

EAST AFRICAN COMMUNITY

CIVIL AVIATION SAFETY AND SECURITY OVERSIGHT AGENCY



The EAC CASSOA is a specialised technical institution of the East African Community (EAC), a regional economic community of the Partner States of the Republics of Burundi, Kenya, Rwanda, Uganda and the United Republic of Tanzania. CASSOA is responsible for ensuring the development of safe and secure civil aviation system in the region. The Agency is mandated to work with the Partner States Civil Aviation Authorities which retain the responsibilities of regulating the civil aviation activities in their territories covering licensing, approving, certificating and ensuring compliance and enforcing violations.

FLIGHT OPERATIONS

JOB TITLE: MANAGER FLIGHT OPERATIONS(REF: CAS/HR/2011/002) (RE ADVERTISED)

GRADE: Professional Grade P4

REPORTS TO: Director Standardisation and Regulations

DUTY STATION: CASSOA Headquarters Entebbe, Uganda

Main purpose of the job:

To plan, implement, supervise and evaluate the Agency's flight Operations activities.

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

Duties and Responsibilities:

1. Managing the flight operations department.
2. Participating in the evaluation of the status of aviation safety and security in Partner States and providing technical assistance to Partner States in oversight activities.
3. Developing harmonised flight safety standards regulatory formulation and amendments to ensure conformity to international standards.
4. Evaluate amendment proposals to international standards and Recommended Practices (SARPS) and formulate a common regional position.
5. Convening and facilitating Working Group meetings to formulate and review harmonised regulations and technical guidance materials.

6. Developing inputs and implement procedures and guidelines to be followed in obtaining and sharing regional human resources for inspection activities, surveillance, audits and responding to requests for assistance in flight safety related matters.
7. Developing and implementing annual flight operations mission schedules for evaluation of aviation safety status, implementation of harmonised regulations and conformity to standardisation in the Partner States.
8. Prepare and provide input for the timely preparation of the Annual Programme of Activities and budget for the Agency for approval by the Board.
9. Liaise with HR to develop training programmes and provide regional technical training including inspectors' indoctrination, basic, type, on-the-job and recurrent training for the functions of the Flight Operations Inspectors in the Agency and in the Partner States,
10. Assisting/participating in the development and implementation of regional and State safety Programmes.
11. Assisting in carrying out a skills audit to develop a data bank in the region for the available and gap of skills in the region related to flight operations.
12. Participating in the establishment of a common personnel licensing examination in the region.
13. Performing any other related duties as assigned by the supervisor
14. Developing applicable technical guidance materials for operation practices and procedures to implement the harmonised regulations.
15. Perform any other duties as may be assigned by supervisor.

Qualifications and Experience:

1. A holder of a professional licensed at ATPL level (or equivalent). A degree will be an added advantage.
2. A minimum of fifteen (15) years experience five (5) of which must be in a management or supervisory position 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.
3. 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 of type operated in the region. 5000 hours of flying experience with a demonstrable experience in an international airline operation of at least of 1,000 hrs minimum.
4. Experience in the preparation, approval and use of Flight Operations Manuals and other flight operation documentations including flight training and checking programmes.

Skills and Competences:

1. Knowledge of legal responsibilities and administrative procedures for the issuance of documents under State of Registry approval relating to supervision of flight operations.
2. Knowledge of the requirements for personnel licensing systems, and of the training, and maintenance of competency of flight and ground crews concerned with flight operations.
3. Sound knowledge of EAC Harmonised Civil Aviation Regulations and Technical Guidance Materials.
4. Sound knowledge of ICAO Standards and Recommended Practices and related documentation.
5. Good communication and report writing skills.
6. Proficiency in computer use and general IT applications.

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

**JOB TITLE: FLIGHT OPERATIONS INSPECTORS (REF: CAS/HR/2011/003)
(2 POSITIONS)**

GRADE: Professional Grade P3

REPORTS TO: Manager Flight Operations

DUTY STATION: CASSOA Headquarters Entebbe, Uganda

Main purpose of the job:

The main responsibility of this position is to assist Partner States to carry out efficient and effective flight operations safety oversight activities with the objective of enhancing safe operation of aircraft in compliance with national/regional and international standards.

