



IFALPA Technical Officer

The Organization

The International Federation of Air Line Pilots' Associations (IFALPA) is a Canadian not-for-profit organization representing over 120,000 professional pilots from 73 countries.

For almost 75 years, the mission of IFALPA has been to promote the highest level of aviation safety worldwide and to be the global advocate of the piloting profession, providing representation, services, and support to both our members and the aviation industry.

To support its activities IFALPA is hiring a full-time Technical Officer at IFALPA headquarters (Montreal – Canada).

About the job

Reporting to the IFALPA Technical Director and under the direction of the Executive Vice-President Technical & Safety Standards (EVP TSS), the Technical Officer supports, coordinates, and advises on technical, safety and advocacy related activities and initiatives.

The candidate will play a crucial role in coordinating IFALPA's participation in various ICAO panels. This position entails liaising and coordinating with numerous internal and external stakeholders. The ability to work autonomously, meet deadlines and possess outstanding interpersonal skills are essential qualities sought in the candidate.

While a deep background in aviation safety and technical expertise is not mandatory, candidates should exhibit a genuine curiosity, passion, and initiative to acquire knowledge. They must demonstrate an ability to engage with IFALPA experts and stakeholders effectively, asking pertinent questions to ensure comprehensive understanding and optimal resolution of pertinent issues.

Key Responsibilities

- Managing Standing Committees, Working Groups, or other internal groups while also serving as the secretary, which involves planning, organizing, providing support, preparing discussion papers and writing reports.
- Drafting communications on technical and safety matters, including position papers, safety bulletins, press releases, speeches, articles, and briefings for executive members.
- Reviewing ICAO State Letters and formulating IFALPA's responses in coordination with relevant technical subject matter experts.
- Coordinating positions with internal and external stakeholders, including international organizations such as ICAO, IATA, ACI, CANSO, IFATCA, ICCAIA, etc.

- Collaborating with assigned Committees and Working Groups to develop capacity-building activities (e.g., training courses) within the Technical Department and other departments as needed.
- Providing assistance to the Executive Vice-President of Technical & Safety Standards (EVP TSS) and the Technical Director as directed and required.
- Liaising with and supporting IFALPA's Regional Representation by planning, coordinating, and attending Regional Meetings in assigned Region(s).
- Preparing and reviewing papers and presentations to effectively represent IFALPA in meetings, seminars, workshops, and conferences as necessary.
- Staying updated on developments and trends in assigned technical areas by studying pertinent documents, reports, and manuals.
- Coordinating the participation of IFALPA experts in external meetings, including reviewing rationales, benefits, and financial implications.
- Developing and maintaining the annual budget for the designated area of responsibility.
- Attending the annual IFALPA Conference, Regional Meetings, Executive Board Meetings, and other meetings as directed by the EVP TSS or by the Directorate.
- Providing cover for other Officers during their periods of absence.
- Assisting the Directorate as required and carrying out other duties that may be assigned by them.

The successful candidate must possess and demonstrate

- Exceptional advocacy and project management skills.
- Experience working with regulatory agencies and international stakeholders.
- Outstanding interpersonal, intercultural, and communication skills for fostering positive relations with colleagues, members and stakeholders.
- Strong leadership, coaching, and people management abilities.
- Flexibility, adaptability, agility, and a proactive approach in resolving issues within a fast-paced environment characterized by tight deadlines.
- High level of professionalism and integrity and confidentiality.
- Service-oriented mindset and prioritize teamwork.
- Proactive problem-solving abilities, with an ability for identifying and addressing issues before they escalate.
- Willingness and ability to travel internationally on a frequent basis.
- Commitment to continuous learning.
- Ability to work cohesively with colleagues and IFALPA members as part of a team.
- Excellent analytical, time management, and organizational skills.

Qualifications

- A university degree in a relevant field such as Aerospace Engineering, Aviation Management, International Relations, Political Science, Economics or other.
- A minimum of 5 years progressive experience in advocacy positions in aviation or related government settings.
- Experience in coordinating working groups.
- Experience in leading advocacy campaign and preparing the material.
- Proven ability to generate results in collaboration with others.
- Excellent verbal and written English communication skills.

Assets

- Knowledge of non-profit organizations, particularly pilots' associations or unions.
- Prior experience as a pilot.

Location

The position will be based at IFALPA Headquarters which is currently in Montreal, Quebec, Canada.

Travel

The role involves regular international travel. The candidate should be capable of securing travel authorizations at short notice and be prepared for frequent travel, typically ranging from 20% to 30% of the time.

Deadline for applications: 6 May 2024.

Application procedure

Please direct any questions and your application (**cover letter** and **CV**) by email to:
Céline Canu, Managing Director jobs@ifalpa.org