

# TANZANIA CIVIL AVIATION AUTHORITY



## VACANCIES

The Tanzania Civil Aviation Authority (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003. The Authority is responsible for safety, security and economic regulation of the activities of persons and institutions providing air transport services, aeronautical airport services, air navigation services. In addition, the Authority provides air navigation services.

In order to carry out its role, the Authority continues to implement its new organization structure that requires the filling of the following positions:

### DIVISION OF AIR NAVIGATION SERVICES

#### TRAINING OPPORTUNITIES

#### AERONAUTICAL INFORMATION OFFICERS TRAINEES

(12 POSTS)

#### Position Function

The main function of this post is to provide Aeronautical Information Services, Aeronautical Fixed Services and support the duty Air Traffic Management Officers so as to ensure the flow of information necessary for the safety, regularity and efficiency of air navigation.

#### Key Responsibilities

- Process flight plans as submitted by flight crew or airlines representatives according to laid down procedures.
- Provide detailed aeronautical briefing to personnel involved in flight operations, including flight crew before their departure.
- Liaise with other services and organizations at the aerodrome, the International NOTAM Office, AIS Headquarters to obtain and provide aeronautical information/data.

- Initiate NOTAM for processing by NOTAM Office, on occurrences at the aerodrome concerned.
- Offer support services at Air Traffic Management units.

### **Minimum Qualifications and Experience**

- Holder of a BSc. Degree (General) from a recognized University.
- Must have good written and oral communication skills.
- Must not be more than 30 years of age.
- Must be Computer Literate preferably with operating systems.

The selected candidates will undergo training at the Civil Aviation Training Centre Dar es Salaam and subsequent on the job training. The total training period will be nine months, staggered in phases. Successful candidates will be employed as Aeronautical Information Officers. During the period of training, trainees will be paid a training allowance as per TCAA training package.

Selected candidates will be required to sign a bond to serve the Authority for minimum period of three (3) years on successful completion of the training.

### **Mode of Application**

Qualifying candidates should apply in writing to or lodge their applications at the address below enclosing:

- An application letter showing how you meet the post's requirements and comprehensive Curriculum Vitae.
- Copies of relevant certificates (including birth certificates) and awards.
- Contact address including telephone number(s) and email addresses.
- Recent passport size photograph.
- Three academic referees.

TCAA is an equal opportunity employer. All are encouraged to apply.

Only successful candidates will be contacted.

Shortlisted candidates from outside Dar es Salaam will be required to meet their own travel and accommodation costs.

All applications must be marked on the envelope with the post applied for and should be forwarded to the undersigned address:

Director General  
Tanzania Civil Aviation Authority  
IPS Building 2<sup>nd</sup> Floor, Samora/Azikiwe Street

P. O. Box 2819  
**DAR ES SALAAM**

Closing date 18 February 2008