



Ministry of Roads and Transport  
State of Department of Transport

## KENYA CIVIL AVIATION AUTHORITY

### JOB OPPORTUNITY

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:

<b>1. JOB TITLE</b>	<b>CHIEF INSPECTOR, AIRCRAFT REGISTRATION AND ADMINISTRATION – KCAA SCALE 5 (REF: ASSR/AW/04/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>AIRWORTHINESS</b>
<b>REPORTS TO</b>	<b>MANAGER AIRWORTHINESS</b>

#### a) Job Description

Duties and responsibilities will entail:

- i. Interpreting and implementing airworthiness policies, standards, regulations and Procedures;
- ii. Reviewing and recommending amendments on technical guidance material;
- iii. Planning for oversight of general aviation and commercial air transport operators' maintenance control, including inspections/audits;
- iv. Coordinating with Flight Operations Inspectors to evaluate and recommend for Approval of MEL and special operations authorizations including Extended Diversion Time Operations (EDTO), Low Visibility Operations (e.g. Category (CAT) II or III, Reduced Vertical Separation Minima (RVSM), (Performance Based Navigation(PBN),North Atlantic High Level Airspace (NAT HLA), Controller Pilot Data Link Communications (CPDLC), Performance Based Communication and surveillance (PBCS), Automatic Dependent Surveillance - Broadcast (ADS-B), Automatic Dependent Surveillance - Contract (ADS-C) - in coordination with flight operations inspectors);
- v. planning for Certification and recommendation for issuance and renewal of Approved Maintenance Organization (AMO) certificate and Planning for surveillance;
- vi. Evaluating and Recommending for Issuance and renewal of certificates of airworthiness;
- vii. Evaluating and Recommending Issuance of aircraft special flight permit, export and registration certificate;

- viii. Evaluating and recommending for Approval of modifications and repairs, either based on a supplemental type certificate or involving minor repairs;
- ix. Developing and recommending approval of surveillance plan of aircraft maintenance organizations, aircraft maintenance program, aircraft reliability program and aircraft products manufacturing organizations;
- x. Evaluating and recommending for issuance of certificate and Planning for surveillance of Air operators main base, line stations maintenance and
- xi. Planning and conducting surveillance for foreign operated aircraft;
- xii. Certifying and recommending for issuance of Approved Maintenance Training Organization (ATO) certificate and Planning for surveillance;
- xiii. Evaluating and recommending for approval of Approved Maintenance Organisations training programs;
- xiv. Approving of applicants for an aircraft maintenance engineer license or rating, validation or conversion of acquired Aircraft maintenance engineer license;
- xvi. Updating the Aircraft register;
- xvii. Recommending for validation of Aircraft Type Certificates;
- xviii. Conducting enforcement processes and resolution of safety concerns;
- xix. Managing service difficulty reporting system;
- xx. Validating aircraft manufacturer's documents, noise Certificates;
- xxi. Evaluating and recommending for Approval or acceptance of air operator manuals; maintenance control manuals, mass and balance program, Aircraft flight manual, aircraft loading and handling manual;
- xxii. Recommending for approval qualifications of persons eligible to perform duties on behalf of KCAA designees;
- xxiii. Assisting in the airworthiness investigation of accidents;
- xxiv. Evaluating and Recommending for approval of handling dangerous goods;
- xxv. Recommending evaluation of aircraft lease agreements; and
- xxvi. Preparing inspectors training plans, perform periodic evaluations and on job training to senior airworthiness inspectors.

## **b) Person Specifications**

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

- i. A minimum of ten (10) years' work experience as an Aircraft Maintenance Engineer in an Approved Maintenance Organization (AMO) or a Safety Oversight Organization, three (3) years of which in a supervisory role.
- ii. Bachelors degree in Aeronautical Engineering, Aerospace Engineering or equivalent qualification with a minimum of one (1) year as a certifying staff and Aircraft Maintenance Engineers Licenses in any of the following categories;
  - a) Category B1.1 (Fixed wing - Aeroplane Turbine) - Category 'A' Aeroplane & 'C' Gas turbines Engines;
  - b) Category B1.2 (Fixed wing - Aeroplane Piston) - Category 'A' Aeroplane & 'C' Gas Piston Engines;

- c) Category B1.3 (Helicopters Turbines) - Category 'A' and 'C' - Turbine Engined Rotorcraft;
- d) Category B1.4 (Helicopters Piston) - Category 'A' and 'C' - Piston Engined Rotorcraft;
- e) Category B2 (Avionics) - Category 'X' (Electricals, Instruments, Automatic Pilots) and 'R' Radio.