Duties and Responsibilities:

1. Advise on and assist Partner States inspectors with performing flight operations certification functions, including certification of flight crew members and approval of operations manuals, crew training and checking programmes, minimum equipment lists and the issuance of operating certificates and/or specifications.
2. Advise on and assist with the supervision of the review, revision and approval of flight operations regulatory documents including operations manuals, aircraft operating manuals, minimum equipment lists, flight crew and cabin attendant training programmes, etc.
3. Assist Partner States with the development and execution of an annual flight operations surveillance programme in the region, including surveillance of foreign air operators and ramp inspections.
4. Participate in the development of inspectors training programme and provision of the on-the-job training to flight operations inspectors.
5. Participate in the development and implementation of a regional flight crew personnel licensing examinations system.
6. Carry out Flight Operations missions for evaluation of aviation safety status, implementation of harmonised regulations and conformity to standardisation in the Partner States.
7. Review existing harmonised regulations and revise them to conform to international standards as provided in the ICAO Annexes.
8. Participate and assist in the development and review of a model SSP and assisting Partner States to develop and the implement their respective harmonised SSP and SMS.
9. Prepare regular activity reports as required.
10. Perform any other related duties as may be assigned by the supervisor.

Qualifications and experience

1. Holds or have held an airline transport pilot license with one or more type ratings, preferably on large aircraft (above 5,700 kg MTOM) commercially operated in the region.
2. A holder of university degree will be added advantage.
3. A minimum of ten (10) years experience three (3) of which must be in management or supervisory position in an airline or with an 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.
4. 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 of type operated in the region. 5000 hours of flying experience. Experience in the preparation, approval and use of Flight Operations Manuals and other flight operation documentations including flight training and checking programmes.

Skills and Competences:

1. Knowledge of legal responsibilities and administrative procedures for the issuance of documents under State of Registry approval relating to supervision of flight operations.
2. Knowledge of the requirements for personnel licensing systems, and of the training, and maintenance of competency of flight and ground crews concerned with flight operations.
3. Sound knowledge of EAC Harmonised Civil Aviation Regulations and Technical Guidance Materials.
4. Sound knowledge of ICAO Standards and Recommended Practices and related documentation.
5. Good communication and report writing skills
6. Proficiency in English language to level 5.
7. Proficiency in computer use and general IT applications.
8. Good interpersonal skills, high degree of integrity.
9. Good knowledge in Air Operator Certification procedures.

JOB TITLE: FLIGHT TRAINING AND PEL EXAMINATION INSPECTOR (REF: CAS/HR/2011/004)

GRADE: Professional Grade P3

REPORTS TO: Manager Flight Operations

DUTY STATION: CASSOA Headquarters Entebbe, Uganda

Main purpose of the job:

The main responsibility for this position is to coordinate the development of a regional personnel licensing examination system and assist Partner States to ensure that aviation training organisations are compliant with the national/regional standards reflected in the harmonised civil aviation regulations.

Duties and Responsibilities:

1. Coordinate the development and implementation of regional personnel licensing examination system covering flight crew, cabin crew, aircraft maintenance engineers, air traffic controllers, aviation security screeners and any other specialties as specified in the civil aviation regulations.
2. Coordinate and manage the development of a region's PEL examination bank including the development and implementation of a regional flight crew personnel licensing examinations system and carrying out inspection of Synthetic Flight Trainers.
3. Advise on and assist Partner States inspectors with performing aviation professional licensing functions as required by the harmonised civil aviation regulations.
4. Advise on and assist with the supervision of the review, revision and approval of PEL regulatory documents including training manuals.
5. Assist Partner States with the development and execution of an annual PEL surveillance programme.
6. Participate in the development of inspectors training programme and provision of the on-the-job training to PEL inspectors.
7. Assist Partner States with the assessment and approval of applications for licenses and ratings and the issues of licenses and ratings and the supervision of designated flight examiners.
8. Participate in the development of inspectors training programme and provision of the on-the-job training to flight operations inspectors and designated flight examiners.
9. Carry out missions for evaluation of aviation safety status, implementation of harmonised regulations and conformity to standardisation in the Partner States.
10. Review existing harmonised regulations and revise them to conform to international standards as provided in the ICAO Annexes.
11. Participate and assist in the development and review of a model SSP and assisting Partner States to develop and the implement their respective harmonised SSP and SMS.
12. Maintain a register of flight test examiners from airlines and those approved for flying schools as well as all licensed personnel in the region.
13. Perform any other duties as may be assigned to you by the supervisor

Qualifications and Experience:

1. A holder of a professional licensed at ATPL level (current or lapsed).
An academic qualification of a university degree will be an added advantage.
2. At least ten (10) years of relevant work experience.
3. Possession or had possessed flight instructor rating.

