

Job Advertisement

## Technical Advisor - ICHCA International

The International Cargo Handling Coordination Association (ICHCA), founded in 1952, is an independent, not-for-profit organisation dedicated to promoting and improving safety in the global cargo handling industry.

ICHCA International operates through a series of autonomous national and regional chapters – including ICHCA Australia, ICHCA Japan and ICHCA Canarias/Africa (CARC) – plus correspondence and working groups to provide a focal point for informing, educating, networking, shaping, and sharing industry views to improve knowledge and best practice in safety across the global cargo chain. More information can be found at [www.ichca.com](http://www.ichca.com)

ICHCA International's privileged non-government organisation (NGO) status enables it to represent its members, and the cargo handling industry at large, in front of national and international agencies and regulatory bodies. Its Technical Panel (ITP) provides technical advice and publications on a wide range of practical cargo handling issues.

ICHCA International is seeking to appoint a Technical Advisor to deliver the association's policy objectives, communications, and events, and for the provision of technical advice to Members.

Initially this position will be a part-time contracted position, 3 days per week, with the potential for increased hours. Remuneration to be discussed at interview. The incumbent would normally work from home with some international travel as required.

### **Key responsibilities:**

1. Develop and enhance the association's activities and profile in the cargo handling industry
2. Manage relationships with ICHCA members and help grow that membership
3. Produce technical content for ICHCA information products and services (newsletters, website etc) to budget and schedule
4. Provide a response service for members' technical enquiries
5. Deliver member events, seminars, workshops and other services to budget and schedule as approved by the ICHCA board
6. Attend and contribute to meetings of ICHCA's Technical Panel (ITP)
7. Support the ITP in development of guidance and good practice publications in cargo handling and related activities
8. Co-ordinate the compilation of ICHCA's range of publications and digital communications on technical developments in cargo handling and related activities
9. Act as a spokesperson for ICHCA on technical and policy matters
10. Advise the Board in the development of ICHCA strategy and governance matters
11. Lead ICHCA's policy and external representation activities with international and regional agencies, consistent with ICHCA's standards of conduct as an NGO and as approved by the ICHCA board
12. Maintain and develop liaison arrangements with other groups and associations as approved by the ICHCA board

### **Qualifications & Experience:**

1. Tertiary qualifications in a technical and/or management field
2. Experience in managing operations to budget and time and in securing contracted outcomes from service providers
3. Experience/knowledge of the cargo handling industry

4. Experience/knowledge in management, operations, maintenance, safety, security, and environment
5. Experience of public affairs work either for, or via membership of, a trade association or business organisation would be an advantage
6. Working knowledge of the institutional arrangements of the EU Institutions and UN and other international agencies relevant to cargo handling and related activities would be an advantage.

**Competencies:**

1. Collaboration/teamwork and excellent interpersonal skills
2. Ability in developing strategies to meet short- and long-term business needs
3. Ability to develop and maintain strategic relationships with government and non-government organisations.
4. Ability to articulate and communicate effectively on technical matters relating to cargo handling and related activities
5. Empathy with members of a business organisation and ability to secure commitment to the mission and objectives of the organisation
6. Good written/verbal communicator in English and additional languages would be an advantage (especially French and/or Spanish)
7. Strong presentation skills
8. Willing to give and receive feedback
9. Microsoft Office, including Word, Excel, and PowerPoint

*For the above part time position, please apply by sending a covering letter including your CV and remuneration expectations by email to:*

*secretariat@ichca.com*

*Applications should be received by 31<sup>st</sup> January 2021*