

广西壮族自治区教育厅

自治区教育厅办公室关于转发 2018 年 国际民航组织实习人员遴选的通知

广西机场管理集团有限公司，各有关高等学校：

现将国家留学基金管理委员会《2018 年国际民航组织实习人员遴选通知》（留金发〔2018〕3110 号）转发给你们，请按通知要求做好人员遴选相关工作，于 2018 年 7 月 31 日前向我厅报送纸质申请材料一份，其中单位推荐意见表需单位负责人签字并加盖单位公章。

未尽事宜请与自治区教师培训中心联系，联系人及电话：甘煜慧、陆征环，0771—5815402、5815405。地址：广西南宁市竹溪大道 69 号自治区教育厅办公楼 1606 室，邮编：530021。

- 附件：1. 2018 年国际民航组织实习人员遴选通知（留金发〔2018〕3110 号）
2. 2018—2019 年国际民航组织实习岗位指南（英文版）



广西壮族自治区教育厅办公室
2018 年 6 月 27 日

国家留学基金管理委员会函件

2018 年国际民航组织实习人员遴选通知

留金发〔2018〕3110 号

有关单位：

根据与国际民用航空组织（以下简称国际民航组织）签署的合作协议，2018 年国家留学基金管理委员会（以下简称国家留学基金委）将继续选拔优秀人员赴该组织实习。现就有关事宜通知如下：

一、选派计划

2018 年国际民航组织面向全球选拔 27 个实习生，实习期限一般为 3-6 个月。选派办法和实习岗位要求请登录国家留学网(www.csc.edu.cn)“2018 年国际组织实习项目专栏”查阅。

二、选拔推荐及录取

1. 网上申报时间为 2018 年 7 月 11 日-31 日，请积极组织符合条件的申请人在此期限内登录国家公派留学信息系统进行网上报名，在线提交申请材料。

2. 请根据国际民航组织岗位需求对申请人的个人基本信息、申报条件、品德修养及身心健康情况等方面进行严格把关，并出具有针对性的单位推荐意见。

3. 请于8月6日前将正式推荐函、被推荐人选名单提交至国家留学基金委，并同时通过信息平台提交申请人电子材料。

4. 国家留学基金委组织前期评审，确定候选人推荐资格，并向国际民航组织推荐。获得推荐资格的候选人参加国际民航组织在全球范围内的考核和选拔，最终录取结果由国际民航组织确定。

