



# The Kenya Civil Aviation Authority

## JOB OPPORTUNITY

### DIRECTOR TO THE INTERNATIONAL CIVIL AVIATION ORGANIZATION (ICAO) - MISSION, MONTREAL CANADA

Kenya Civil Aviation Authority (KCAA) is a State Corporation in the Ministry of Roads and Transport established under the Civil Aviation Act, CAP 394 of the Laws of Kenya. Kenya is a signatory to the Chicago Convention that created the International Civil Aviation Organization (ICAO) in 1944 for purposes of providing a safe and orderly development of international civil aviation. Kenya has established a mission to ICAO based at Montreal Canada to promote the country's aviation interests in ICAO. The mission office reports to the Director General, KCAA.

Working closely with the Kenya High Commission in Ottawa and the Ministry of Roads and Transport, the mission office will play a critical advocacy and influencer role to promote and secure Kenya's Aviation interests.

KCAA as the implementing body of the Chicago Convention on behalf of the Government of Kenya is seeking to recruit a qualified Kenyan citizen to fill the position of Director, ICAO Mission.

POSITION	DURATION	REPORT TO
Director, ICAO Mission	5 years	Director General, KCAA

#### Duties and Responsibilities will entail:

- i. Representing and promoting Kenya's interests at the International Civil Aviation Organization (ICAO);
- ii. Establishing and maintaining collaborative relations with ICAO and other ICAO Contracting Member States;
- iii. Providing technical leadership in the development of ICAO Standards and Recommended Practices (SARPS) to ensure active participation by Kenya in ICAO work;
- iv. Advising on status and coordinating Kenya's ratification and domestication of ICAO Conventions and Protocols;
- v. Soliciting technical and financial assistance and award of training opportunities/fellowships for Kenya in ICAO areas of competence;
- vi. Providing leadership in ensuring Kenya achieves her global civil aviation obligations including State contributions to ICAO Budgets;
- vii. Facilitating participation of Kenya technical experts in ICAO Panels, Work Groups and other specialized technical committees;
- viii. Taking a leading role in championing the interests and concerns of Kenya's civil aviation sector and industry stakeholders in air navigation, safety, security, and environmental matters in ICAO;
- ix. Guiding the domestication and implementation of International Standards and Recommended Practices as agreed among ICAO partner States;
- x. Advising relevant State Agencies and departments on critical issues of the ICAO Council, Air Navigation Commission (ANC) and other related ICAO matters;
- xi. Spearheading the development of Kenya's Working Papers and Information Papers for presentation to various meetings, conferences and the ICAO Assembly;
- xii. Coordinating the implementation of Agreements and Memorandum of understanding (MOUs) signed between Kenya and ICAO;
- xiii. Developing and implementing ICAO Mission office work plans and budgets;
- xiv. Developing, reviewing and implementing policies and strategies for Kenya ICAO Permanent mission office;
- xv. Identifying and managing risks that relate to the mandate of the Mission and timely reporting to the Director General and Risk Management Committee on a quarterly basis;
- xvi. Facilitating periodic internal and external audit activities and implementing corrective action plans; and
- xvii. Facilitating Kenya's international delegates, staff and other Kenya Diplomats attending ICAO and other Aviation related meetings.

#### a) Qualifications and Experience

For appointment to this grade, a candidate must have at least:

- i. Fifteen (15) years' relevant work experience, five (5) of which must be in management level;
- ii. Bachelors degree in any of the following disciplines: Civil Aviation Management, Aeronautical Engineering, Electrical Engineering, Economics, Business Administration, Management, Law or equivalent field from a recognized University;
- iii. Masters Degree in any of the following disciplines: Civil Aviation Management, Aeronautical Engineering, Electrical Engineering, Economics, Business Administration, Management, Law or equivalent field from a recognized University;
- iv. Professional qualifications in Piloting, Aviation Engineering, Air Traffic Control, Aeronautical Information Management or other relevant qualification;
- v. Membership to a professional body and in good standing where applicable;
- vi. Demonstrate understanding of:
  - a) Aviation industry;
  - b) Local, national and international conventions and treaties governing aviation; and
  - c) Civil Aviation Act, CAP 394; and
- vii. Proficiency in computer applications.

Leadership Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

Interested and qualified persons are requested to send application letters, copies of certificates, testimonials and a detailed CV indicating full contact details of three professional referees to the address below to be received not later than **21<sup>st</sup> April 2026**.

**The Director General**  
**Kenya Civil Aviation Authority**  
**Aviation House - JKIA**  
**P. O. Box 30163 - 00100**  
**NAIROBI**

Applications may also be submitted to: [info@kcaa.or.ke](mailto:info@kcaa.or.ke)

**Only shortlisted candidates will be contacted.**

