



International Civil Aviation Organization Internship Opportunity

Position Information

Title	2019/14/INT Internship - Assembly Registration Assistant, ADB/IAS/CSG/VEM (10 positions)	Vacancy notice	2019/11082/INT
Duration	6 Month	Posting period	2019-05-21 to 2019-08-15
Duty station	Montreal	Date for entry on duty	As soon as possible

The Organizational Setting

The Bureau of Administration and Services (ADB) plays a lead role in the effective and efficient administrative management of the Organization by ensuring the provision of high-quality physical and human resources, by applying the highest standards of work ethics and conduct, and by using results based management skills and tools to support the Organization in implementing its Strategic Objectives, in order to serve all stakeholders of the world aviation community.

The Conference, Security and General Services Section (CSG) of ADB is mainly responsible for event management and services, building administration and security management of the premises as well as document management and distribution services to the Organization.

The Venue and Event Management (VEM) Unit of ICAO is responsible for all logistics arrangements and coordination of the 40th session of the Assembly, the ICAO's sovereign body that will take place in Montréal from 24 September to 4 October 2019.

The Venue and Event Management (VEM) Unit conforms to the requirements of International Standards [ISO 9001:2015](#), [ISO 14001:2015](#), ISO 45001:2018, [ISO 20109:2016](#) and [ISO 2609:2016](#).

The Venue and Event Management (VEM) Unit of ICAO is committed to client satisfaction, fulfillment of compliance obligations, protection of the environment and provision of safe and healthy working conditions, while providing sustainable venue and event management services. We are committed to fulfill legal and standardization requirements to protect the environment, eliminate occupational health and safety hazards and risks for the prevention of work-related injury and ill health. By consulting with and encouraging the participation of our staff, the continuous improvement of the Quality, Environment, Occupational Health and Safety (QEHS) Management System is ensured.

Part of the Venue and Event Management (VEM) Unit, the Intern, Assembly Registration Assistant reports to the Registration Coordinator who assigns tasks and decides on priorities.

Terms of Reference

- Reviewing and modifying the list of participants, review pre-registered profiles and check picture compliance.
- Assist in set up of the onsite registration machines and related logistical arrangements.
- Provide support to the Registration Coordinator and the registration team.
- Prepare and distribute event badges to participants.
- Provide support to event organizers and meeting participants for all issues related to the registration.
- Operate the onsite registration booth.
- Provide guidance and support to onsite registration booths' operators.
- Welcome and guide event participants.
- Act as a facilitator to direct the traffic during the on-site registration when required.
- Performs any other duties that may be assigned from time to time.

Qualification

Education

At the time of application, applicants are required to have enrolled at least in the first year of studies at a university or equivalent institution towards the completion of a degree (minimum Bachelor's level or equivalent).

Professional Experience

Essential

- Ability to write clearly and concisely.
- In-depth knowledge and ability to use a computer and relevant software are essential, including MS Word, MS Excel.
- Collaboration and team work skills.
- Effective communication and presentation skills.

Languages

Essential

Fluent reading, writing and speaking abilities in English.

Desirable

A working knowledge of any other language of the Organization (Arabic, Chinese, French, Russian, Spanish).

Conditions of Internship

Interns are not paid. All costs related to travel, insurance, accommodation, and living expenses must be borne by the intern.

The duration of the internship is between one to six months. The intern is expected to work five days a week, on a full-time basis.

Interns shall not be eligible to be engaged in any other form of employment within ICAO during the period of internship and shall not be eligible to apply for or be appointed to any post in the Secretariat or be contracted for any other remunerated employment with ICAO for the six months immediately following the end of their internship.

How to Apply

Interested candidates must complete an on-line application form. To apply, please visit ICAO's e-Recruitment website at: <https://careers-new.icao.int>

Notice to Candidates

ICAO does NOT charge any fees or request money from candidates at any stage of the selection process, nor does it concern itself with bank account details of applicants. Requests of this nature allegedly made on behalf of ICAO are fraudulent and should be disregarded.