联系人：吴小龙/徐一平，电话：010-66093594/3960；
传真：010-66093954，电子信箱：gjzz@csc.edu.cn。

国家留学基金管理委员会

2018年6月15日

INTERNATIONAL CIVIL AVIATION ORGANISATION

Internship opportunities for 2018 - 2019

Name of Bureau/Office	Bureau of Administration and Services (ADB)
Area of Assignment	Policy, Organizational and Staff Development Section (POD)
Location of Assignment	Montreal, ICAO HQ
Reporting Relationship	P-3 HR Specialist (Workforce Planning and Staff Development)
Duration of Assignment	Six months (x 2 interns)
Detailed description of Assignment	Under the supervision of the Chief Policy Organizational and Staff Development Section the intern will be expected to: • Support workforce planning and staff development activities of the Organization. • Conducting research and compiling information, best practices and policies on HR-related topics; • Participating in projects and initiatives related to workforce planning, succession planning, and knowledge transfer; • Collecting, reviewing and analysing statistical data on HR activities; • Assisting in maintaining and updating documentation on HR portal, databases, on-line tools; • Organizing logistical arrangements for training courses, language programmes, workshops and examinations, and assisting in obtaining and evaluating feedback; • Coordinating and monitoring usage of online learning and e-courses; • Preparing workshop manuals, hand-outs and other course materials; • Contributing to marketing and publicizing of HR activities and initiatives
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in human resource management or in a field of study related to behavioural science, industrial psychology, business administration, or other relevant field. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Bureau of Administration and Services Information Management and General Administrative Services Information Security Section (ADB/IAS/InfoSec)
Area of Assignment	Information Security
Location of Assignment	Montreal, ICAO HQ
Reporting relationship	Information Security Officer
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Information Security Officer the intern will be expected to: • Provide assistance to the Information Security Officer in various areas related to ICA cyber security program • SIEM project–big data digestion and analysis for security • Risk management – continuous improvement – how to link IT risks, security risks to the enterprise risks. • Coordinating work between security and the IT operation • Increase maturity level of security program • Monitoring – how to effectively monitor security in IT environment Forensic analysis
Educational requirements	At the time of application, candidates are required to have completed, or be enrolled in a graduate degree programme (second-level university degree or higher) in human resource management or in a field of study related to behavioural science, industrial psychology, business administration, or other relevant field. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of the Bureau/Office	Strategic Planning, Coordination and Partnerships Office (SPCP)
Area of Assignment	Strategic, Planning, Performance and Risk Management
Location of Assignment	ICAO HQ Montreal
Reporting relationship	Chief, Strategic Planning and Regional Affairs Coordination (C/PRC)
Duration of Assignment	6 months
Detail description of assignment	Under the supervision of the Chief Strategic Planning and Regional Affairs Coordination (C/PRC) , the intern will be expected to: • Work closely with staff in the unit to: Assist with Business and Strategic Planning mapping and processes; • Assist with performance management mapping and processes (specifically in relation to the Organization's Monitoring and Performance Reporting tool CMRT); • Assist with the management, mapping and business processes related to the Organization's Risk Register; and perform other related duties.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to Strategy, Planning, Performance and Risk Management. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of the Bureau/Office	Strategic Planning, Coordination and Partnerships Office (SPCP)
Area of Assignment	Crisis Response and Disaster Risk Reduction Management
Location of Assignment	ICAO HQ Montreal
Reporting relationship	Chief, Strategic Planning and Regional Affairs Coordination (C/PRC)
Duration of Assignment	6 months
Detail description of assignment	Under the supervision of the Chief, Strategic Planning and Regional Affairs Coordination (C/PRC) , the intern will be expected to: • Assist with research on existing crises response and disaster risk reduction management programs relevant to the international nature of ICAO as a specialized UN Agency; • Assist with research of existing industry (aviation) crises response and disaster risk reduction (resilience) activities, best practices and guidance/manuals; • Assist with the drafting and development of the ICAO crises response manual/guidance materials and disaster risk reduction guidance, developing appropriate processes and assisting in the implementation of such; and perform other related duties
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to crisis Response and Disaster Risk Reduction Management • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/ Office	Air Navigation Bureau (ANB)
Area of assignment	Monitoring and Oversight (MO)
Location of assignment	HQ, Montreal
Reporting relationship	Deputy Director, Monitoring and Oversight (DD/MO); Chief Safety and Air Navigation Oversight Audit Section (C/OAS)
Duration of the assignment	6 months
Detailed description of assignment	Under the supervision of the Deputy Director, Monitoring and Oversight (DD/MO); Chief Safety and Air Navigation Oversight Audit Section (C/OAS), the intern will be expected to: • Contribute to the development of a system of enhanced monitoring for States having resolved or avoided SSCs without capacity building • Support the update of the internal and external USOAP-CMA related websites • Assist with documentation processing before and/or after missions • Support for the preparation, planning, registration and delivery of Meetings, Workshops, Conferences, etc. • Identification and resolutions of discrepancies between OLF and iSTARS • Compile all current guidance for NCMC(s) and his/her team, including its role • Support in documenting guidance for various quality review and report production tasks
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to disciplines such as Communications, IT, Education, or Aviation related fields. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/ Office	Air Navigation Bureau (ANB)
Area of assignment	Monitoring and Oversight (MO)
Location of assignment	HQ, Montreal
Reporting relationship	Deputy Director, Monitoring and Oversight (DD/MO); Chief Oversight Support Unit (C/OSU)
Duration of the assignment	6 months