**OR**

Diploma in Aeronautical Engineering or equivalent qualification with a minimum of one (1) year as a certifying staff and Aircraft Maintenance Engineers Licenses in any of the following categories;

- a) Category B1.1 (Fixed wing - Aeroplane Turbine) - Category 'A' Aeroplane & 'C' Gas turbines Engines;
  - b) Category B1.2 (Fixed wing - Aeroplane Piston) - Category 'A' Aeroplane & 'C' Gas Piston Engines;
  - c) Category B1.3 (Helicopters Turbines) - Category 'A' and 'C' - Turbine Engined Rotorcraft;
  - d) Category B1.4 (Helicopters Piston) - Category 'A' and 'C' - Piston Engined Rotorcraft;
  - e) Category B2 (Avionics) - Category 'X' (Electricals, Instruments, Automatic Pilots) and 'R' Radio.
- iii. Masters Degree in any of the following disciplines: Aeronautical Engineering, Aerospace, Aviation, Business Administration or its equivalent qualification from a recognized institution.
  - iv. Completed the following Five Core courses as identified in the Authority's inspector training system from an Institution recognized by ICAO:
    - a) New Employee Orientation;
    - b) GSI – Airworthiness Certification (Air Operator Certification and Aircraft Maintenance Organization);
    - c) Air Operator Surveillance;
    - d) GSI Personnel Licensing (Personnel Licensing Procedures); and
    - e) Investigations (Compliance and Enforcement).
  - v. At least three type courses or three type ratings in Aircraft & Engines or Avionics in any of the categories below:
    - a) Category B1.1 (Fixed wing - Aeroplane Turbine) one of which must be on an aircraft above 5,700kgs maximum take-off mass;
    - b) Category B1.2 (Fixed wing - Aeroplane Piston) one of which must be on an aircraft above 1,800kgs maximum take-off mass;
    - c) Category B1.3 (Helicopters Turbines) one of which must be on an aircraft above 2,000kgs maximum take-off mass;
    - d) Category B1.4 (Helicopters Piston) one of which must be on an aircraft above 1,800kgs maximum take-off mass;
    - e) Category B2 (Avionics) in the above categories.
  - vi. Certificate in Audit Techniques from an Institution recognized by ICAO;

- vii. Certificate in Safety Management System (SMS) from an Institution recognized by ICAO;
- viii. Certificate in State Safety Programme/Management from an Institution recognized by ICAO;
- ix. Certificate in at least two (2) of the following courses as identified in the Authority's inspector training system from an Institution recognized by ICAO:
  - a) GSI Personnel Licensing (Designated Examiner Procedures);
  - b) GSI Personnel Licensing (Aviation Training Organizations);
  - c) Investigations (Aircraft Accident Investigation);
  - d) Foreign Air Carriers;
  - e) Major Repair and Alterations/Modification;
  - f) Aircraft Certification;
  - g) Cabin Safety; and
  - h) Certificate in any two Specific Operational Approval e.g. Extended Diversion Twin Engine Operation (EDTO), Reduced Vertical Separation Minima (RVSM), Category (CAT II or III), Performance Based Navigation (PBN), North Atlantic High Level Airspace (NAT HLA), Controller Pilot Data Link Communications (CPDLC), Performance Based Communication and surveillance (PBCS), Automatic Dependent Surveillance - Broadcast (ADS-B), Automatic Dependent Surveillance - Contract (ADS-C).
- x. Certificate in Universal Safety Oversight Audit Program Continuous Monitoring Assessment (USOAP CMA) computer based training from an Institution recognized by ICAO;
- xi. Safety Oversight Managers Course from an Institution recognized by ICAO;
- xii. Certificate in Human Factors from an Institution recognized by ICAO;
- xiii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
- xiv. Proficiency in computer application.

<b>2. JOB TITLE</b>	<b>HEAD OF DEPARTMENT, AVIATION SAFETY AND SECURITY TRAINING – KCAA SCALE 5 (REF: EASA/AS/12/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>ACADEMIC SERVICES</b>
<b>REPORTS TO</b>	<b>REGISTRAR ACADEMIC SERVICES</b>

**a) Job Description**

The duties and responsibilities will entail:

- i. Interpreting and implementing training policies and regulations;
- ii. Conducting research on subject matter for continuous improvement and development of courses;
- iii. Developing and reviewing programmes and course materials;
- iv. Preparing course plans, schemes of work and lesson plans and course reports;

- v. Setting up of simulators, laboratories, workshops and classroom teaching aids; and
- vi. Evaluating, assessing and examining trainees in compliance with relevant policies and guidelines, processing results.
- vii. Training Delivery in the area of specialization;
- viii. Monitoring and evaluating instructor performance;
- ix. Ensuring integrity, accuracy and security of academic records;
- x. Evaluating instructors in the school to identify their training and development needs;
- xi. Ensuring training manuals, methods, teaching aids and processes are compliant to international regulations and standards;
- xii. Coordinating development and update of curriculum including admission requirements;
- xiii. Coordinating the reviewing of training manuals, standardization of instruction, learning methods, teaching aids and examination processes in compliance to set regulations and standards;
- xiv. Implementing stakeholder feedback processes to strengthen links between students, industry and instructors;
- xv. Implementing quality management systems, in liaison with the Quality Management department, to ensure training manuals, learning methods and aids, training delivery and examination processes are reliable, compliant to regulatory / international standards;
- xvi. Evaluating the section's training programmes in terms of quality, student feedback, attendance rates;
- xvii. Assisting in designing customer tailored courses;
- xviii. Providing career guidance to students in areas of specialization and act as a resource person on training matters; and
- xix. Coordinating with other sections / faculties on teaching facilities and equipment for the proper planning of course delivery.

