



Ministry of Transport, Infrastructure,
Housing, Urban Development and Public Works

KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITIES

The 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 positions in its establishment.

1. JOB TITLE **DIRECTOR, AIR NAVIGATION SERVICES - KCAA SCALE 3** - REF: ANS/PC/01/21

Directorate:	Air Navigation Services (ANS)
Reports To:	Director General
Job Purpose	To plan and control the operations of Air Navigation Services in accordance with international air navigation standards and on sound economic principles

Scope of work/duties /responsibilities

- Facilitating and coordinating the provision of Air Navigation Services and search and rescue activities;
- Generating revenue for sustainability and growth of Air Navigation Services in Kenya;
- Developing policies, procedures, standards and strategies for Air Navigation Services;
- Contributing to the development of Standards and Recommended Practices (SARPs) in Air Navigation, Regional and Global Air Navigation plans (AFI and GANP);
- Coordinating, developing, formulating and implementing the Kenya Airspace Master Plan, ANS Strategic plan and annual work Plans;
- Interpreting and coordinating implementation of air navigation regulations and safety standards;
- Ensuring the collection and analysis of safety and performance data in Air Navigation;
- Monitoring trends on the global Air navigation and safety standards;
- Researching on emerging issues and trends in Air Navigation Services;
- Advising the Government on Air Navigation Services in Kenya;
- Allocating work, supervising and guiding staff of the directorate;

- ❑ Undertaking capacity building and conducting performance reviews for ANS staff;
- ❑ Coordinating the implementation of Air Navigation Services Risk Register;
- ❑ Facilitating and coordinating implementation of ISO 9000 Series standards and safety management systems in the Directorate.
- ❑ Performing any other official duties as may be assigned by the Director General.

Qualifications

- ❑ Master's degree in any of the following disciplines: Aviation, Engineering, Physical Sciences, Social Sciences, Information Technology (IT), Survey, management or other relevant field from a recognized institution.
- ❑ Bachelor's degree in any of the following disciplines: Aviation, Engineering, Information Technology (IT) or equivalent qualification from a recognized institution.
- ❑ Professional/advanced qualification and certification in any of the following disciplines: Communication, Navigation, Surveillance Systems or Air Traffic Management or Aeronautical Information Management (AIM) from a recognized institution.
- ❑ Membership to relevant professional body and in good standing.
- ❑ Kenya Certificate of Secondary Education (KCSE) Mean Grade C+ with C+ in English, Mathematics and Geography or equivalent qualifications.
- ❑ Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- ❑ Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

Experience

- ❑ A minimum of twelve (12) years in the Aviation field, five (5) of which must be in a management role;

Knowledge and skills

- ❑ Fulfilled the requirements of Chapter Six (6) of the Constitution.
- ❑ Strong analytical skills.
- ❑ Good Communication and interpersonal skills.
- ❑ Strategic and innovative thinking;
- ❑ Negotiation skills;
- ❑ Leadership Skills;
- ❑ Shown merit and ability in work performance and results.
- ❑ Proficiency in Computer Applications.

**2. JOB TITLE DIRECTOR, AVIATION SAFETY AND SECURITY REGULATION
– KCAA SCALE 3 - REF: ASSR/PC/01/21**

Directorate:	Aviation Safety and Security Regulation (ASSR)
Reports To:	Director General
Job Purpose:	Planning and controlling the operations of Aviation Safety, Security, Standards and Regulation in accordance with the law and policy guidelines governing such services.

Scope of work / duties / responsibilities

- Developing/reviewing policies, procedures, standards and strategies for Aviation Safety and Security Regulation Operations;
- Interpreting and implementing Aviation Safety Standards and Regulations;
- Ensuring continuous quality, performance and surveillance on Aviation Safety and Security Regulation services;
- Incorporating appropriate safety standards and sound economic principles;
- Advising the Director General on matters affecting aviation safety legislation and enforcement;
- Issuing Approvals, Authorizations, Certificates and Licences for air operators and personnel;
- Preparing budget estimates and advising management on manpower requirements;
- Initiating and facilitating manpower development programs for the directorate;
- Conducting continuous quality and performance surveillance on services provided;
- Preparing the Directorate’s annual work plans and accompanying budget;
- Monitoring and evaluating performance of the Directorate against set targets and standards
- Supervising, guiding, developing and managing the performance of staff in the directorate;
- Performing any other official duties as may be assigned by the Director General.

