

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

Position: Vice President and Representative to International Civil Aviation Organization (ICAO)

Terms of Employment: Full-time / Permanent

Location: Montreal, Quebec

Hours of Work: 40 hours/week

Language: English

Benefits: Eligible for discretionary bonuses and/or salary increases in accordance with company policy.

Salary: \$290,000 – 300,000 CAD / year

Contact: Please send resumes to info@iccaia.org and include “Vice President and Representative to ICAO” in the email subject line.

Position Summary:

The Vice President and Representative to ICAO acts as the ICCAIA representative to ICAO, reporting directly to the ICCAIA Board of Directors, which represents the aerospace manufacturing industry of the United States, Europe, Canada, Russia, Japan, and Brazil. The Representative is responsible for advising and assisting on the entire range of issues of interest to the ICCAIA, keeping Board Members and committee members informed on discussions of relevance, and helping to influence the current and future direction of aviation manufacturing, and related aviation and aerospace industries.

Duties:

- Setting technical and strategic objectives for the manufacturing industry at ICAO;
- Acting as the primary advocate for the manufacturing industry at ICAO including representation to the supervisory Council of ICAO, which requires both technical and geopolitical acumen as well as knowledge of the current and future direction of aviation manufacturing business and related aviation and aerospace industries;
- Liaising with the ICAO Council, officials and staff of ICAO, 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, and the Air Navigation, Air Transport and Legal Bureaus for emerging issues and trends related to civil aviation focused particularly on manufacturing issues;
- Facilitating engagement between ICCAIA representatives and ICAO officials with respect to international civil aviation matters;
- Communicating positions on behalf of ICCAIA;
- Acting as the accredited ICCAIA Observer to the ICAO Council;
- Acting as the ICCAIA Alternate Observer on the Air Navigation Commission;
- Acting as the ICCAIA Executive Secretary, with duties including the organization of the ICCAIA Annual General Meeting and Board Meetings;
- Attending other meetings as necessary and in some cases, acting as the ICCAIA member in expert groups;
- Acting as the Montreal-based technical-liaison between ICCAIA and the ICAO Committee for Aviation Environmental Protection (CAEP) and its working groups, and developing a strategic approach to environmental regulation of civil aerospace products (airplanes and engines);
- Coordinating with Committee Chairpersons, Vice Chairpersons and ICCAIA nominated experts on relevant issues, including on ICAO State Letters and subsequent ICAO responses;

- Reporting to the ICCAIA Council, senior level representatives and committees on ICAO policy matters, as well as other matters and activities as agreed;
- Summarizing activities in annual reports to the ICCAIA Council; and
- Conducting research and providing policy advice or developing and administering programs related to transportation.
- Ensuring the continued successful operation of the ICCAIA Montreal Head Office

Requirements:

- A university degree in a related field is required.
- Minimum of 10 years of experience in the field of aviation.
- Experience in developing Aviation Industry Standards and Recommended Practices and/or experience in aviation industry or national Civil Aviation Authority
- Demonstrates a clear understanding of, or has track-record in Aviation Industry rulemaking processes
- Experience in the field of environmental certification or rulemaking for aerospace products
- Fluent reading, writing, and speaking abilities in English.
- Working knowledge of an official ICAO language is considered an asset - e.g. French, Russian
- Strategic vision/geopolitical awareness
- Candidate shows strong strategic skills and creates a vision for manufacturing industry advocacy and success.
- Shows a strong awareness of the Aviation Industry's organizational structures.
- Works collaboratively 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 Board decisions, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- 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.
- 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.
- Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; supports others; takes personal responsibility for his/her own shortcomings, where applicable.