## **b) Person Specifications**

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

- i. A minimum of ten (10) years relevant work experience as an Instructor with at least three (3) years of which must be in a supervisory role;
- ii. Bachelors degree in the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or equivalent qualification from a recognized institution;
- iii. Masters degree in the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or equivalent qualification from a recognized institution;
- iv. Diploma in the following relevant Aviation disciplines: Aeronautical/ Electrical/Electronics/Telecommunication Engineering, Aerodromes

Operations, Flight Operations, or equivalent qualification from a recognized institution;

**OR**

Certificates in the following relevant Aviation disciplines: Aerodromes Operations, Flight Operations, Government Safety Inspector, Aviation Security, Cabin Crew, Air Cargo Management and Dangerous Goods or equivalent qualification from a recognized institution;

- v. Valid licenses or certificates of competency in the area of specialization in accordance with the national and international standards and regulations, where applicable:
  - a) Aircraft Maintenance License with ratings related to the courses to be conducted;
  - b) A valid Flight Operations Officer's License or valid Cabin Crew Certificate/ License or Commercial Pilot License with a minimum of two years' post qualification related work experience or have held Flight Safety Inspector delegation from the Director General of Kenya Civil Aviation Authority for FOO instructor;
  - c) National AVSEC Instructor Certification, AVSEC Management course and ICAO Instructor Certification.
- vi. Certificate in Advanced Instructional Technique course/Training Instructor Course and TDC from a recognized institution;
- vii. Membership to relevant professional body in good standing where applicable;
- viii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- ix. Good interpersonal and communication skills;
- x. Shown merit, ability and competence as reflected in work performance and results; and
- xi. Proficiency in Computer Applications.

<b>3. JOB TITLE</b>	<b>CHIEF METEOROLOGY INSPECTOR</b>
<b>DEPARTMENT</b>	<b>ANS, AERODROMES/MET LEGISLATION AND ENFORCEMENT - KCAA SCALE 5 (REF: ASSR/AAS/07/25) – 1 POST</b>
<b>REPORTS TO</b>	<b>MANAGER, ANS, AERODROMES/MET LEGISLATION AND ENFORCEMENT</b>

**a) Job Description**

Duties and Responsibilities will entail:

- i. Conducting the inspection/audit/surveillance activities of Aeronautical Meteorological Services;

- ii. Identifying and proposing skills and resources requirements for Aeronautical Meteorological Services oversight;
- iii. Preparing and reviewing inspection/audit/surveillance reports for approval/certification, as well as other evaluations and tests conducted;
- iv. Reviewing inspections/audits processes, forms, checklists and reporting mechanisms and proposes improvements;
- v. Reviewing the civil aviation standards, regulations and guidance materials on Aeronautical Meteorological Services and proposes changes, amendments and improvements as necessary;
- vi. Reviewing the Aeronautical Meteorological Service providers' manuals for compliance with regulatory requirements and recommends approval as necessary;
- vii. Identifying new developments and proposes changes to regulatory and guidance materials;
- viii. Performing inspections, audits and surveillance activities of Aeronautical Meteorological Service providers for approvals/certification purposes;
- ix. Implementing policies, standards, regulations and procedures for Aeronautical Meteorological Services operations;
- x. Implementing policies, standards, procedures for Aeronautical Meteorological Services operations and regulations;
- xi. Implementation of National Legislation and Regulations;
- xii. Assessing and approving the use of new systems by Aeronautical Meteorological Service providers;
- xiii. Assessing the implementation of Quality Management Systems by the Aeronautical Meteorological Service provider;
- xiv. Conducting training and on-job-training for Aeronautical Meteorological Service Inspectors
- xv. Conducting rating boards for the licensing of air traffic controllers; and
- xvi. Conducting training and OJT for Aeronautical Meteorological Service Inspectors.