Qualifications

- Masters’ degree in any of the following disciplines: Commerce, Economics, Business Administration, Aeronautical Engineering, Civil Aviation Management, Air Transport Economics, Aviation Safety, Statistics, Mathematics or equivalent qualification from a recognized institution.
 - Bachelors’ Degree in any of the following disciplines: Aeronautical Engineering, Civil Aviation Management, Air Transport Economics, Aviation Safety or equivalent qualification from a recognized institution.
- OR
- An Airline Transport Pilot License (ATPL) with ratings of large commercial aircraft in Group 1 and at least 5,000 hours flying experience or an Air Traffic Controller’s License with 3 or more ratings, or Aircraft Maintenance Engineer’s

License (AMEL) in any of the following categories:

- i. Category B1 (Category 'A' Airframes and Category 'C' Engines); or
 - ii. Category B2 (Category 'X' - Electrical, Instruments, Automatic Pilot and R-Radio);
- Kenya Certificate of Secondary Education mean grade of C+ (plus) or equivalent qualification from a recognized institution;
 - Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
 - Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
 - Membership to a relevant professional body and in good standing.

Experience

- A minimum of twelve (12) years' work experience in Aviation field, five (5) of which must be in a management role.

Knowledge and skills

- Good knowledge of ICAO Standards and Recommended Practices (SARPs).
- Proven experience in developing National Aviation Regulations and Procedures will be an added advantage.
- Good understanding of the mandate of KCAA and the role of Aviation Safety and Regulation Function in realization of the same.
- Fulfilled the provisions of Chapter Six (6) of the Constitution.
- Strong analytical skills.
- Good Communication and interpersonal skills.
- Strategic and innovative thinking.
- Negotiation skills.
- Leadership Skills.
- Shown merit and ability in work performance and results;
- Proficiency in Computer Applications.

3. JOB TITLE MANAGER, ENGINEERING SERVICES – KCAA SCALE 5 REF: ANS/ENG/01/21

Department:	Engineering Services
Reports To:	Director, Air Navigation Services
Job Purpose	To plan, implement and maintain quality and cost-effective aviation facilities, services and resources associated with air navigation services.

Scope of work / duties / responsibilities

- Formulating, planning and implementing policies, programmes and procedures

concerning implementation and maintenance of Communication, navigation and surveillance facilities.

- ❑ Overseeing the implementation of technical standards and recommended practices as per ICAO annex 10 and Kenyan Standards.
- ❑ Investigating operational complaints and irregularities within the department and collaborating in the investigation of incidents and breaches of aviation regulations and procedures.
- ❑ Conducting regular performance reviews of staff in the department to determine training and development needs and ensuring the highest standards of performance and conduct are being adhered to.
- ❑ Coordinating research and development of new systems and equipment.
- ❑ Preparing and implementing the department's operational plan and budget to achieve targets in line with the KCAA strategy.
- ❑ Liaising with the planning and development team to identify improvements to the Engineering Services.
- ❑ Liaising with the Quality Management department to ensure effective service delivery.
- ❑ Liaising with the regulator to implement effective inspection and surveillance of equipment
- ❑ Managing Aeronautical frequency spectrum utilization and coordinating the allocation of radio telephony call signs with ICAO.
- ❑ Developing and appraising Aeronautical Telecommunications infrastructure and systems.
- ❑ Maintaining safety management System for CNS.
- ❑ Allocating work, supervising and guiding staff of the directorate;
- ❑ Performing any other official duties as may be assigned by Director Air Navigation Services.

Qualifications

- ❑ A Master's degree in Electrical, Telecommunications, Electronics, Business Administration, Civil Aviation Management or equivalent qualification from a recognized institution.
- ❑ BSc degree in Engineering in either Electrical, Telecommunications, Electronics or equivalent qualification from a recognized institution.
- ❑ Certificate in at least three (3) CNS Equipment Maintenance Courses.
- ❑ Be a registered member of the Engineers Registration Board or other relevant body recognized by law; and
- ❑ Training in management and leadership.

Experience

- ❑ At least ten (10) years' experience 5 of which must be in a senior position in a similar engineering environment.

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- ❑ Proven experience for financial and people management

Knowledge and skills

- ❑ Knowledge of the Kenya Civil Aviation Regulations and ICAO standards.
- ❑ Project Management and Implementation skills.
- ❑ Ability to manage crises by directing recourses appropriately.
- ❑ Written and verbal communication skills.
- ❑ Proficiency in Computer applications.

Interested candidates are required to submit their application letters quoting the job reference No. on the envelope and application letter, 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 than 3rd August 2021.

Details of the job specifications can be obtained from the KCAA website at www.kcaa.or.ke

The Kenya Civil Aviation Authority is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply. Note, 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.