



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

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5 February 2025

Subject: Secondment Opportunities

Action required: Submission of notifications by Governments interested in sponsoring a candidate as soon as possible.

Sir/Madam,

I have the honour to inform you of the following secondment opportunities with the International Civil Aviation Organization (ICAO), Montreal, Canada, Beijing China, Bangkok, Thailand and Dakar Senegal respectively:

Air Transport Bureau (ATB):

- 1) Environment Officer, LTAG (P-4) (1 Post), Montreal, Canada.

Air Navigation Bureau (ANB):

- 2) Technical Officer, Airport Operations and Runway Safety (P-4) (1 Post), Montreal, Canada.

Language Publications and Conference Management (LPC):

- 3) Conference Operations Project Management Officer (P4) (1 Post), Montreal, Canada.
- 4) Conference Technical Services Coordinator (P3) (1 Post), Montreal, Canada.
- 5) Interpreter-Translator (Arabic, Chinese, French, Russian or Spanish) (P-4) (Multiple Posts), Montreal, Canada.
- 6) Interpreter-Translator (Arabic, Chinese, French, Russian or Spanish) (P-3) (Multiple Posts), Montreal, Canada.
- 7) Language Officer (Translator/Reviser) (P-4) (Multiple Posts), Montreal, Canada.
- 8) Language Officer (Translator/Reviser) (P-3) (Multiple Posts), Montreal, Canada.

APAC Regional Office:

- 9) Aerodromes and Grounds Aids (AGA) Officer (P-3) (1 Post), Bangkok, Thailand.
- 10) Regional Officer, Environment and Climate Change (P-3) (1 Post), Bangkok, Thailand.
- 11) Regional Officer, Air Traffic Management (AOM-ASM) (P-4) (1 Post), Beijing, China.
- 12) Flight Procedure Design Instructor, (P-3) (1 Post), Beijing, China.

WACAF Regional Office:

- 13) Air Transport Expert (Economic Policy) (P-4) (1 Post), Dakar, Senegal.

Please advise as soon as possible if your government would be interested in sponsoring a candidate to be seconded to ICAO to carry out the functions of the above positions. The terms of reference for the above secondment opportunities is available online and can be accessed via: <https://portal.icao.int/icao-net/Pages/SecondmentOpportunities.aspx>.

There are two methods by which a government could second an individual to ICAO: the trust fund arrangement, whereby funds are deposited by the government to ICAO in advance, to finance the contractual period of the assignment; and the gratis arrangement, whereby the government takes full responsibility for the remuneration of the seconded individual.

Under conditions of equality, ICAO places no restrictions on the eligibility of men and women to participate in any capacity. The age limit for persons seconded to ICAO is 65 years. States are therefore encouraged to bear this in mind when nominating candidates for secondment. ICAO encourages States to nominate female candidates.

All nominated candidates are required to complete a Personal History Profile (PHP) Form, to accompany their nomination. This form can be completed by creating an account and online profile on the Inspira career website: <https://Inspira.un.org>. Once the online form is completed, candidates will be able to download a PDF copy.

In accordance with the provisions of Paragraph 5.2 of the ICAO Policy on Secondment, if no suitable candidates are received within the deadline set above, this secondment notice will be kept open until the position is filled by a suitable candidate or withdrawn as determined by the requesting ICAO Bureau/Office.

The Staff Employment and Administration Section of ICAO is available to provide any additional guidance that might be required. In this regard, you may contact the Chief of the Staff Employment and Administration Section via email, sea@icao.int or telephone: +1-514-315-2442.

Accept, Sir/Madam, the assurances of my highest consideration.

Juan Carlos Salazar
Secretary General