

ORGANIZATION OVERVIEW

The International Cospas-Sarsat Programme is a treaty-based, non-profit, intergovernmental humanitarian organization governed by a Council. Participants are composed of delegates from 43 national governments and two additional administrations. The Programme is dedicated to providing accurate, timely, and reliable distress alert and location information to support search and rescue (SAR) operations worldwide.

Cospas-Sarsat is based on a satellite-aided system that detects and locates 406-MHz radio beacons activated by aircraft, vessels or individuals in distress, and forwards this information to appropriate rescue authorities, in over 200 countries and territories, at no cost to beacon owners or receiving government agencies.

The Programme also co-operates with other international organizations (including ICAO, IMO and ITU) to ensure the system addresses and meets internationally recognized standards.

The Cospas-Sarsat Secretariat is the administrative body of the International Cospas-Sarsat Programme, providing administrative coordination, technical expertise, and policy support to the Council, subsidiary bodies, and Participants.

For further information on the Programme, please visit its website at www.cospas-sarsat.int.

JOB OVERVIEW AND CONDITIONS

As Technical Officer, you will assist the Head of Secretariat and the Principal Technical Officer on technical matters addressed by the Secretariat, with a primary focus on Cospas-Sarsat distress beacon development, technical specifications, and certification process.

The incumbent will share responsibility for the expeditious review of beacon certification applications and the formulation of technical recommendations to the Cospas-Sarsat Council to ensure compliance with applicable standards and specifications. The position involves regular interaction with beacon manufacturers, accredited test laboratories, the Cospas-Sarsat Council and Participants.

This is an in-person position based at the Cospas-Sarsat Programme Headquarters in Montréal (Québec), Canada. The role requires periodic international travels, several times per year, sometimes for periods of up to two weeks.

This position is intended to be long-term. The initial appointment is for a period of three years, with possibility of renewal based on performance and organisational requirements.

ELIGIBILITY

This position is only open to Canadian citizens or permanent residents of Canada. Furthermore, to be eligible, applicants shall reside or be willing to relocate to Quebec.

The successful candidate must be free of criminal convictions that would restrict international travel or the performance of the essential duties of the position. A criminal background verification may be required following a conditional offer of employment.

PRINCIPAL DUTIES

The Technical Officer will:

- Liaise with Cospas-Sarsat Participants, beacon manufacturers, beacon test facilities, and other technical experts concerning the applications for beacon certifications and processing matters;
- Review official certification test reports, manage beacon certification process, identify deficiencies, and coordinate remediation as required;
- Formulate technical recommendations regarding the certification of Cospas-Sarsat beacon models;
- Coordinate with the Principal Technical Officer and other Technical Officers on the implementation of Council policies related to beacon certification testing, including testing procedures, certification documentation and change notices;
- Maintain accurate and comprehensive records of certification applications, test reports, application reviews, beacon technical files, and associated correspondence;
- Support Cospas-Sarsat technical meetings in Canada and abroad, including drafting input papers, technical documentation, and portions of meeting summary records or reports;
- Prepare technical papers and reports, and develop proposals on beacon-related technical issues for submission to Cospas-Sarsat meetings, in close coordination with the Secretariat staff;
- Manage and maintain technical documentation related to distress beacons and propose updates to beacon specifications and certification standards for Council approval;
- Provide information and technical guidance on Cospas-Sarsat policies, standards, and procedures to Participants, equipment manufacturers, and other stakeholders;
- Assist in organizing and managing the annual survey of beacon manufacturers to establish production figures and assess the global beacon population, and contribute to long-term beacon population forecasting; and
- Represent the Cospas-Sarsat Secretariat at meetings and forums addressing technical or regulatory matters relevant to the Programme.

EDUCATION

- An engineering university degree (at minimum Bachelor's level, or equivalent) specialized in Electronics, Telecommunications, or a closely related field is required, or an equivalent combination of education, training, and professional experience.
- Professional training or certification in systems engineering, quality assurance, or technical standards/regulatory compliance is considered an asset.

LANGUAGES:

- Strong command of English, both oral and written, is a strict requirement, as English is the working language of the Secretariat;
- Knowledge of French or Russian is considered an asset; and
- Willingness to develop functional proficiency in French over time will be encouraged.

KEY EXPERIENCE AND COMPETENCIES:

The Technical Officer shall have at least five years of working experience in the design, testing, certification, or compliance assessment of electronic, radio-frequency, or telecommunications equipment.

The following are considered as additional assets:

- Experience working with technical standards developed by international or national regulatory bodies;
- Knowledge of, or experience with, the Cospas-Sarsat System or other space-based systems; and
- Experience working on technical matters with international or regional organization(s).

The Technical Officer shall demonstrate the ability to:

- Analyse laboratory and certification test results, assess compliance with technical requirements, and formulate sound technical recommendations;
- Draft concise, clear summaries in English of technical discussions and meeting outcomes;
- Work effectively within an international, multicultural, and multilingual environment involving government and industry experts;
- Exercise sound judgment, tact, and diplomacy when engaging with manufacturers, test laboratories, and other stakeholders;
- Establish and maintain effective working relationships within a small team of technical professionals;
- Contribute to policy development and long-term evolution related to equipment requirements;
- Handle a broad range of issues, with an open-minded approach to engaging with diverse technical and operational matters within a broad scope of technical expertise;
- Communicate complex ideas and concepts to a broad range of audiences;
- Appropriately prioritize tasks and manage multiple workstreams;
- Occasionally work extended hours under tight deadlines and operational constraints; and
- Proficiently use computer-based office productivity tools (e.g., Microsoft Office).

CONDITIONS AND BENEFITS

Job Type: Full-time

Pay: CAD \$100,000-\$150,000 per year (commensurate with experience and qualifications).

Benefits include:

- Employer sponsored health and insurance benefits;
- Dental care;
- Employee assistance program;
- Life insurance;
- Five weeks annual leave upon hiring (six weeks after five-year service);
- Eleven paid statutory holidays; and
- Registered Retirement Savings Plan (RRSP) employer matching.

Please provide résumé/curriculum vitae together with a cover letter explaining your interest to:
International Cospas-Sarsat Programme

careers@406.org

1250 René-Lévesque Blvd West, Suite 4215
Montréal (Québec) H3B 4W8 Canada