



06 November 2015

JOB OPPORTUNITY:

Technical Officer

Based:

Montreal, QC, Canada

The incumbent is expected to perform the duties of this full-time position at the IFALPA HQ, with frequent worldwide travelling being part of the duties.

Reporting to:

Director, Technical

Job Summary:

To co-ordinate and promote the activities of the Aerodrome & Ground Environment (AGE), Human Performance (HUPER), and Helicopter (HEL) Committees, by working closely with other staff members (particularly within the Technical Department), the Executive Committee and Technical Committee Chairmen.

Duties include, but are not limited to:

- Organizing and attending AGE, HEL, and HUPER Committee meetings, acting as Rapporteur
- Analysing the benefits and financial implications for attending external meetings in relevant technical areas and making recommendations for suitable representatives
- Maintaining regular communication with the Executive Vice President, Technical & Safety Standards; AGE, HEL, and HUPER Committee Chairmen; Professional & Government Affairs Officer; Communications & Marketing Coordinator; Director, Technical and Technical Officers on relevant technical issues
- Co-ordinating responses to ICAO State Letters on behalf of the AGE, HEL, and HUPER Committees
- Representing IFALPA in meetings, seminars, workshops and conferences when required
- Developing and maintaining good relations with ICAO Staff, as well as a network of professional relationships with other aviation stakeholders, regional organizations and other groups
- Promote IFALPA positions and policies and assist in communicating and advocating them
- Keeping abreast of developments and trends relating to AGE, HEL, and HUPER activities by studying relevant documents, reports and manuals
- Providing cover for other Technical Officers during their periods of absence
- Attending the annual IFALPA Conference when required, and covering duties assigned by the Managing Director

The International Federation of Air Line Pilots' Associations



- Assisting the Director, Technical and the Managing Director as required and carrying out other duties that may be assigned by them

Qualifications and Experience:

Professional Pilot knowledge and experience:

- Previous experience as a professional pilot
- Proficient in English, ICAO Level 6

Other competencies:

- Strong communication and inter-personal skills
- Dynamic, enthusiastic, ambitious, flexible, team player
- Ability to exercise mature judgement and take responsibility for decisions
- Self-motivated and keen to learn
- Planning and organizational skills
- Able to travel internationally and work additional hours when required
- Regular use of Microsoft Office
- Experience of working internationally, with colleagues of diverse cultures and backgrounds
- Good working knowledge of international aviation policy and conventions, including ICAO Annexes and SARP development
- Experience in pilot training
- Experience in working with volunteers and non-profit organizations
- Human Factors/CRM expertise and knowledge
- Additional language skills

APPLICATIONS:

Please submit your CV with a covering letter, including specific examples of how your professional experience and competencies match those mentioned above, as well as your salary expectations. Salary will be commensurate with qualifications.

Your application should be sent to Kelly Bennett, IFALPA Office Manager via email:

kellybennett@ifalpa.org

You will receive confirmation that your application has been received and will be contacted again once the interview shortlist has been completed.

The deadline for applications is December 10th, 2015.

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