



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 **FLIGHT OPERATIONS INSPECTOR (MEDIUM TO WIDE BODIED AIRCRAFT)- KCAA SCALE 8 (REF: ASSR/FO/19/22) – 3 POSTS**

Department / Section:	Flight Operations
Reports To:	Chief Inspector Flight Operations
Job Purpose	To perform safety inspection and surveillance activities with respect to medium and wide body aircraft in order to ensure compliance with aviation regulations and safe practices.

Scope of work /duties /responsibilities

- Certificating commercial and general aviation air operators;
- Issuing and/or making recommendations on amendment of the AOC and the associated operations specifications, on the operator's competence to continue to exercise the privileges of the certificate;
- Issuing specific authorizations and limitations (Extended Diversion Twin Operations (EDTO), Performance Based Navigation (PBN), Reduced Vertical Separation Minima (RVSM), All Weather Operations (AWOP), North Atlantic Higher Level Airspace NAT-HLA and transport of dangerous goods by air);
- Participating in Developing and/or reviewing operating regulations, policy, standards, guidelines and procedures;
- Conducting qualification, approval and supervisory activities with respect to personnel proposed as designated check pilots by an operator;
- Conducting evaluation of Flight Simulation Training Device;
- Assessing effectiveness of the operator's SMS and the level of resources allocated to it;
- Conducting inspections or oversight in accordance with the surveillance programme and applicable standard procedures and instructions;
- Advising operators, in writing, of any significant deficiency and recommending for remedial action;
- Reviewing operators' pertinent documentation including; operations and

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- training manuals and recommending remedial action;
 - Preparing reports on inspection or investigation conducted and complete and process the applicable inspection forms and checklists;
 - Carrying out follow-up on inspection to ensure that appropriate action has been taken;
 - Investigating and reporting possible violations of the Civil Aviation Regulations and legislations;
 - Conducting en-route cockpit, cabin, satellite, line stations and ramp inspections for both local and foreign registered aircraft, including other oversight checks considered necessary at prescribed intervals;
 - Issuing exemptions, authorization and approvals to air operators in relation to dangerous goods; and
 - Participating in valuation of aircraft lease agreements.

Qualifications

- A captain who holds Airline Transport Pilot License (ATPL) with a minimum of 5000 hours.
- Aircraft ratings of 15,000 kgs and above.
- Bachelor's degree in any of the following disciplines will be an added advantage; Aviation Management, Geography, English, Social Science, Physical Science or equivalent qualifications.

Experience

- Five (5) years' work experience as a Pilot

Knowledge and skills

- Knowledge of relevant ICAO standards and recommended practices, documents and Kenya civil aviation regulations.
- Ability to identify non-compliance issues and unsafe practices and to advise operators on remedial actions.
- Knowledge of the inspection process, with an ability to diagnose issues and propose improvements in the process.
- Proficiency in computer applications.

2. JOB TITLE

FLIGHT OPERATIONS INSPECTOR (HELICOPTERS) - KCAA SCALE 8 (REF: ASSR/FO/19/22) – 1 POST

Department / Section:	Flight Operations
Reports To:	Chief Inspector Flight Operations
Job Purpose	To perform safety inspection and surveillance activities with respect to helicopters in order to ensure compliance with aviation with regulations and safe practices.

Scope of work /duties /responsibilities

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- ❑ Certifying commercial and general aviation air operators;
 - ❑ Issuing and/or making recommendations on amendment of the AOC and the associated operations specifications, on the operator's competence to continue to exercise the privileges of the certificate;
 - ❑ Participating in Developing and/or reviewing operating regulations, policy, standards, guidelines and procedures;
 - ❑ Conducting qualification, approval and supervisory activities with respect to personnel proposed as designated check pilots by an operator;
 - ❑ Conducting evaluation of Flight Simulation Training Device;
 - ❑ Assessing effectiveness of the operator's SMS and the level of resources allocated to it;
 - ❑ Conducting inspections or oversight in accordance with the surveillance programme and applicable standard procedures and instructions;
 - ❑ Advising operators, in writing, of any significant deficiency and recommending for remedial action;
 - ❑ Reviewing operator's pertinent documentation including; operations and training manuals and recommending remedial action;
 - ❑ Preparing reports on inspection or investigation conducted and complete and process the applicable inspection forms and checklists;
 - ❑ Carrying out follow-up on inspection reports to ensure that appropriate action has been taken;
 - ❑ Investigating and reporting possible violations of the Civil Aviation Regulations and legislations;
 - ❑ Conducting en-route, satellite, line stations and ramp inspections for both local and foreign registered aircraft, including other oversight checks considered necessary at prescribed intervals;
 - ❑ Issuing exemptions, authorization and approvals to air operators in relation to dangerous goods; and
 - ❑ Participating in valuation of aircraft lease agreements.

Qualifications

- ❑ Commercial pilot's license (CPL helicopters) with a minimum of 2500 hours.
- ❑ Any helicopter rating.
- ❑ Bachelor's degree in any of the following disciplines will be an added advantage; Aviation Management, Geography, English, Social Science, Physical Science or equivalent qualifications.

Experience

- ❑ Five (5) years' work experience as a Pilot.