Detailed description of assignment	Under the supervision of the Deputy Director, Monitoring and Oversight (DD/MO); Chief Oversight Support Unit (C/OSU), the intern will be expected to: • Identify sources of viable and reliable data and information to support the State safety risk profile • Contribute to the identification of well-developed CAPs and consolidation of examples • Contribute to the development of short tutorials • Support the management of the OLF service desk • Create draft OLF FAQ questions and answers • Contribute to the development of user fora on social media
Educational requirements:	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to disciplines such as: Communications, IT, Education, or Aviation related fields. For 1 – 2: Detail oriented a must, with good analytic skills. Background in aviation, analytics, and data sciences are desirable. For 3 – 6: Background / experience with communication strategies, social media utilization, user help / support, IT literate. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Aviation Security and Facilitation (ASF)
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Aviation Security Policy Section (C/ASP)
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Chief, Aviation Security Policy Section (C/ASP) , the intern will be expected to: - Assist with the organization of the Global Aviation Security Symposium (AVSEC2018) Pre-event activities: - Help with programme development and keeping it up to date - Request speakers biographies and photos and development of speaker biography document - Update of event website - Assist with templates and final versions of: - Invitation letters - Thank you letters - Speaker Kits - Moderator Kits - Master of ceremonies script - Screen PowerPoint version of programme - Post-event survey During event - Assistance with workshops conduct, Seating/Ushering, Bell ringer, ASF booth coordination, etc.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to disciplines related to Air transport or Aviation discipline, Security, law enforcement or related field - Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: - Essential requirements: Fluent reading, writing and speaking abilities in English. - Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Aviation Security Audit (ASA)
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Aviation Security Audit Section (C/ASA) , Analysis and Quality Assurance Coordinator
Duration of Assignment	6 Months
Detailed description of assignment	Under the supervision of the Chief, Aviation Security Audit Section (C/ASA) and the Analysis and Quality Assurance Coordinator, the intern will be expected to: • Support the development and coordination of briefing notes in response to requests received through the office of the Deputy Director, Aviation Security and Facilitation. • Support the development of annual audit plans for the ASA Section. • Support the development of internal procedures for various elements, such as audit report production, information security, and Corrective Action Plan Reviews. • Support the development of an auditor guidance handbook, using new and existing material. • Other tasks as assigned. Deliverables for the above will include State briefing notes, reports, presentations, procedure documents, guidance material, etc.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to disciplines related to aviation, security, international relations, or other related study. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Implementation Support and Development –Security Section (ISD-SEC)
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Implementation Support and Development Security Section (C/ISD-SEC) Training Oversight Coordinator
Duration of Assignment	6 Months
Detailed description of assignment	Under the supervision of the Chief, Aviation Security Audit Section (C/ISD-SEC), the intern will be expected to: • Support in the Quality Assurance of AVSEC training material in response to development, revision and update of all of the AVSEC training material. • Support in the development of database for AVSEC Certified Instructors based on new specialization initiatives. • Support in the enhancement of the AVSEC Training Participants database, in response to Council decisions and implementation of regional AVSEC training initiatives. • Assist in the confirmation (quality assurance) of translated AVSEC training material. • Support in the development and coordination of briefing notes in • Response to requests received through the office of the DD/ASF.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to disciplines related to aviation, security, airport operations, training, communications or other related study. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Facilitation (FAL) – <i>ICAO Traveller Identification Programme (TRIP)</i>
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Facilitation (C/FAL)
Duration of Assignment	3-6 months
Detailed description of assignment	Under the supervision of the Chief Facilitation (C/FAL), the intern will be expected to: • Maintaining and updating presentation materials for the Traveler Identification Programme (TRIP), including all related aspects of Annex 9 – <i>Facilitation</i> • Developing a briefing mechanism, including a standard template, to enable Facilitation Section inputs to all requests for briefings related to States and other organizations • Support the monitoring and recording of State Letter responses related to TRIP, including the production of reports and analyses • Support the monitoring of developments in traveler identification, including government policies, regulations and practices • Perform follow-up tasks related to decisions taken at the 39th ICAO Assembly, including the preparation of reports to the Council
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to disciplines such as aviation, security, international relations, or other related study. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Facilitation (FAL) – <i>ICAO Traveller Identification Programme (TRIP)</i>
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Facilitation (C/FAL)
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Chief Facilitation (C/FAL) , the intern will be expected to: • Support the development and approval of agreements (MOUs/MOCs) with TRIP-related international organizations and entities (<i>external parties</i>). • Support the development and implementation of joint action plans (e.g. roadmaps) related to MOUs/MOCs with TRIP-related international organizations and entities. • Support the promotion and communication related to such MOUs/MOCs. • Support the monitoring and recording of the implementation of MOUs/MOCs and their associated joint action plans, including the production of reports, analyses and presentation materials. • Support the monitoring of developments in traveler identification, including the programmes and activities of related international organizations and entities. • Perform follow-up tasks related to decisions taken at the 39th ICAO Assembly, including the preparation of reports to the Council, with a focus on agreements and joint working with international organizations and entities.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to aviation, security, international relations, or other related study. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Environment (ENV), Environmental Standards Section (ES)