Skills and Competences:

1. Knowledge of the requirements for personnel licensing systems, and of the training, and maintenance of competency of flight and ground crews concerned with airworthiness.
2. Sound knowledge of ICAO Standards and Recommended Practices and related documentation.

3. Good communication and report writing skills.
4. Proficiency in English language to level 5.
5. Proficiency in computer use and general IT applications.
6. Good interpersonal skills, ability to work with colleagues and maintain harmonious working relationship in a multinational environment
7. High degree of integrity.

AIRWORTHINESS

JOB TITLE: AIRWORTHINESS INSPECTOR (AVIONICS) (REF: CAS/HR/2011/005)

GRADE: Professional Grade P3

REPORTS TO: Manager Airworthiness

DUTY STATION: CASSOA Headquarters Entebbe, Uganda

Main purpose of the job:

The main responsibility of this position is to assist Partner States to carry out efficient and effective airworthiness safety oversight activities with the objective of enhancing safe operation of aircraft in compliance with national/regional and international standards.

Duties and Responsibilities:

1. Advise on and assist Partner States inspectors with performing airworthiness certification functions, including certification of air operators, aircraft, aircraft maintenance engineers, aircraft maintenance organisations and training organisation.
2. Advise on and assist with the supervision of the review, revision and approval of airworthiness regulatory documents including airworthiness procedures manuals, maintenance programmes, minimum equipment lists, etc.
3. Assist Partner States with the development and execution of an annual airworthiness surveillance programme in the region, including surveillance of foreign air operators and ramp inspections.
4. Participate in the development of inspectors training programme and provision of the on-the-job training to airworthiness inspectors.
5. Participate in the development and implementation of a regional aircraft maintenance engineers personnel licensing examinations system.
6. Carry out airworthiness missions for evaluation of aviation safety status, implementation of harmonised regulations and conformity to standardisation in the Partner States.
7. Review existing harmonised regulations and revise them to conform to international standards as provided in the ICAO Annexes.

8. Participate and assist in the development and review of a model SSP and assisting Partner States to develop and the implement their respective harmonised SSP and SMS.
9. Prepare regular activity reports on as required
10. Perform any other related duties as may be assigned by the supervisor.

Qualifications and Experience:

1. A holder of a University Degree in relevant field e.g. aeronautical, mechanical, electrical, electronic or telecommunication. An aircraft maintenance engineer's license with ratings or appropriate approvals.
2. A minimum of seven (7) years experience three (3) of which must be in a management or supervisory aircraft avionics/ Mechanics experience, directly associated with the preparation and responsibility for implementation of rules, regulations, airworthiness and flight operation related manuals deemed necessary for flight safety, inspection and certification.
3. Considerable aircraft maintenance experience of not less than five years on modern, turbine aircraft or five years experience as an airworthiness inspector qualified on large (above 5,700kg MTOM) modern, turbine engine aircraft preferably of type operated in the region.

Skills and Competences:

1. Knowledge of legal responsibilities and administrative procedures for the issuance of documents under State of Registry approval relating to supervision of airworthiness.
2. Knowledge of the requirements for personnel licensing systems, and of the training, and maintenance of competency of flight and ground crews related with airworthiness operations.
3. Sound knowledge of ICAO Standards and Recommended Practices and related documentation.
4. Good communication and report writing skills in English language.
5. Proficiency in computer use and general IT applications.
6. Good interpersonal skills, ability to work with colleagues and maintain harmonious working relationship in a multinational environment.
7. High degree of integrity.

TERMS AND CONDITIONS OF SERVICE:

These are established position within the CASSOA organization structure which has tenable contract terms of five (5) years renewable once.

