



# International Civil Aviation Organization

## Criteria for selecting resource Experts for CODEVMET-AFI Project

### GENERAL SETTING

1. The Project Expert is a Senior Meteorological Expert with proven experience in aeronautical meteorology and having been involved in International Organization for Standardization (ISO) audits or having practical experience in ICAO USOAP CMA audit activities.
2. Incumbent reports directly to the ICAO Regional Director for Western and Central Africa (WACAF) Dakar, and he/she is in charge of supporting CODEVMET-AFI Project participating States in the implementation of the project activities on the need-basis. Thus, he/she will continuously liaise with the project State Focal Points (FP), the Regional Officers MET/ENV, ICAO ESAF and WACAF Offices, within the framework of the implementation of the project.
3. The selected expert will provide expert technical support and advisory services in the field of MET to Eastern and Southern Africa (ESAF) and Western and Central Africa (WACAF) States, and act as focal point/liaison Officer in coordination with the concerned States.
4. The Resource expert will be contracted on 'as-needed' basis to assist the States in the implementation of the project activities during the period March 2022 to July 2024.

### MAJOR DUTIES AND RESPONSIBILITIES

#### 1 - Expected results from the expert as Team Leader

As Team Leader, the Project Expert shall adopt a project-based approach to handle project activities, in order to assist States in building a comprehensive MET safety oversight system and help State MET Service Provider(s) to comply with ICAO SARPs. In this regard, the Expert will be achieving results such as follows:

- Provide technical assistance and support to States in assessing the current MET Safety oversight system.
- Assist States to develop /update generic regulations, guidance material, operational procedures, technical tools, QMS processes and related guidance and procedures, and any other resources related to States Safety Oversight System and QMS implementation in MET (under the coordination of ICAO Regional Officers).
- Assist States to develop and submit the States Plan of Actions to ICAO Regional Office.
- Assist in and monitor the progress of the implementation of States Plan of Actions.
- Provide support to State's MET Service Provider(s) for the certification of States aeronautical meteorological services in compliance with ISO 9001 Standards.
- Provide technical assistance to States to carry out the Surveillance activities of the MET Service Provider(s) functions.
- Provide the Secretariat with periodic progress reports on the assistance activities in the framework of the implementation of the Project.

#### 2 - Expected results from the Expert in the framework of the coordination of the implementation of

## **the project activities**

In close coordination with State Project Focal Point and ICAO ESAF and WACAF Regional Officers MET/ENV and MET:

- Conduct on the need-basis, ground missions or coordinate/conduct virtual activities with the States according to the Project work plan.
- Assess State's MET system and State's MET Service Provider functions and identify, prioritize and Plan Corrective Actions in order to address issues identified in the MET field of State Safety Oversight System.
- Assist States in implementing the corrective action plans.

## **3 - Expected results from the Expert as Project advisor**

**As Project advisor, the Expert is expected to achieve the following results:**

- Conduct, participate and/or serve as technical adviser at the project local meetings at the State level and provide reports as appropriate.
- Facilitate inter-State coordination in order to achieve measurable progress in the project.
- Facilitate inter-State cooperation in order to create/improve harmonized operational improvements. .

## **4 - Expected results from the Expert as a key support to the Project**

**The expert will provide support to States in various matters related to the project activities, and is expected to achieve results such as:**

- Follow-up and determine the status of corrective actions or mitigation measures taken by States to resolve safety deficiencies.
- Promote the collection of safety information within the framework of continuous monitoring activities and assist in addressing any related risks.
- Provide assistance, as required, for the update of State Corrective Action Plan (CAP), State Aviation Activity Questionnaire (SAAQ), Compliance Checklist/Electronic Filing of Differences (CC/EFOD); and complete review of Protocol Questions(PQs) related to MET.

## **QUALIFICATIONS AND EXPERIENCE**

- a) University degree preferably in Meteorology or successful completion of a recognized advanced course for aeronautical meteorological (MET) forecaster in compliance with the provisions of WMO requirements for the training and qualification of aeronautical meteorological forecaster.
- b) Senior Meteorological Expert with proven experience in aeronautical meteorology and having been involved in International Organization for Standardization (ISO) audits or having practical experience in ICAO USOAP CMA audit activities.
- c) Total familiarity with safety related meteorological requirements of Annex 3 to the Convention on International Civil Aviation, guidance material provided in MET related formal ICAO procedures including PANS-ATM (Doc 4444), and the requirements specified in the Regional Air Navigation Plan.
- d) Knowledge in developing and implementation of Quality Management Systems in support of safety management systems related to MET services.
- e) Sound knowledge of all relevant WMO and ICAO technical documents.

- f) Awareness of the relevant provisions of the Convention on International Civil Aviation and related Annexes and other related ICAO documentation and procedural requirements.
- g) Experience in and ability to conduct meetings/training activities in the field of aeronautical meteorology.

## COMPETENCIES

- a) Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgment, to recognize key issues and analyse relevant information, to make feasible recommendations and to take sound decisions.
- b) Command of the English and French languages. Ability to write clearly and concisely and to present articulate verbal reports.
- c) Ability to work with colleagues to achieve the Project goals and maintain harmonious working relationships in a multinational environment.
- d) Demonstrated ability to plan and guide the work of a technical team in a multinational environment, to identified priorities and adjust them as required.
- e) Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.
- f) Ability to use modern office equipment (software Word, Excel, Zoom, Microsoft Teams, etc.) and databases.

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