**b) Person Specifications**

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

- i. A minimum of ten (10) years' work experience as an Aeronautical Meteorological Service Inspector or as a Meteorologist in weather forecasting in an aviation environment, three (3) of which must have been in a supervisory role;
- ii. Bachelors Degree in Meteorology, or an equivalent qualification from a recognized institution;

- iii. Masters Degree in meteorology or equivalent qualifications from a recognized institution;
- iv. Operational MET Training Course from a recognized institution;
- v. Certificate in Aeronautical Weather Forecasting;
- vi. Certificate in Air Navigation Service Inspectors' Course (ANS-MET) from an institution recognized by ICAO;
- vii. Certificate in Resolution of Safety issues from an institution recognized by ICAO;
- viii. Certificate in Auditing techniques for regulators course from an institution recognized by ICAO;
- ix. Certificate in Surveillance of Service Providers Course from an institution recognized by ICAO;
- x. Certificate in State Safety Programme from an institution recognized by ICAO;
- xi. Certificate in Aeronautical Meteorological Quality Management Systems Implementation from a recognized institution;
- xii. Certificate in Aeronautical Meteorological Quality Management Systems Internal Quality Audit from a recognized institution;
- xiii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- xiv. Shown merit and ability as reflected in work performance and results; and
- xv. Proficiency in computer applications;

<b>4. JOB TITLE</b>	<b>CHIEF INSPECTOR, APPROVED TRAINING ORGANIZATION - KCAA SCALE 5 (REF: ASSR/PEL/03/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>AVIATION PERSONNEL LICENSING</b>
<b>REPORTS TO</b>	<b>MANAGER, PERSONNEL LICENSING</b>

**a) Job Description**

Duties and responsibilities will entail:

- i. Carrying out certification of approved Training Organizations;
- ii. Certificating foreign-approved training organizations;
- iii. Directing examination and audition of applicants seeking an instructor authorization with an Approved Training Organization;
- iv. Establishing and maintaining requirements for approval of approved Training Organizations as directed by the Civil Aviation regulations;
- v. Carrying out inspection of facilities, procedures, methods and records of approved training organizations to ensure compliance with standard requirements;
- vi. Maintaining an inspection programme to ensure first-hand and current training practices are observed;



- vii. Evaluating applications for approval by training organization;
- viii. Evaluating ground training curricula and study material submitted by approved training organizations;
- ix. Conducting Oral examination and auditions for ground instructors seeking authorization to instruct at approved training organizations;
- x. Carrying out evaluation of ground training, practical training, on-the-job training and flight training of approved training organizations and recommend remedial action to ensure standards are maintained;
- xi. Evaluating effectiveness of safety management and quality assurance systems;
- xii. Preparing and carrying out surveillance activities of approved training organizations;
- xiii. Establishing and maintaining requirements for the recognition of foreign-approved training organizations;
- xiv. Directing evaluation of applications for approvals in relation to approved training organizations;
- xv. Establishing and maintaining standards of knowledge and instructing skills for authorized instructors;
- xvi. Carrying out evaluation of ground training, practical training, on-the-job training and flight training of approved training organizations and recommend remedial action to ensure standards are maintained; and
- xvii. Participating in enforcement processes.

## **b) Person Specifications**

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

- i. A minimum of ten (10) years relevant work experience three (3) of which must be in a supervisory role;
- ii. Bachelors Degree in any of the following disciplines: Aeronautical Engineering, Aviation Management, Education, Curriculum Development, or an equivalent qualification from a recognized institution;
- iii. Masters Degree in any of the following disciplines: Aeronautical Engineering, Aviation Management, Education, Curriculum Development, or an equivalent qualification from a recognized institution;
- iv. Commercial Pilots License or Airline Transport License or an Air Traffic Controller's License with 3 or more ratings, or Aircraft Maintenance Engineer's License and Aircraft Maintenance Engineer's License in any of the following categories:
  - a) Category B1.1 (Fixed wing - Aeroplane Turbine) - Category 'A' Aeroplane & 'C' Gas turbines Engines;
  - b) Category B1.2 (Fixed wing - Aeroplane Piston) - Category 'A' Aeroplane & 'C' Gas Piston Engines;
  - c) Category B1.3 (Helicopters Turbines) - Category 'A' and 'C' - Turbine Engined Rotorcraft;

- d) Category B1.4 (Helicopters Piston) - Category 'A' and 'C' - Piston Engined Rotorcraft;
  - e) Category B2 (Avionics) - Category 'X' (Electricals, Instruments, Automatic Pilots) and 'R' Radio.
- v. Approved Training Organization Certification course from an institution recognized by ICAO;
  - vi. Certificate in Government Safety Inspectors (Personnel Licensing) Course or its equivalent qualification from an institution recognized by ICAO;
  - vii. Auditing Techniques Certificate from an institution recognized by ICAO;
  - viii. Human Factors in Aviation Certificate from an institution recognized by ICAO;
  - ix. Customer Care in Aviation Certificate from an institution recognized by ICAO;
  - x. On Job Training Instructors (OJTI) Certificate from an institution recognized by ICAO;
  - xi. Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Auditors Certificate from an institution recognized by ICAO;
  - xii. Surveillance Certificate from an institution recognized by ICAO;
  - xiii. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution;
  - xiv. Shown merit and ability as reflected in work performance and results; and
  - xv. Proficiency in computer applications;

