

## TANZANIA CIVIL AVIATION AUTHORITY



### VACANCIES

The Tanzania Civil Aviation Authority was established by the enactment of the Civil Aviation Act Cap 80 (R.E 2006) as a regulatory corporate body. It replaced the former Authority which was an executive agency.

#### **Role of the Authority**

Under the Act, the Authority is responsible for regulating the activities of persons and institutions providing air transport services (carriage of passengers and cargo, both domestic and international), aeronautical airport services (airport operators, ground handlers, cargo operators, hangar facilities, airport security, in-flight caterers and aircraft fuelling services), air navigation services including air traffic services and associated infrastructure and aeronautical meteorological services.

The authority now has vacant positions and invites qualified and experienced Tanzanians to apply for the following posts:

#### **A. DIRECTOR GENERAL'S OFFICE**

##### **Corporation Secretary (One Post)**

Reporting to Director General, the Corporation is the Secretary to the Board of Directors and its committees. He/she is also the Authority's chief legal advisor heading the Legal affairs unit.

##### **Duties and Responsibilities**

- Secretary to the Board of Directors, Committees of the Board, Executive Management Team and the Inquiry Panel.
- Provision of advice to the Authority on all matters including the interpretation of relevant legislations.

- Representation of the Authority in all judicial proceedings and liaising with the Attorney General Chambers as necessary.
- Management of the drafting, registration and updating of regulations, rules and procedures and their implementation.
- Establishment and oversight of the review and appeals procedures.
- Management of contracts and agreements to which the Authority is a party.
- Management of internal legal processes, including appeals and review procedures.
- Custody of Authority's legal and statutory documents.
- Management of the Legal Affairs Unit.

### **Minimum Qualifications and Experience**

- A degree in law from a recognized university preferably with international law and must be registered as an advocate.
- At least 10 years working in a progressively senior position in the field of law.
- Demonstrated English language skills, written and oral are mandatory.
- A masters degree in international air and space law and experience in a similar position for at least 3 years are added advantages.

### **Senior Internal Auditor (One Post)**

Reporting to Chief Internal Auditor, the Senior Internal Auditor is responsible for monitoring and coordinating the implementation of quality performance audit programmes in the Authority.

### **Duties and Responsibilities**

- Assist in the development and implement quality performance audit programmes for implementation of the Authority's activities and plans.
- Prepare work programmes for both technical and management audits.
- Prepare periodic reports for the management.
- Report immediately to the Chief internal Auditor any irregularities, misappropriations, willful default, gross neglect of duty or non compliance with performance audit recommendations to ensure effectiveness and efficiency.
- Perform any other duties as may be assigned by the supervisor.

### **Qualifications and Experience**

- Bachelor degree in Accountancy or Finance or its equivalent from recognized higher learning institution

- Must also be a holder of CPA (T)
- Registration as an Authorized Auditor with NBAA will be an added advantage.
- At least 5 years experience 3 of which should be in senior position as performance auditor.

## **B. DIVISION OF AIR NAVIGATION SERVICES**

### **Air Navigation Engineer – Trainee (Four Posts)**

This is on job training for one year after which the successful candidate shall be employed as Air Navigation Engineer.

Reporting to Senior Air Navigation Engineer. Air Navigation Engineer will be responsible to carry out installations and maintenance of Communication Navigation and surveillance facilities

#### **Duties and Responsibilities**

- Carry out scheduled, unscheduled and curative maintenance of Communication, Navigation and Surveillance systems.
- Carry out installation of Communication, Navigation and Surveillance system
- Assist Senior Air Navigation Engineers in planning of Communication, Navigation and Surveillance systems as may be assigned by the supervisor
- Supervise technicians on duty.

#### **Minimum Qualification and Experience**

- BSc. Degree in electronics and telecommunication engineering or its equivalent from recognized higher learning Institution and registration by Engineers Registration Board at least in the category of graduate engineer.
- Must have good written and oral communication skills.
- Must not be more than 30 years of age by July 2009.
- Must be Computer literate.
- Prior working experience is not necessary. However applicant will be needed to demonstrate general understanding of:
  - (i) maintenance and configuration of computer based voice and data communication system and network.
  - (ii) Planning and installation of voice communication systems such as VHF and HF Radios.
  - (iii) Configuration and maintenance of computer networks.

- (iv) Data base management software.
- Knowledge of computer programming languages is an added advantage.

## **C. DIVISION OF CORPORATE SERVICES**

### **Senior Accountant (One Post)**

Reporting to Finance Manager, the Senior Accountant is responsible for ensuring that all TCAA revenue are properly billed and collected within the specified credit period and all expenditure are controlled as per TCAA approved budget that proper financial reports are issued on time.

#### **Duties and Responsibilities.**

- Management of the Revenue/Expenditure/Management section.
- Establish maintain a sound accounting system and procedures.
- Supervision of Staff under their section.
- Processing of financial transactions through integrated financial management system (FMS) or any accounting package deemed applicable.
- Ensure accurate and prompt billing and revenue collection and ensure proper coding and completeness of posting.
- Control of Revenue and expenditure budget.
- Production of monthly revenue expenditure report.
- Proper management of the Authority credit policy
- Preparation of TCAA Payroll.
- Compilation of TCAA Budget.
- Prepare sectional budget.
- Prepare of Management of information reports and Final Accounts for TCAA.
- Any other duties related to the above as well as other duties as may be assigned by the supervisor.

#### **Minimum Qualifications and Experience**

- Bachelor degree in Accountancy or Finance or its equivalent from a recognized higher learning institution.
- Must be a holder of CPA (T)
- Registration as Authorised Accountant with NBAA will be an added advantage.
- At least 5 years experience 3 of which should be in senior position as an Accountant.

**Remuneration:**

As per the approved Authority Salary Structure.

**Mode of Application:**

Eligible candidates should apply in confidence to the address below enclosing:

- An application letter showing how they qualify.
- Curriculum Vitae.
- Copies of relevant certificates and awards.
- Contact address including telephone number(s) and email addresses.
- Recent two coloured passport size photograph.
- Three work related referees.
- Birth Certificate.

**General Terms and Conditions of Service for all the posts**

- Successful candidates will be appointed on a five-year contract period (after successful probation) which may be renewable.
- All officers of the Authority are required to comply with the Authority's and Public Service Code of Conduct.
- Other terms and conditions of service are as per the Authority's Staff Benefit Package and as will be reviewed and promulgated from time to time.

Only short listed candidates will be contacted. They will be required to meet their own travel and accommodation costs for the interview if applicable.

Closing date is 4<sup>th</sup> March,2009. However, this applies to the posts of Senior Internal Auditor, Senior Accountant and Air Navigation Engineer – Trainees only.

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**DAR ES SALAAM**

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