The candidates will be appointed by the East African Community CASSOA Board of Directors.

SALARY AND FRINGE BENEFITS:

The established positions offer competitive salaries and attractive fringe benefits including house allowance, transport allowance, education allowance, a medical scheme and insurance cover.

HOW TO APPLY:

Interested candidates should submit their applications quoting the reference number of the position applied for by registered mail, courier, email (all soft copies should be in MS Word or Acrobat) and dispatch together with Duly filled Employment Form below, copies of both academic and professional certificates and testimonials, names and addresses of three referees, and day time telephone/cell phone numbers to:

The Executive Director
EAC CASSOA
P O Box 873,
ENTEbbe
UGANDA
Email: recruitment@cassoa.org

To be received not later than **Wednesday 17th February 2012.**



Application Form for Employment

Please complete using black ink. If necessary, continue on no more than one extra sheet.

Applications will only be considered if submitted on this form.

Post for which applying:					
Surname:		Forename(s):			
Nationality:		Date of Birth(D/M/Y):			
Address:		E-mail:			
		Telephone: Home:			
		Mobile:			
		Work:			
Gender:		May we contact you at work?	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No				

1. Education, qualifications and training

Please give details of secondary school/college/university attended, dates and qualifications gained. Provide details of membership to any professional organisations and training courses you have attended, particularly those relevant to the skills, knowledge or experience required for this post.