<b>5. JOB TITLE</b>	<b>DEAN OF STUDENTS – KCAA SCALE 5 (REF: EASA/AS/03/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>ACADEMIC SERVICES</b>
<b>REPORTS TO</b>	<b>REGISTRAR ACADEMIC SERVICES</b>

**a) Job Description**

Duties and responsibilities will entail:

- i. Guiding, counselling and coordinating students' welfare;
- ii. Formulating students' recreational activities;
- iii. Maintaining students' records;
- iv. Resolving student problems;
- v. Reviewing and implementing rules and guidelines for students' conduct;
- vi. Maintaining calendar of events and activities for students;
- vii. Organizing events in liaison with EASA alumni, parents, community and professional organization;
- viii. Promoting students' community services, sports and social activities;
- ix. Developing strategies and action plans to monitor students behaviour;
- x. Ensuring adequate medical care and other essential support services are availed to students;

- xi. Coordinating maintenance of office equipment and machinery for use by the students;
- xii. Monitoring day to day essential support required for academic and co-curricular activities of students;
- xiii. Arranging special care for both needy and students with disabilities;
- xiv. Preparing planning and executing programs for holistic development of the students;
- xv. Facilitating students to participate effectively in the management of the school and also in organization of the students related activities;
- xvi. Coordinating, supervising all activities of the Student Governing Council as and when required;
- xvii. Liaising with the Head of Hospitality, Security Officer and other officers of EASA for all matters related to students' Welfare;
- xviii. Facilitating students to participate in events/programs outside EASA;
- xix. Contacting Students guardians as and when required;
- xx. Ensuring maintenance of students' discipline in EASA;
- xxi. Coordinating provision of chaplaincy services; and
- xxii. Planning and implementing budgetary allocations for students' extra curricula activities.

## **b) Person Specifications**

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

- i. A minimum of ten (10) years' work experience in managing students affairs or other related field three (3) of which must be in a supervisory role;
- ii. Masters Degree in Education, or Social Sciences or its equivalent from a recognized institution;
- iii. Bachelors Degree in Education, Social Sciences or its equivalent from a recognized Institution;
- iv. Relevant Professional qualification;
- v. Member of a relevant professional body and in good standing;
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results; and
- viii. Proficiency in computer applications.

<b>6. JOB TITLE</b>	<b>AMEL EXAMINATION ADMINISTRATOR – KCAA SCALE 5 (REF: ASSR/PEL/04/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>AVIATION PERSONNEL LICENSING</b>
<b>REPORTS TO</b>	<b>MANAGER, PERSONNEL LICENSING</b>

**a) Job Description**

Duties and responsibilities will entail:

- i. Preparing and periodically reviewing the syllabi of license and rating examinations for aircraft maintenance personnel in their field of speciality, defining the qualifying conditions and standards;
- ii. Maintaining and developing aircraft maintenance licensing examinations for all categories of and type ratings provided for in the civil aviation regulations;
- iii. Producing and arranging for publication of relevant pamphlets and information circulars for the guidance of applicants for licenses and ratings;
- iv. Developing technical manuals, training handbooks, test standards, test items and associated materials for personnel licensing training and testing;
- v. Preparing examination questions for license and rating knowledge examinations;
- vi. Overseeing the marking, grading and compilation of candidates' written examinations;
- vii. Maintaining statistical review to determine the effectiveness of license and rating examinations;
- viii. Evaluating technical knowledge qualifications presented in support of applications for exemption from examination for licenses and ratings;
- ix. Evaluating technical knowledge level of competency of foreign licenses and ratings;
- x. Assessing extent of technical knowledge examinations and/or skill tests to be taken by applicants for the validation or conversion of foreign licenses and ratings;
- xi. Briefing and liaising with examination supervisors and supervise aircraft maintenance engineers license examinations;
- xii. Preparing examination questions and marking schemes, to ensure that standards consistent with current practices and the privileges granted by the licenses or ratings in question are established and maintained;
- xiii. Establishing and maintaining a system for ensuring that oral, written and practical examining techniques are effective and compatible with the current aviation environment;
- xiv. Establishing and maintaining an efficient system for the preparing and recording examination or test reports;
- xv. Evaluating applications for exemption from type rating examination from applicants who have completed an approved course of training;
- xvi. Organizing and overseeing the training of Examiners to ensure effectiveness;
- xvii. Supervising training and performance of designated examiners;

- xviii. Planning, undertaking and overseeing the surveillance of Designated Examiners;
- xix. Making resolution of safety concerns; and
- xx. Participating in enforcement processes.

