

## JOB VACANCY

### EAST AFRICAN COMMUNITY CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY



#### MANAGER FLIGHT OPERATIONS (P4) (REF: CAS/HR/001/2017)

The Civil Aviation Safety and Security Oversight Agency (EAC-CASSOA) is a self accounting institution of the East African Community. The Agency is looking for a highly motivated, result-driven and qualified professional from citizens of East Africa Community Partner States to fill the following position in the EAC-CASSOA.

<b>JOB TITLE:</b>	<b>MANAGER FLIGHT OPERATIONS</b>
<b>GRADE:</b>	Professional Grade (P4)
<b>REPORTS TO:</b>	Deputy Executive Director-Technical
<b>DUTY STATION:</b>	EAC-CASSOA Headquarters Entebbe, Uganda

#### 1. Main purpose of the job:

To coordinate and oversee the implementation of the safety oversight programmes and technical support to Partner States related to flight operations as approved by the Board.

#### 2. Duties and Responsibilities:

- Managing the flight operations department.
- Participating in the evaluation of the status of aviation safety in the Partner States and providing technical assistance to Partner States in oversight activities.
- Developing and reviewing the harmonised civil aviation (flight safety standards) regulations to ensure conformity to international standards.
- Developing and reviewing applicable technical guidance materials for flight operations' practices and procedures to implement the harmonised regulations.
- Monitoring the implementation of international standards and recommended practices by Partner States.
- Organising and facilitating Working Group meetings of Flight Safety Standards' experts to formulate and review harmonised civil aviation regulations and technical guidance materials related to flight operations.
- Evaluating proposals to amendments of international Standards and Recommended Practices (SARPS) and formulating a response to ICAO after a regional meeting to evaluate it.
- Developing inputs and implementing procedures and guidelines to be followed in obtaining and sharing of regional human resources for inspection activities, surveillance, audits and responding to requests by Partner States for assistance in flight safety related

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matters.

- Developing and implementing annual flight operations technical mission schedules for evaluation of aviation safety oversight status, implementation of harmonised regulations and technical guidance materials; and conformity to standardisation in the Partner States.
- Preparing and providing input for the timely preparation of the Annual Programme of Activities and budget for the Agency's Flight Operations' section for approval by the Board;
- Liaising with Partner States Human Resource units on the implementation of East African Inspector Training Systems (EA-ITS).
- Assisting/participating in the development and implementation of regional and State Safety Programmes.
- Assisting in carrying out regular skills audits to develop a data bank of available technical skills in the region related to flight operations;
- Effecting timely updates to the East African personnel licensing examination system in the region.
- Performing any other duties as may be assigned by the supervisor.

### **3. Qualifications and Experience:**

- A holder of a current Airline Transport Pilot Licence (ATPL).
- A Master's degrees from a recognized university would be an added advantage.
- A minimum of 8 years' experience in aviation with a civil aviation administration, directly associated with the preparation and responsibility for implementation of rules, regulations, operating manuals, flight and ground procedures deemed necessary for flight safety, inspection and certification.
- Considerable flight crew experience as pilot-in-command on modern, turbine engine aircraft or substantial experience as a Flight Operations Inspector with ratings in modern, turbine engine aircraft (preferably type operated) in the region. A minimum of 5000 hours of flying experience with a demonstrable experience in an international airline operations of at least 1,000 hrs minimum.

Experience in the preparation, approval and use of Flight Operations Manuals and other flight operation documentations including flight training and checking programmes.

### **4. Skills and Competences:**

- Knowledge of legal requirements and administrative procedures for the issuance of documents under State of Registry approval relating to supervision of flight operations.
- Knowledge of personnel licensing systems for flight operations.
- Sound knowledge of EAC Harmonised Civil Aviation Regulations and Technical Guidance Materials.
- Sound knowledge of ICAO Standards and Recommended Practices and related documentation.
- Good communication and report writing skills.
- Proficiency in computer use and general IT applications.

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- Good interpersonal skills, high degree of integrity.
- Good knowledge in Air Operator Certification procedures.

### **5. ELIGIBILITY FOR APPLICATIONS**

This vacancy is open to all citizens of EAC Partner States.

### **6. TERMS AND CONDITIONS OF SERVICE**

The above is an established position within the Agency's organization structure and is tenable for a contract of five (5) years renewable once subject to satisfactory performance and age limit requirements.

### **7. EDUCATION QUALIFICATIONS**

All candidates applying for the above position must have qualifications that are recognized by the relevant national accreditation body in their respective Partner States. This condition is applicable for locally and internationally attained qualifications.

### **8. RELEVANT WORK EXPERIENCE**

Internship, training and apprenticeship will not be considered as relevant work experience.

### **9. SALARY AND FRINGE BENEFITS**

The established position offers a competitive salary and attractive fringe benefits including house allowance, education allowance, a medical scheme and insurance cover among others.

### **10. AGE LIMIT REQUIREMENTS**

Applicants should not be more than **55 years old by 1st July 2017**.

### **11. HOW TO APPLY**

Interested candidates who meet the requirements are advised to send their application letters, duly filled and signed EAC-CASSOA Personal History Form, photocopies of academic degrees, professional certificates/licenses and a copy of national identity card, birth certificate or passport showing the date of birth **not later than 15<sup>th</sup> May 2017**, quoting the job advert reference number of the position applied for. The applications should be sent via email (all soft copies should be in MS Word or Adobe Acrobat) or in hard copies and addressed to:

**THE EXECUTIVE DIRECTOR**  
**EAC CASSOA**  
**P O Box 873,**  
**ENTEBBE**  
**UGANDA,**  
Email: [recruitment@cassoa.org](mailto:recruitment@cassoa.org)

#### **Note:**

1. The recruitment of the above job will be subject to the EAC Quota system.
2. You may submit your application either electronically or in hard copy but not both.
3. Applications which do not indicate nationality and age, the reference number, a signed

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application letter, duly filled and signed EAC-CASSOA personal history form and do not include copies of academic degrees, other professional certificates and three referees shall be disqualified.

4. Only short-listed candidates will be contacted.