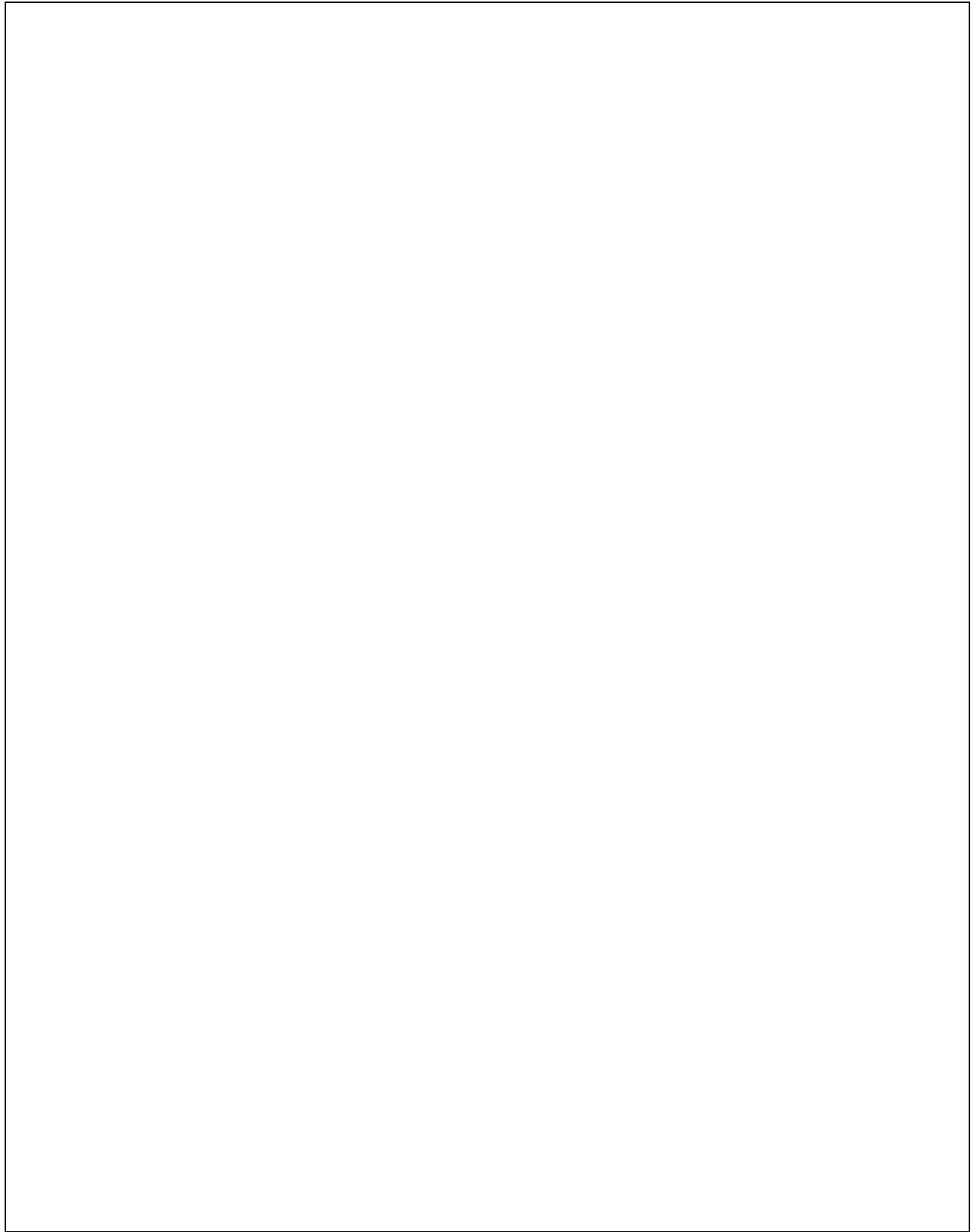
2. Previous employment

Please provide details of your work history starting with your most recent employer. Please account for any gaps in your work history (continue on a separate sheet if necessary)

Dates Employer Position held, main duties and reason for leaving

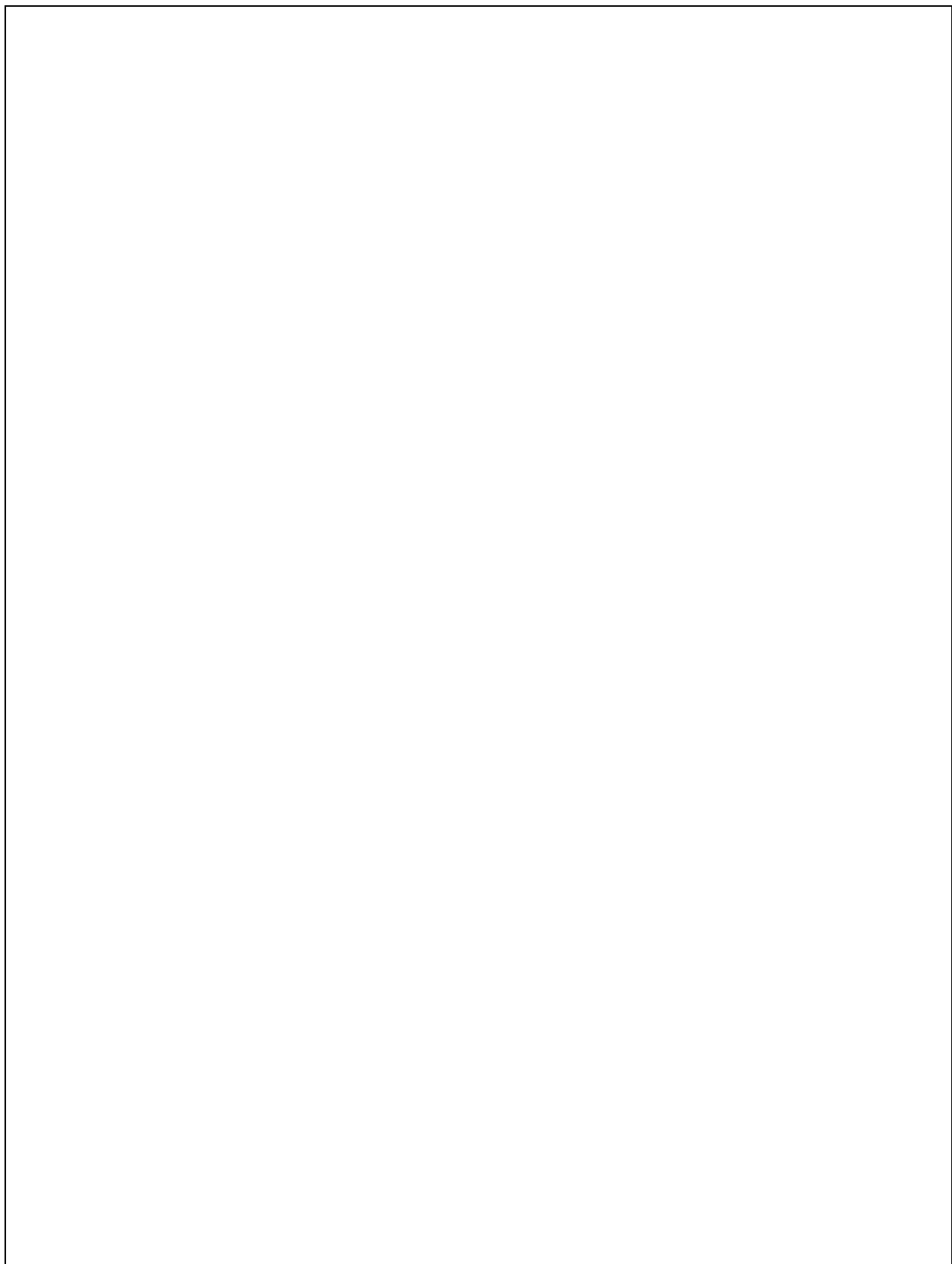
(name & address)

