

	<p style="text-align: center;">TANZANIA CIVIL AVIATION AUTHORITY AIR NAVIGATION SERVICES INSPECTORATE</p>	<p style="text-align: right;">Revision: 1</p>
<p>Document No: TCAA/QSP/SR/AC/ANS - 27</p>	<p>Title: Job Description for AIS/ Aeronautical Charts staff</p>	<p style="text-align: right;">Page 1 of 2</p>

1.0 Purpose

- 1.1. Under part III of The Civil Aviation (Certification of ANSP) Regulations, Air Navigation Service Provider are required to include in their respective manuals of ANS operations, personnel requirements and their responsibilities.
- 1.2. The purpose of this Advisory Circular is to guide Aeronautical Information Services(AIS)/Aeronautical Charts service Providers in developing job descriptions for technical staff that are aligned to the overall objectives, functions and activities of AIS/Aeronautical Charts Services.

2.0 References

- 2.1 Tanzania Civil Aviation (Certification of ANSP) Regulations;
- 2.2 Tanzania Civil Aviation (AIS) Regulations;
- 2.3 ICAO DOC. 8126 – AIS Manual;

3.0 Introduction

- 3.1 Aeronautical Information shall be provided for the safety, regularity and efficiency of air navigation. This is achieved by supplying users with aeronautical information necessary for the performance of their respective functions. The Authority shall determine the type aeronautical services which will be provided to meet the needs of air navigation including areas over the high seas in the Flight Information Region.
- 3.2 Under Regulation 8 of the Tanzania Civil Aviation (Certification of ANSP) Regulations, the Authority shall designate a service provider to provide aeronautical services for air navigation and prescribes rules, requirements, procedures or standards of designation of such service provider. The regulations further require that the services provided by the designated service provider be in accordance with conditions prescribed by the Authority.

4.0 Functions and Activities of AIS

- 4.1. In order to meet the objectives of aeronautical information services, the ANSP shall establish and implement a properly organized system comprising procedures, processes and resources necessary for the timely provision of aeronautical information. The ANSP shall in this regard establish one or more aeronautical information service offices which shall be adequate for the provision of aeronautical information services for air navigation.
- 4.2. The designated ANSP shall develop job descriptions for technical staff providing aeronautical information services and Aeronautical Charts services in order to ensure that their functions and activities are aligned to the requirements of the regulations.

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5.0 Job descriptions of AIS/Aeronautical Charts staff

As a general guide, the duties and responsibilities of Aeronautical Information services staff should include the following;

- a) Provision of aeronautical information service at operational positions in order to ensure the flow of information/data necessary for the safety, regularity and efficiency of air navigation;
- b) Management of AIS personnel and budgetary requirements;
- a) Preparation and implementation of training programmes for AIS personnel including supervision of on-job-training;
- b) Evaluate staff performance and identify training needs;
- c) Administration and management of AIS operations within the Flight Information Region and to ensure that all AIS Aerodromes units operates in accordance with the applicable Civil Aviation Regulations, Civil Aviation Circulars and other relevant local procedures;
- d) To ensure processing and provision of flight plan information/data and crew briefing to facilitate safe and expeditious flow of Air traffic and Search and Rescue operations
- e) To maintain close coordination with the users of aeronautical information services;
- f) validation and Verification of aeronautical data and aeronautical information from various sources before publication, distribution and storage in data base.
- g) Prepare, Originate and maintain NOTAM, ASHTAM and SNOWTAM.
- h) To ensure Pre-flight Information Bulletins for scheduled and non-scheduled flights are prepared and submitted on time.
- i) Publication of Integrated Aeronautical Information Package;
- j) To ensure maintenance of all aspects of quality management system;
- k) To develop and publish aeronautical charts;
- l) To ensure procedures for international telecommunication services are maintained for use in AFS/AMHS
- m) Carry out monthly analysis on the performance of the AFTN/AMHS and prepare monthly and quarterly statistics on the performance in terms of quality of service, supervision and report to ICAO Regional Office.



Tanzania Civil Aviation Authority