## **b) Person Specifications**

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

- i. Ten (10) years' relevant work experience with three (3) years as a Senior Officer or in a comparable position in public or private sector;
- ii. Bachelor's Degree in any of the following disciplines: Aeronautical Engineering, Aviation Management, Education, Curriculum Development, or an equivalent qualification from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Aeronautical Engineering, Aviation Management, Education, Curriculum Development, or an equivalent qualification from a recognized institution;
- iv. Certificate in Management course lasting not less four (4) weeks from a recognized institution;
- v. Aircraft Maintenance Engineer's License in any of the following categories:
  - a) Category B1.1 (Fixed wing - Aeroplane Turbine) - Category 'A' Aeroplane & 'C' Gas turbines Engines;
  - b) Category B1.2 (Fixed wing - Aeroplane Piston) - Category 'A' Aeroplane & 'C' Gas Piston Engines;
  - c) Category B1.3 (Helicopters Turbines) - Category 'A' and 'C' - Turbine Engined Rotorcraft;
  - d) Category B1.4 (Helicopters Piston) - Category 'A' and 'C' - Piston Engined Rotorcraft;
  - e) Category B2 (Avionics) - Category 'X' (Electricals, Instruments, Automatic Pilots) and 'R' Radio.
- vi. Certificate in Government Safety Inspectors (Personnel Licensing) Course or its equivalent qualification from an institution recognized by ICAO;
- vii. On Job Training Instructors (OJTI) Certificate from an institution recognized by ICAO;
- viii. Audit Techniques Course from an institution recognized by ICAO; or Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Auditors Certificate from an institution recognized by ICAO;
- ix. Aviation Examiners Certificate from an institution recognized by ICAO or Examination System Management Certificate;
- x. Resolution of Safety Issues Certificate from an institution recognized by ICAO;
- xi. Surveillance Certificate from an institution recognized by ICAO;
- xii. Shown merit and ability as reflected in work performance and results.
- xiii. Proficiency in computer applications;

<b>7. JOB TITLE</b>	<b>SENIOR ADMINISTRATION OFFICER – KCAA SCALE 6 (REF: HR/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>HUMAN RESOURCE AND ADMINISTRATION</b>
<b>REPORTS TO</b>	<b>MANAGER, HUMAN RESOURCE AND ADMINISTRATION</b>

**a) Job Description**

Duties and Responsibilities will entail:

- i. Ensuring general cleanliness in offices is undertaken;
- ii. Supervising allocation of office accommodation;
- iii. Supervision of support service within Authority;
- iv. Monitoring location and movement of office equipment and materials;
- v. Overseeing caretaking and ensuring the safety of assets of the Authority at Aviation House.
- vi. Coordinating identification of office equipment and furniture requirement for the Authority;
- vii. Providing cross-functional liaison for administrative matters;
- viii. Facilitating meetings, conferences and other special events;
- ix. Ensuring general maintenance of office equipment's and building is undertaken;
- x. Generating administrative reports on repairs and maintenance; and
- xi. Facilitate renewal of the Authority's assets insurance policies.
- xii. Supervising and initiating training & development of administrative staff;

**b) Person Specifications**

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

- i. Four (4) years working experience in Administration at the level of officer I or its equivalent;
- ii. Bachelors Degree in any of the following disciplines: Public/Business Administration, Office Management, any Social Science or equivalent qualification from a recognized institution;
- iii. Membership to a recognized professional body and in good standing as applicable;
- iv. Certificate in Supervisory course lasting not less than two (2) weeks from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results; and
- vi. Proficiency in computer applications.

<b>8. JOB TITLE</b>	<b>SENIOR STORES OFFICER – KCAA SCALE 6 (REF: HR/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>PROCUREMENT</b>
<b>REPORTS TO</b>	<b>MANAGER, PROCUREMENT</b>

**a) Job Description**

Duties and responsibilities will entail:

- i. Coordinating procurement for respective Directorates and KCAA stations;
- ii. Ensuring Safe custody of all Procurement records/documents;
- iii. Monitoring and evaluating movement of stores;
- iv. Undertaking market surveys on the cost of goods, works and services;
- v. Participating in the assessing of items/stores for disposal;
- vi. Preparing tender documents for Open Tender, Restricted tender, invitations to tender, expressions of interest, tender adverts and supervise the distribution of the tender documents to interested or invited bidders;
- vii. Debriefing all bidders on outcome of respective tenders;
- viii. Following up of contract preparation to ensure timely execution and performance of contracts;
- ix. Filing of all tender documents for respective tenders which includes and not limited to Purchase Requisition, specifications, approval memo, tender document, evaluation reports, award approvals, copy of contract/LPO/LSO, progress report of contract implementation, Inspection and Acceptance Certificate and Completion report;
- x. Ensuring safe keeping of Bid Bonds of various Bidders from all Evaluated Tenders;
- xi. Ensuring release of bid Bonds to the Bidders whenever they come to collect them on conclusion of Tender processes;
- xii. Ensuring compliance with re- order levels for various stock items;
- xiii. Preparing periodic reports for all contracts awarded;
- xiv. Raising Quotations for supply of goods, works and/or services for various procurements as assigned;
- xv. Expediting on LPO/LSOs issued to suppliers; and
- xvi. Participating in Tender opening and Evaluation process.