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Environmental Standards Section (C/ES)
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Chief, Environmental Standards Section (C/ES) , the intern will be expected to: • Support the State Action Plans initiatives by interpreting the information communicated in the action plan and integrating it with the information provided by other States; • Assist in the follow-up with States regarding their action plans; • Assist in planning, coordinating and organizing ICAO Seminars related to aviation and environment and necessary follow-up activities; • Assist in planning, developing and disseminating outreach materials such as journals, reports, pamphlets, videos, and power point presentations related to aviation and environment; and • Perform other related duties.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to aviation, environment, aeronautical/aerospace or other engineering, or computer science. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Environment (ENV), Environmental Standards Section (ES)
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Environmental Standards Section (C/ES)
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Chief, Environmental Standards Section (C/ES) , the intern will be expected to: • Support the drafting of the “Green Your Airport” e-collection, aimed at sharing information and best practices on environmental management projects at airports; • Support the development of environmental-related elements of the Global Air Navigation Plan update conducted by ICAO, including the review of studies on the environmental benefits of the Aviation Systems Block Upgrades (ASBUs); • Assist in planning, coordinating and organizing ICAO Seminars related to aviation and environment and necessary follow-up activities, especially the preparation of the “Green Airport Seminar” in November 2017; • Assist in planning, developing and disseminating outreach materials such as journals, reports, pamphlets, videos, and power point presentations related to aviation and environment; • Perform other related duties.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to aviation, environment, aeronautical/aerospace or other engineering, or computer science. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Environment (ENV), Environmental Standards Section (ES)
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Environmental Standards (C/ES)
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Chief, Environmental Standards Section (C/ES) , the intern will be expected to: • Support the update to the information contained within the Intergovernmental Panel on Climate Change (IPCC) Special Report on Aviation and the Global Atmosphere (1999); • Help collate and summarize all relevant academic literature on Aviation and the Global Atmosphere and summarize all ICAO documentation on mitigation measures associated with the ICAO basket of measure to reduce Co2 emissions from international aviation; • Assist in the cooperation and coordination with the IPCC on the Special Report on the impacts of global warming of 1.5°C above pre-industrial levels and related global greenhouse gas emission pathways; • Perform other related duties
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) related to aviation, environment, aeronautical/aerospace or other engineering, or computer science, chemistry, physics, and/or climate science. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of the Bureau/Office	Technical Co-operation Bureau (TCB)
Area of Assignment	Field Personnel Administration Unit (FPA)
Location of Assignment	HQ Montreal
Reporting relationship	Field Personnel Officer (FPA-Officer)
Duration of Assignment	3 Months (X 2 interns)
Detail description of assignment	Under the supervision of the Field Personnel Officer, (FPA-Officer) , the interns will be expected to: • Support in the enhancement of the Electronic Filling Systems in place; • Research and collect raw data to support the process of on-going update of Field Service guidelines, procedures and Administrative Instructions related to Field Personnel; • Support the deployment and separation processes for Filed Personnel • Collect data, information or reports on Field personnel section’s activities; • Collect and collate raw data to facilitate the enhancement of public information activities for FPS; • Data input for statistical update
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in the Field of Human Resources Management, Social sciences, Computer Science, Business Administration or equivalent. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau / Office Area of Assignment	Technical Co-operation Bureau (TCB)
Location of Assignment	Field Personnel Section (FPS), Field Recruitment Unit (FRU)
Reporting relationship	Field Recruitment Officers (FRU)
Duration of Assignment	3-4 months (X 2 interns)
Detailed description of assignment	Under the supervision of Field Recruitment Officers (FRU), the interns will be expected to: • Assist in sorting out documentation related to recruitment and file ; • Prepare information/documentation necessary to support the recruitment processes; • Data entry of profiles of experts in the roster as candidates identified by supervisor for inclusion in the roster; • Assist in the process of updating of recruitment statistics; • Draft follow up emails seeking availability and interest of experts for consideration for posts as guided; • Perform other administrative assignments related to recruitment as may be assigned.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in the Field of Human Resources Management, Social sciences, Computer Science, Business Administration or equivalent. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Asia and Pacific Office (Bangkok, Thailand)
Area of Assignment	Administration
Location of Assignment	Asia and Pacific Office (Bangkok, Thailand)
Reporting relationship	Administrative Officer