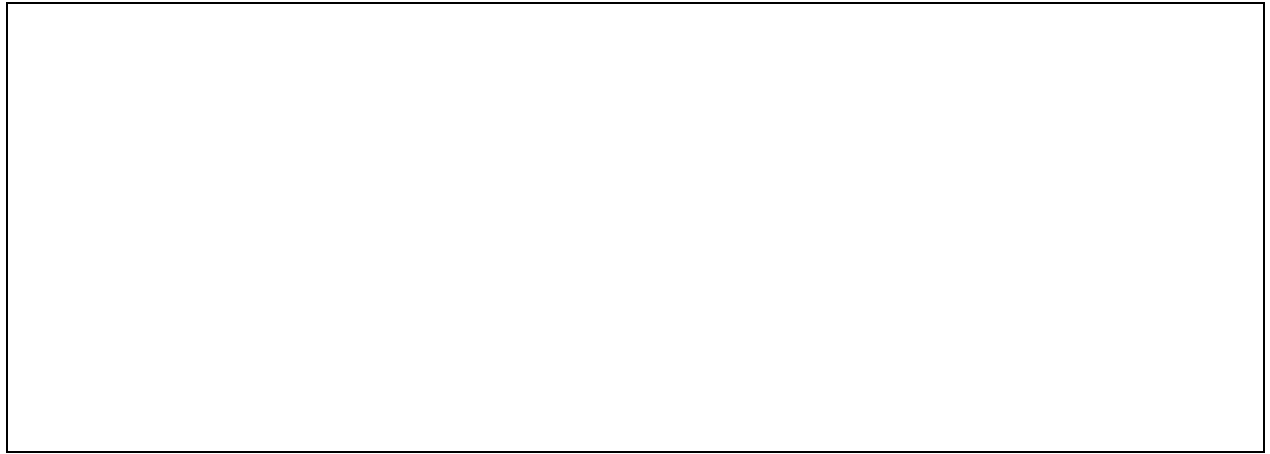
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3. Competencies and experience