**b) Person Specifications**

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

- i. Four (4) years’ work experience in Supply Chain Management at the level officer I or its equivalent;

- ii. Bachelors degree in any of the following disciplines: Procurement Management, Supply Chain Management or equivalent qualification from a recognized institution;

**OR**

Bachelors degree in any of the following disciplines: Commerce, Business Administration, Economics, Social Sciences plus a Diploma in Procurement or Supply Chain Management or equivalent qualification from a recognized institution;

- iii. Hold valid practicing License for supply chain management from the Kenya Institute of Supplies Management (KISM);
- iv. Registration with the Kenya Institute of Supplies Management (KISM) or equivalent professional body and in good standing;
- v. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results; and
- vii. Proficiency in computer applications.

<b>9. JOB TITLE</b>	<b>SENIOR LECTURER, AERONAUTICAL ENGINEERING KCAA SCALE 6 (REF: EASA/AS/21/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>ACADEMIC SERVICES</b>
<b>REPORTS TO</b>	<b>HEAD OF DEPARTMENT- AVIATION SAFETY AND SECURITY TRAINING</b>

**a) Job Description**

Duties and responsibilities will entail:

- i. Interpreting and implementing training policies and regulations;
- ii. Conducting research on subject matter for continuous improvement and development of courses;
- iii. Developing and reviewing programmes and course materials;
- iv. Preparing course plans, schemes of work and lesson plans;
- v. Training delivery in the area of specialization;
- vi. Setting up of simulators, laboratories, workshops and classroom teaching aids;
- vii. Evaluating, assessing and examining trainees in compliance with relevant policies and guidelines, processing results;
- viii. Managing courses which includes preparation of course plans, course evaluation and reporting;
- ix. Providing subject-matter expertise, advising and offering guidance as required by teaching staff, internal and external stakeholders, including the Authority;
- x. Monitoring and evaluating instructor’s performance;
- xi. Ensuring integrity, accuracy and security of academic records; and



- xii. Ensuring training manuals, methods, teaching aids and processes are compliant with national and international standards and regulations.

**b) Person Specifications**

For appointment to the grade an officer must have at least:

- i. Four (4) years’ experience as an Instructor/practice in the Aeronautical Engineering;
- ii. Bachelors degree in the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or any other relevant and equivalent qualification from a recognized institution;
- iii. Diploma in Aeronautical/ Electrical/Electronics/Telecommunication Engineering.
- iv. Aircraft Maintenance License with ratings related to the courses to be conducted;
- v. Certificate in Instructor Development Programme/Instructional Technique course or Training of trainers (TOT) course from a recognized institution;
- vi. Membership to relevant professional body in good standing where applicable;
- vii. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- viii. Shown merit, ability and competence as reflected in work performance and results; and
- ix. Proficiency in computer applications.

<b>10. JOB TITLE</b>	<b>SENIOR LECTURER, FLIGHT SAFETY - KCAA SCALE 6 (REF: EASA/AS/15/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>ACADEMIC SERVICES</b>
<b>REPORTS TO</b>	<b>HEAD OF DEPARTMENT- AVIATION SAFETY AND SECURITY TRAINING</b>

**a) Job Description**

Duties and responsibilities will entail:

- i. Interpreting and implementing training policies and regulations;
- ii. Conducting research on subject matter for continuous improvement and development of courses;
- iii. Developing and reviewing programmes and course materials;
- iv. Preparing course plans, schemes of work and lesson plans;
- v. Training delivery in the area of specialization;

- vi. Setting up of simulators, laboratories, workshops and classroom teaching aids;
- vii. Evaluating, assessing and examining trainees in compliance with relevant policies and guidelines, processing results;
- viii. Managing courses which includes preparation of course plans, course evaluation and reporting;
- ix. Providing subject-matter expertise, advising and offering guidance as required by teaching staff, internal and external stakeholders, including the Authority;
- x. Ensuring integrity, accuracy and security of academic records; and
- xi. Ensuring training manuals, methods, teaching aids and processes are compliant with national and international standards and regulations.