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Administrative Officer, the intern will be expected to: • Assist in all administrative matters and maintain proper filing of administrative documents; • Assist in the building maintenance, asset management, office equipment and stationery stock; • Assist in the preparation and logistical support and coordination for events organized at ICAO APAC Office; • Receive and provide information to visitors or meetings/seminars/workshops participants; and • Perform other related tasks as required.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to economics, law, commerce, and/or public or business administration. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English and Thai. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Asia and Pacific Office (Bangkok, Thailand)
Area of Assignment	Administration
Location of Assignment	Asia and Pacific Office (Bangkok, Thailand)
Reporting relationship	Administrative Officer
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Administrative Officer, the intern will be expected to: • Familiarize him/herself with all aspects of ICAO’s mission and role. • Promote and upkeep the ICAO APAC social media platforms. • Assist in the development of news stories and corporate/marketing communications messages/materials. • Provide proofreading, fact-checking and research support to the officers and staff of the APAC. • Suggest edits and link/content revisions on the ICAO APAC public website. • Ability to use and manage social media pages such as Facebook, Twitter, and LinkedIn etc. • Computer skills and skill in graphic design and Photoshop is an advantage
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree (second-level university degree or higher) in a field of study related to public information, communications, journalism, Marketing or in related field. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English and Thai. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Asia and Pacific Office (Bangkok, Thailand)
Area of Assignment	Aerodromes and Ground Aids
Location of Assignment	Asia and Pacific Office (Bangkok, Thailand)
Reporting relationship	Regional Officer, Aerodromes and Ground Aids
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Regional Officer Aerodromes and Ground Aids the intern will be expected to: • Assist in the development of materials for ICAO meetings, workshops, seminars, etc. related to AGA including Aerodrome Operations and Planning (AOP) Sub Group & Asia/Pacific Airport Collaborative Decision Making Task Force (APA-CDM/TF); • Assist in the development of regional guidance and planning materials related to AOP including APA-CDM; • Assist in the presentation and analysis of survey results including APA-CDM Implementation Survey Results; • Assist in the maintenance and development of technical information posted on the ICAO APAC Office website related to Air Navigation Plan (ANP), APANPIRG, AOP, APA-CDM and AGA matters; • Assist in the maintenance and updating of contact lists; and • Perform other related tasks as required.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher in a field of study related to Airport Engineering/Management or Airport Safety Management or Air Transport Operations Management or an equivalent to Aviation Management Degree. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Asia and Pacific Office (Bangkok, Thailand)
Area of Assignment	Air Traffic Management
Location of Assignment	Asia and Pacific Office (Bangkok, Thailand)
Reporting relationship	Regional Officer, Air Traffic Management
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Regional Officer, Air Traffic Management, the intern will be expected to: • Conduct research into technical areas such as the Aviation System Block Upgrade (ASBU) Block 1 elements, in order to provide the basis of regional ATM policy development; • Assist in the analysis of Seamless ATM reports and other related information submitted by APAC states, support interactions with APAC States to help them finalize Seamless ATM reports and assist the APAC Regional Office to prepare the reporting material for the meetings of ATM, CNS, and MET Sub Groups and APANPIRG/29 (September 2018); • Support follow-up actions resulting from Seamless ATM analysis by the Regional Office and APANPIRG Contributing bodies and APANPIRG; • Support ATM section to prepare material for ICAO meetings and workshops/seminars by collecting and analyzing relevant information and preparing associated working and information papers; • Assist with the development of research material that supports plans subsidiary to the Asia/Pacific Seamless ATM Plan (such as the Regional ATM Contingency Plan, Asia/Pacific Framework for Collaborative Air Traffic Flow Management, and the Asia/Pacific Search and Rescue Plan); and perform other related tasks as required.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to Air Traffic Management or an equivalent to Aviation Management Degree. Preferably with industry training in Aviation. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Asia and Pacific Office (Bangkok, Thailand)
Area of Assignment	Flight Safety Section (FS)
Location of Assignment	Asia and Pacific Office (Bangkok, Thailand)
Reporting relationship	Regional Officer, Flight Safety
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Regional Officer, Flight Safety the intern will be expected to: • Assist FS Section in technical matters related to Airworthiness, Air Operator, Accident Investigation, Personnel Licensing matters; • Develop a programme to enhance issuance and update of survey response from States; • Develop a programme to monitor, track and update of implementation status; and • Perform other related tasks as required.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to Flight Safety Management or an equivalent to Aviation Management Degree. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau/Office	Asia and Pacific Office (Bangkok, Thailand)
Area of Assignment	Aeronautical Meteorology and Environment
Location of Assignment	Asia and Pacific Office (Bangkok, Thailand)
Reporting relationship	Regional Officer, Aeronautical Meteorology and Environment
Duration of Assignment	6 months
Detailed description of assignment	Under the supervision of the Regional Officer, Aeronautical Meteorology and Environment the intern will be expected to: • Facilitate the implementation of meteorological service by States and improve the environmental performance of aviation, • Development of regional guidance and planning materials; • Development of materials required for ICAO meetings, workshops, seminars, etc.; • Development and maintenance of technical information posted on the ICAO website; • Presentation and analysis of technical data such as survey results; • Development and maintenance of stakeholder contact information; and • Performance of other related tasks as required.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) in a field of study related to Air Navigation (Aeronautical Meteorology Section) or an equivalent to Aviation Management Degree. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).