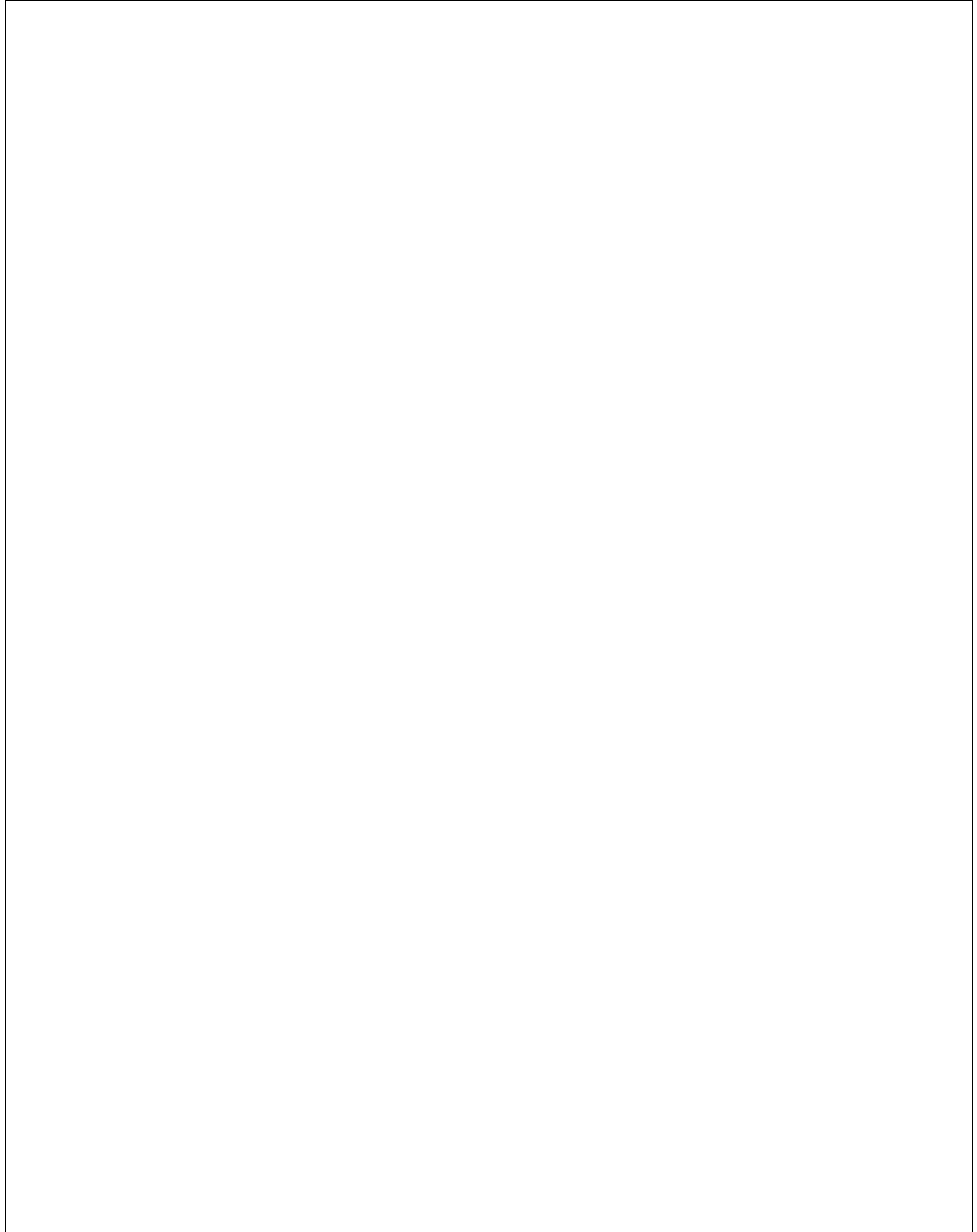
Please describe the competencies, knowledge and experience which you will bring to this job. Please refer to the person specification in the job description.

