history of ICAO, including the Convention on International Civil Aviation, the Annexes to the Convention and Procedures for Air Navigation Services;
- Understands role of ICAO in structuring SARPs and other guidance, the role of the Assembly, the Council, the Air Navigation Commission and the Bureaus;
- Aware of the structure of ICCAIA, including the Board of Directors, Committees and system of governance.

Teamwork

- Works collaboratively to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and expertise and is willing to learn from others;
- Places team agenda before personal agenda;
- Supports and acts in accordance with Board decisions, even when such decisions may not entirely reflect own position;
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Communication

- 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 and 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 and 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;
- Supports others and takes personal responsibility for his/her own shortcomings, where applicable.