



Ministry of Roads and Transport
State Department for Aviation and Aerospace Development

KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITIES

Kenya Civil Aviation Authority is responsible for providing regulatory oversight, air navigation services and aviation training in Kenya. The Authority is seeking to recruit qualified Kenyan citizens to fill the following vacant position in its establishment:

1. JOB TITLE	SENIOR AIRWORTHINESS INSPECTOR – HELICOPTER – KCAA SCALE 6 (ASSR/AW/08/26) – 2 POSTS
DEPARTMENT	AIRWORTHINESS
REPORTS TO	ASSISTANT DIRECTOR, AIRWORTHINESS

a) Job Description

Duties and responsibilities will entail:

- i. Participating in evaluation of aircraft on the civil register to ensure it conforms to the approved type design;
- ii. Participating in undertaking safety oversight activities to ensure aircraft registered is maintained in an airworthy condition throughout its operational service life;
- iii. Participating in evaluation for acceptance of noise certificate and type certificate of aircraft, engine and propeller;
- iv. Participating in evaluation for acceptance and approval of aircraft and parts;
- v. Carrying out document evaluation and inspection for registration, re-registration, de-registration of aircraft and update the aircraft Register and appropriate records;
- vi. Participating in the certification for approval of initial applications and Continuing inspection, and Surveillance of certificated air operators on airworthiness aspects;
- vii. Carrying out oversight of commercial and general aviation operators' maintenance control;
- viii. Carrying out evaluation for approval/acceptance of modifications, mandatory inspection, component and aircraft repairs;
- ix. Evaluating documents for issue of export certificate, special flight permits and

issuance, renewal, extension of the Certificate of Airworthiness;

- x. Carrying out evaluation of air operators and maintenance organization manuals.
- xi. Carrying out evaluation of air operators and maintenance organization manuals.
- xii. Participating in certification, Approval and continuing inspection of Approved Maintenance Organizations;
- xiii. Carrying out inspection for compliance with Mandatory Continuing Airworthiness Information (MCAI);
- xiv. Participating in certification, Approval and continuing inspection of approved maintenance training organizations;
- xv. Participating in the evaluation for recommendation for issue and renewal etc., of license of aviation Maintenance personnel;
- xvi. Participating in surveillance activities and programs of aircraft and certified air operators AMO, AOC, ATO on airworthiness aspects and compile reports;
- xvii. Assisting in distribution of Airworthiness information to the public;
- xviii. Participating in evaluation of exemptions from regulatory provisions requests on airworthiness aspects;
- xix. Participating in resolution of resolution of safety issues;
- xx. Identifying and recommending appropriate airworthiness regulations, standards, policy, procedures, Manuals and guidance for review, evaluation and amendment;
- xxi. Participating in investigation of aircraft accidents, incidents and service difficulties;
- xxii. Evaluating for approval of operators' maintenance training programme and other manuals;
- xxiii. Liaising with aircraft manufacturers and other Authorities on airworthiness matters;
- xxiv. Participating in the Implementation of service difficulty reporting system;
- xxv. Inspecting for compliance airworthiness certification to ensure that it is carried out by authorized person; and
- xxvi. Participating in the implementation of work plans and generating periodic reports.

b) Person Specifications

For appointment to this grade, an officer must have at least:

- i. Bachelor's Degree in Aeronautical Engineering, Aerospace Engineering or its equivalent qualification from a recognized institution or equivalent qualification with a minimum of Six (6) years' experience in aircraft maintenance work in an Approved Maintenance Organization (AMO), one (1) year of which must be as a certifying staff releasing airworthy aircraft;

OR

Diploma in Aeronautical Engineering or equivalent qualification with a minimum of Six

- (6) years' experience in aircraft maintenance work in an Approved Maintenance Organization (AMO), two (2) years of which must be as a certifying staff releasing airworthy aircraft.
- ii. Aircraft Maintenance Engineers Licenses in any of the following categories;
 - a. Category B1(Category A- Aeroplane and Category C-Engines)
 - b. Category B2 (Category X-Electrical, Instruments, Automatic Pilot and Category R-Radio)
- iii. At least two (2) type courses or two (2) type ratings in Helicopter;
- iv. Proficiency in computer applications.

2. JOB TITLE	MARKETING OFFICER I - KCAA SCALE 7 (EASA/AS/62/26) – 1 POST
DEPARTMENT	ACADEMIC SERVICES
REPORTS TO	REGISTRAR ACADEMIC SERVICES

a) Job Description

Duties and responsibilities will entail:

- i. Implementing marketing policies, procedures, strategies, standards and guidelines for the school's products and services;
- ii. Maintaining a database of prospective customers, investors and/or the community;
- iii. Organizing campaigns for marketing the school's initiatives;
- iv. Supporting the development of web content in consultation with different functional areas;
- v. Organizing preparation of materials that describe and promote the schools' products and services;
- vi. Carrying out market research, and developing marketing strategies to grow students enrollment at the school;
- vii. Supporting the development of product and services that meet industry training needs;
- viii. Addressing customer complaints and ensuring superior customer experience;
- ix. Mapping out customer perceptions, preferences and requirements;
- x. Gathering customer ideas for product and service improvement;
- xi. Processing orders for advertisement; and
- xii. Promoting and advertising products of the school for increased business opportunities.

b) Person Specifications

For appointment at this grade, an officer must have at least:

- i. Three (3) years' relevant work experience as a Marketing Officer II or in a comparable position;

- ii. Bachelor's degree in Marketing or its equivalent from a recognized institution;
OR
Bachelor's degree in Social Science with a Diploma in Marketing or its equivalent from a recognized institution;
- iii. Shown merit and ability as reflected in work performance and results; and
- iv. Proficiency in Computer applications.

3. JOB TITLE	AERONAUTICAL TELECOMMUNICATIONS OFFICER III (TRAINEE) – KCAA SCALE 9 (REF: FD/02/25) - 12 POSTS
DEPARTMENT	ENGINEERING SERVICES

Person Specifications

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

- i. Diploma in Electrical Engineering, Electronics Engineering, Telecommunications Engineering, or its equivalent from a recognized institution;
- ii. Proficiency in computer applications

Interested candidates are required to submit their application letters quoting the job reference number on the envelope & application letter and attaching copies of certificates, testimonials and a detailed CV with full contact details of three professional referees to the address below. The applications should be received not later **23rd February 2026.**

Kenya Civil Aviation Authority is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply. Note that persons with disabilities are required to attach a copy of valid NCPWD membership card.

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

Only shortlisted candidates will be contacted.