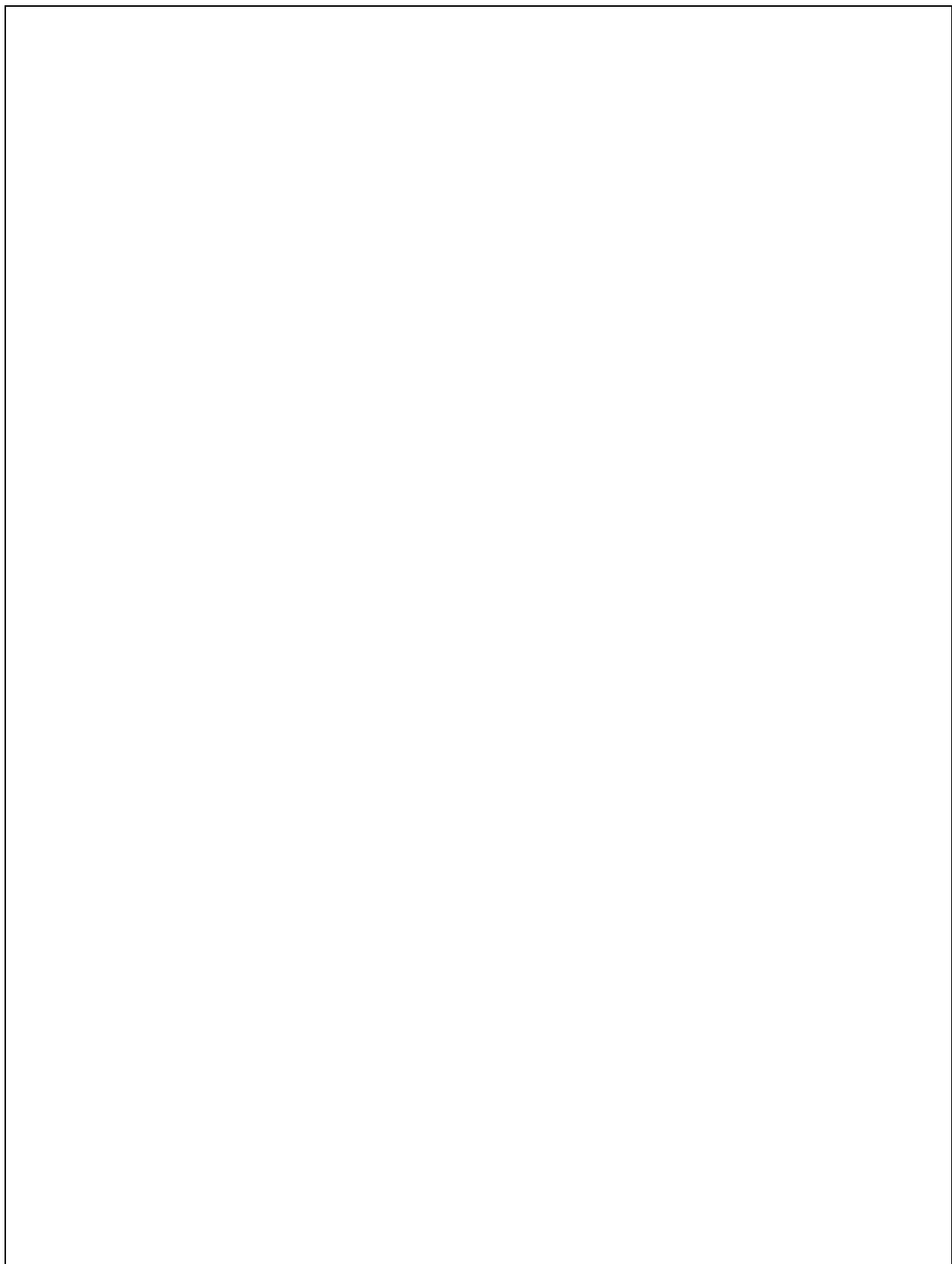


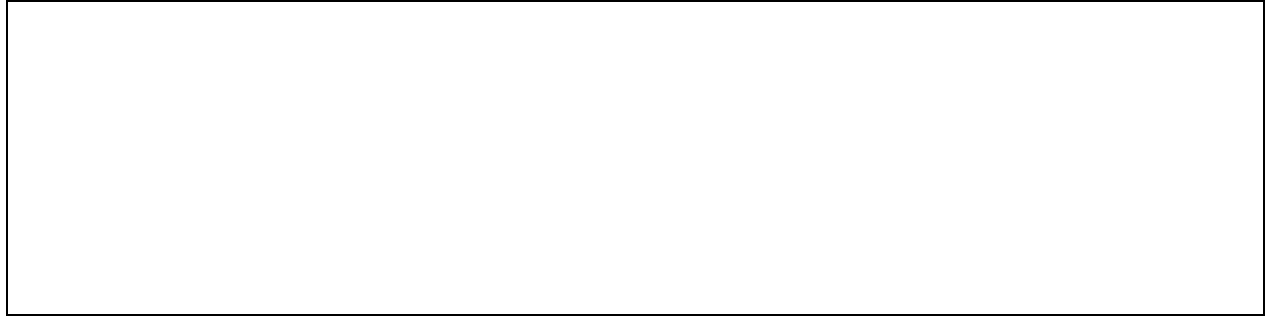


4. Further Information in support of your application

Please explain why you are applying for this post and what interests you in applying to work for the EAC CASSOA

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previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application.

I hereby acknowledge that I have read and understand the above statements.

Signature _____

Date _____