## **b). Person Specifications**

For appointment to the grade an officer must have at least:

- i. Four (4) years' experience as an Instructor/practice in the relevant field;
- ii. Bachelors degree in the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or any other relevant and equivalent qualification from a recognized institution;
- iii. Diploma in the following relevant Aviation disciplines:, Aeronautical/ Electrical/Electronics/Telecommunication Engineering, Flight Operations, or any other relevant and equivalent qualification from a recognized institution;

### **OR**

Certificates in the following relevant Aviation disciplines: Flight Operations, Government Safety Inspector, or any other relevant and equivalent qualification from a recognized institution;

- i. Valid licenses or certificates of competency in the area of specialization in accordance with the national and international standards and regulations:
  - a. Aircraft Maintenance License with ratings related to the courses to be conducted;
  - b. A valid Flight Operations Officer's License (FOO) or valid Cabin Crew Certificate/ License or Commercial Pilot License
- ii. Certificate in Instructor Development Programme/Instructional Technique course or Training of trainers (TOT) course from a recognized institution;
- iii. Membership to relevant professional body in good standing where applicable;
- iv. Certificate in Supervisory Course lasting not less than two (2) weeks from a recognized institution;
- v. Shown merit, ability and competence as reflected in work performance and results; and
- vi. Proficiency in computer applications.

<b>11. JOB TITLE</b>	<b>LECTURER I, AERONAUTICAL ENGINEERING – KCAA SCALE 7 (REF: EASA/AS/22/25) – 1 POST</b>
<b>DEPARTMENT</b>	<b>ACADEMIC SERVICES</b>
<b>REPORTS TO</b>	<b>HEAD OF DEPARTMENT- AVIATION SAFETY AND SECURITY TRAINING</b>

### **a). Job Description**

Duties and responsibilities will entail:

- i. Implementing training policies and regulations;
- ii. Conducting research on subject matter for continuous improvement and development of courses;
- iii. Preparing course plans, schemes of work and lesson plans;
- iv. Training delivery in the area of specialization;
- v. Setting up of simulators, laboratories, workshops and classroom teaching aids;
- vi. Evaluating, assessing and examining trainees in compliance with relevant policies and guidelines, processing results;
- vii. Managing courses which includes preparation of course plans, course evaluation and reporting;
- viii. Providing subject-matter expertise, advising and offering guidance as required by teaching staff, internal and external stakeholders, including the Authority;
- ix. Ensuring integrity, accuracy and security of academic records; and
- x. Ensuring training manuals, methods, teaching aids and processes are compliant with national and international standards and regulations.

### **b). Person Specifications**

For appointment to the grade an officer must have at least:

- x. Two (2) years' experience as an Instructor/practice in the Aeronautical Engineering;
- xi. Bachelors degree in the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or any other relevant and equivalent qualification from a recognized institution;
- xii. Diploma in Aeronautical/ Electrical/Electronics/Telecommunication Engineering.

- xiii. Aircraft Maintenance License with ratings related to the courses to be conducted;
- xiv. Certificate in Instructor Development Programme/Instructional Technique course or Training of trainers (TOT) course from a recognized institution;
- xv. Membership to relevant professional body in good standing where applicable;
- xvi. Shown merit, ability and competence as reflected in work performance and results; and
- xvii. Proficiency in computer applications.

<b>12. JOB TITLE</b>	<b>LECTURER I, AIRLINE/AIRPORT OPERATIONS - KCAA SCALE 6 (REF: EASA/AS/16/25) – 2 POSTS</b>
<b>DEPARTMENT</b>	<b>ACADEMIC SERVICES</b>
<b>REPORTS TO</b>	<b>HEAD OF DEPARTMENT – AVIATION BUSINESS</b>

### **a) Job Description**

- i. Implementing training policies and regulations;
- ii. Conducting research on subject matter for continuous improvement and development of courses;
- iii. Preparing course plans, schemes of work and lesson plans;
- iv. Training delivery in the area of specialization;
- v. Setting up of simulators, laboratories, workshops and classroom teaching aids;
- vi. Evaluating, assessing and examining trainees in compliance with relevant policies and guidelines, processing results;
- vii. Managing courses which includes preparation of course plans, course evaluation and reporting;
- viii. Providing subject-matter expertise, advising and offering guidance as required by teaching staff, internal and external stakeholders, including the Authority;
- ix. Monitoring and evaluating instructor’s performance;
- x. Ensuring integrity, accuracy and security of academic records; and
- xi. Ensuring training manuals, methods, teaching aids and processes are compliant with national and international standards and regulations.

### **b) Person Specifications**

For appointment to the grade an officer must have at least:

- i. Two (2) years’ experience as an Instructor/practice in the relevant field;
- ii. Bachelors degree in the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or any other relevant and equivalent qualification from a recognized institution;

- iii. Diploma/Certificates in airline and/or airport operations or any other relevant and equivalent qualification from a recognized institution;
- iv. Certificate of competency in the area of specialization in accordance with the national and international standards and regulations;
- v. Certificate in Instructor Development Programme/Instructional Technique course or Training of trainers (TOT) course from a recognized institution;
- vi. Shown merit, ability and competence as reflected in work performance and results; and
- vii. 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 than **10<sup>th</sup> February 2025**.

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 a 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.**