

**Director, ICAO Liaison**  
International Business Aviation Council  
Work Location: Montreal, Quebec, Canada

The International Business Aviation Council (IBAC) is searching for a Director to lead its principal office at the United Nations International Civil Aviation Organization (ICAO) in Montreal, Quebec, Canada. IBAC is an international, non-profit trade association representing the interests of business aircraft operators at the global level. IBAC is an official observer organization at ICAO, supports member organizations around the world, and promotes safety through international best-practices standards for the business aviation community. The office in Montreal coordinates and leads IBAC's contributions to the work of ICAO on standards for international aviation safety, security, environment, facilitation and air navigation as they affect business aviation. Ideally, the selected candidate will be an energetic professional with knowledge of and direct experience at ICAO, with technical knowledge of and experience in business aviation, and with demonstrated experience in helping to lead and manage change.

Duties and Responsibilities

- Provides day-to-day management of the IBAC office and staff in Montreal, guides the work of IBAC technical representatives at ICAO meetings, and provides routine business aviation information to and coordination with the ICAO Secretariat;
- Represents IBAC on the ICAO Air Navigation Commission and serves on various ICAO panels and working groups at the request of the Director General;
- Advises the Director General and IBAC governing bodies;
- Assists the Director General to develop IBAC's strategies, business plans, and policy approaches;
- Drafts and coordinates correspondence and communications with and technical working papers for ICAO;
- Serves as a resource to IBAC member associations around the world; and
- Supports and provides guidance to IBAC programmes, including the Air Crew Card, International Standard for Business Aircraft Operations and International Standard for Business Aircraft Handling.

The Director, ICAO Liaison, is expected to undertake a moderate (up to 25 percent) amount of international travel on an annual basis.

Supervisory Responsibilities

- Supervises office staff of two persons

Required Education and Experience

- Accredited university bachelor's degree
- Minimum of fifteen years of work experience in technical aviation fields, such as safety and air navigation

- Holder of pilot qualification
- Five years of management experience in a technical aviation field with demonstrated evidence of achieving results with a team of people
- Demonstrated ability to work, thrive, and achieve results in international contexts
- Demonstrated knowledge of ICAO Standards and Recommended Practices and their relevance to business aviation
- Demonstrated direct experience with and knowledge of ICAO bodies and procedures
- Demonstrated ability to communicate effectively in writing and orally
- English fluency required, as English is the working language of IBAC

#### Desired Education and Experience

- Graduate degree
- Work experience in a business aviation context
- Commercial pilot's license
- Fluency in or good working knowledge of a second language, preferably French,

#### Compensation and Term

- Competitive salary
- Three-year renewable contract
- Four weeks paid vacation

Employment in Canada of non-Canadian residents will be subject to the issue of a work permit and this could affect the start date.

#### Contact

Please send by 22 March 2019 a cover letter, including desired salary range, and resume, each not to exceed two pages, to [DILpost@ibac.org](mailto:DILpost@ibac.org) or to IBAC, 999 Robert Bourassa Boulevard, Suite 16.33, Montreal, QC H3C 5J9.