Name of Bureau / Office	South American Office Lima (SAM)
Area of Assignment	Air Traffic Management – ATM/Airspace Planning
Location of Assignment	South American Regional Office, Lima Peru (SAM)
Reporting relationship	Regional Officer, Air Traffic Management and Search and Rescue (RO/ATM-SAR)
Duration of Assignment	4 months (x 2 interns)
Detailed description of assignment	Under the supervision of the Regional Officer, Air Traffic Management and Search and Rescue (RO/ATM-SAR), the interns will be expected to: • Elaboration of the SAM Regional ATS routes catalogue. - Required to support the activities of airspace optimization and PBN (RNAV) implementation. • Elaboration and analysis of air traffic flow statistics. - Data required getting a base line and developing the post implementation evaluation. • Analysis of Regional NOTAM information. - Required to monitor the efficiency of the regional ATFM activities in a given period. • Processing data regarding the follow up of regional PBN implementation.
Educational requirements	At the time of application, candidates are required to have completed or be enrolled in a graduate degree programme (second-level university degree or higher) of aeronautical sciences from an accredited university. A civil pilot license. is desired Advanced knowledge on air navigation concepts and aeronautical cartography. Advanced use of MS Excel, Access, Power point and Word. Advanced use of ACAD is desired. Strong data analysis skills. Have to show willingness to learn and achieve goals. • Applicants pursuing studies in countries where higher education is not divided into undergraduate and graduate stages should have completed at least four years of full-time studies at a university or equivalent institution towards the completion of a degree. Language skills: • Essential requirements: Fluent reading, writing and speaking abilities in English. • Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).