

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

Position: ICCAIA Air Transport Junior 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: \$75,000 - \$100,000 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 providing support across the entire range of issues of interest to ICCAIA, supporting the Head of Office and liaising with the committees on topics of relevance and concern to the current and future direction of aerospace manufacturing and related industries.

Duties:

- Reporting to the Montreal Head of Office, assisting in development of technical and strategic goals for the manufacturing industry at ICAO;
- Representing the manufacturing industry at ICAO, further developing technical and political acumen;
- Liaising with ICAO officials and staff, Contracting States' representatives to ICAO, and officials and staff of other Observer Organizations located in Montreal;
- Monitoring of 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 as they relate to the manufacturing business;
- Facilitating engagement between ICCAIA representatives and ICAO officials on international civil aviation matters;
- Communicating positions on behalf of ICCAIA;
- Developing ICCAIA Working Papers for ICAO High Level Meetings in collaboration with the Head of the Montreal Office;
- Attending meetings as necessary and serving as the ICCAIA member on designated expert groups if needed;
- Developing ICCAIA position papers on technical and strategic topics;
- Coordinating with the ICCAIA Strategy Committee, Committee Chairs, Vice-Chairs and nominated experts on relevant issues, including ICAO State Letters and subsequent responses; and
- Reporting to the Montreal Head of Office and committees on ICAO policy matters as they develop, and other issues and activities as agreed.

Requirements:

- A Masters degree in a related field is required;
- 3 years of experience in the field of aviation;
- Understanding of ICAO Standards and Recommended Practices and/or experience in the aviation industry is required;
- 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 is required;
- 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

Competencies

- Candidate shows understanding of engineering principles
- Candidate should show a keen understanding of the aerospace sector and be willing to develop in the area of strategic rulemaking activities;
- Previous experience in an aerospace manufacturer or associated business or service is required;
- Strategic vision/geopolitical awareness;

Organizational Awareness

- Shows awareness of the structure of ICAO, including the Convention on International Civil Aviation and the Annexes to the Convention and Procedures for Air Navigation Services;
- Understands role of ICAO in the global regulatory context and as a United Nations body;
- 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.