

<b>Name of Bureau/Office</b>	Air Transport Bureau (ATB)
<b>Area of Assignment</b>	Aviation Security and Facilitation (ASF)
<b>Location of Assignment</b>	HQ Montreal
<b>Reporting relationship</b>	Chief, Aviation Security Policy Section (C/ASP)
<b>Duration of Assignment</b>	6 months
<b>Detailed description of assignment</b>	<p>Under the supervision of the Chief, Aviation Security Policy Section (C/ASP) , the intern will be expected to:</p> <ul style="list-style-type: none"><li>• Assist with the organization of the Global Aviation Security Symposium (AVSEC2018)</li></ul> <p>Pre-event activities:</p> <ul style="list-style-type: none"><li>• Help with programme development and keeping it up to date</li><li>• Request speakers biographies and photos and development of speaker biography document</li><li>• Update of event website</li><li>• Assist with templates and final versions of:<ul style="list-style-type: none"><li>• Invitation letters</li><li>• Thank you letters</li><li>• Speaker Kits</li><li>• Moderator Kits</li><li>• Master of ceremonies script</li><li>• Screen PowerPoint version of programme</li><li>• Post-event survey</li></ul></li></ul> <p>During event</p> <ul style="list-style-type: none"><li>• Assistance with workshops conduct, Seating/Ushering, Bell ringer, ASF booth coordination, etc.</li></ul>
<b>Educational requirements</b>	<p>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</p> <ul style="list-style-type: none"><li>• 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.</li></ul> <p><b>Language skills:</b></p> <ul style="list-style-type: none"><li>• Essential requirements: Fluent reading, writing and speaking abilities in English.</li><li>• Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).</li></ul>