Knowledge and skills

- ❑ Knowledge of relevant ICAO standards and recommended practices, documents and Kenya civil aviation regulations
- ❑ Ability to identify non-compliance issues and unsafe practices and to advise operators on remedial actions

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- ❑ Knowledge of the inspection process, with an ability to diagnose issues and propose improvements in the process.
 - ❑ Proficiency in office suite and desktop publishing tools

3. AIRWORTHINESS INSPECTOR – KCAA SCALE 8 (REF: ASSR/AW/20/22) - (1 POST)

Scope of work / Duties / Responsibilities

This is the entry and training grade for Airworthiness Inspectors. On appointment, Airworthiness Inspectors shall be required to undertake the following training over a twelve (12) months period:

- i. KCAA Induction Course
- ii. Government Safety Inspector Course (Airworthiness).
- iii. Government Safety Inspector Course (Personnel Licensing)
- iv. Safety Management System
- v. Surveillance of Service Providers
- vi. Resolution of Safety Issues.
- vii. On-Job-Training (OJT)

During the period of training, the Inspector will perform a variety of tasks associated with technical administration, certification and surveillance under guidance and supervision. The tasks to be undertaken will specifically be in the following areas:

Technical

- ❑ Ensuring that aviation organizations and engineers comply with regulatory requirements.
- ❑ Reporting any noted non-compliance and safety gaps to the supervisor.
- ❑ Assisting in investigations, preparation of surveillance reports and enforcement of regulations.

Certification

- ❑ Assisting in reviewing or evaluation of technical manuals and other documents associated with certification requirements of Maintenance organizations and air operators for accuracy and compliance with Civil Aviation Regulations and making appropriate recommendations to the immediate supervisor.

Surveillance

- ❑ Assisting in performing surveillance duties in conformance with the surveillance manual.
- ❑ Assisting in taking appropriate corrective action for safety gaps noted and making recommendations to the supervisor.

Other

- Performing any other duties assigned by the immediate supervisor.

Qualifications

- A bachelor's degree in aeronautical engineering or its equivalent qualification from a recognized institution will be an added advantage.
- Have a Diploma in Aeronautical Engineering or an equivalent qualification from a recognized institution.
- Possess Aircraft Maintenance Engineers Licenses (AMEL) in Category 'A' and 'C' - Turbine Engined Rotorcraft.
OR
Possess Aircraft Maintenance Engineers Licenses in Category 'A' and 'C' - Piston Engined Rotorcraft.
- Possession of Aircraft Maintenance Engineers Licenses in Category 'X' – Automatic Pilots – Rotorcraft will be an added advantage.
- Have at least three type courses or three type ratings in Category "A&C" Rotorcraft.

Experience

- Have a minimum of four (4) years' experience in Aircraft maintenance in an Approved Maintenance Organization (AMO).

Knowledge and skills

- Be knowledgeable in and familiar with the problems of operating Transport aircraft.
- Proficiency in Computer applications
- Demonstrate high level of integrity
- Good oral and written communication skills
- Good analytical skills.

**4. JOB TITLE RECORDS MANAGEMENT OFFICER - KCAA SCALE 11
(REF: HR/AD/17/22) – 1 POST**

Department	Human Resource and Administration
Reports To:	Senior Records Management Officer
Job Purpose	To perform records management duties in the Authority.

Scope of work duties/responsibilities

- Receiving, opening and dispatching mails.
- Maintaining registers for incoming and outgoing mails.
- Ensuring security of files and documents including equipment in the section.
- Ensuring all unattended correspondences are brought to the attention of

- supervisor for appropriate action.
- Facilitating delivery of documents to required offices.
- Following up on files and documents from offices for retrieval and safe custody.
- Ensuring proper Maintenance of both active and archived records.
- Maintaining the security and confidentiality of information in accordance with organizational policy and legislative requirements;
- Ensuring accurate recording, filing and distributing all inward and outward correspondences including mails, email and internal correspondences.
- Assisting in the review and implementation of records management policies and procedures;
- Ensuring that file movement records are updated and maintained;
- Classifying and indexing of records;

Qualifications

- Bachelor’s Degree in any of the following disciplines: - Information Science Management, Records Management, Library science or equivalent qualifications from a recognized Institution will be an added advantage.
- Diploma in any of the following disciplines: Record Management, Information Management, Information Science, Library Science or equivalent qualifications from a recognized institution.
- Supervisory course lasting not less than two (2) weeks from a recognized institution.

Experience

- At least Four (4) years’ working experience in records management;

Knowledge and skills

- Good Communication and interpersonal skills.
- Demonstrated professional competence in records management work as reflected in work performance and results.
- Proficiency in Computer Applications.

**5. JOB TITLE SPORTS OFFICER - KCAA SCALE 10
- REF: EASA/ADM/06/22 – 1 POST**

Department	Administration, EASA
Reports To:	Dean of Students
Job Purpose	To develop and implement a sports and recreation calendar of activities.

Scope of work duties/responsibilities

- Coordinating training and coaching different sports, organizing practice and Build-up matches for sports teams.
- Organizing sports activities internally and externally for the school.
- Designing and organizing non-competitive games and sports.
- Maintaining and keeping inventory of all sports and recreation facilities and equipment.
- Coordinating the procurement of sports and related equipment.
- Establishing a training programme and training the EASA sport teams.
- Officiating various games and sports activities at the school.
- Being responsible for students while attending external fixtures.
- Supervising the work of sports attendants (gym, pool etc).
- Preparing periodic reports on sporting activities.

Qualifications

- Diploma in any of the following disciplines: Sports Science, Sports Management, recreational/leisure or equivalent qualifications from a recognized institution.

Experience

- At least 4 years relevant experience, as sports officer/instructor/welfare officer or equivalent.

Knowledge and skills

- Knowledge of different games, sports and related issues, such as, training, physical health etc.
- Good Communication and interpersonal skills.
- 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 19th July 2022.

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
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NAIROBI**

Only shortlisted Candidates will be contacted.