

Name of Bureau/Office	Air Transport Bureau (ATB)
Area of Assignment	Aviation Security Audit (ASA)
Location of Assignment	HQ Montreal
Reporting relationship	Chief, Aviation Security Audit Section (C/ASA) , Analysis and Quality Assurance Coordinator
Duration of Assignment	6 Months
Detailed description of assignment	<p>Under the supervision of the Chief, Aviation Security Audit Section (C/ASA) and the Analysis and Quality Assurance Coordinator, the intern will be expected to:</p> <ul style="list-style-type: none">• Support the development and coordination of briefing notes in response to requests received through the office of the Deputy Director, Aviation Security and Facilitation.• Support the development of annual audit plans for the ASA Section.• Support the development of internal procedures for various elements, such as audit report production, information security, and Corrective Action Plan Reviews.• Support the development of an auditor guidance handbook, using new and existing material.• Other tasks as assigned. <p>Deliverables for the above will include State briefing notes, reports, presentations, procedure documents, guidance material, etc.</p>
Educational requirements	<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 aviation, security, international relations, or other related study.</p> <ul style="list-style-type: none">• 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. <p>Language skills:</p> <ul style="list-style-type: none">• Essential requirements: Fluent reading, writing and speaking abilities in English.• Desirable requirements: A working knowledge of a second language of the Organization (Arabic, Chinese, French, Russian, or Spanish).