



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/01/22**

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 & 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

- ❑ Bachelor's degree in any of the following disciplines: Aviation, Engineering, Information Technology (IT) or equivalent qualification from a recognized institution.
- ❑ 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 will be an added advantage.
- ❑ Professional/advanced qualification and certification in any of the following disciplines: Communication, Navigation and Surveillance (CNS) Systems or Air Traffic Management (ATM) or Aeronautical Information Management (AIM) from an ICAO recognized institution.
- ❑ Membership to relevant professional body and in good standing.
- ❑ Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.
- ❑ Certificate in Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

Experience

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

Knowledge and skills

- ❑ Good knowledge of ICAO Standards and Recommended Practices (SARPs).
- ❑ 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.
- ❑ Fulfilled the requirements of Chapter Six (6) of the Constitution.
- ❑ 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

- 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);
- 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 will be an added advantage;
- Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- Certificate in Management Course lasting not less than four (4) weeks from a recognized institution will be added advantage;
- 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 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.
- 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;
- Fulfilled the provisions of Chapter Six (6) of the Constitution.
- Proficiency in Computer Applications.

3. JOB TITLE MANAGER AIR TRAFFIC SERVICES – KCAA SCALE 5 (REF: ANS/ATS/01/22)

Department:	Air Traffic Services (ATS)
Reports To:	Director Air Navigation Services
Job Purpose	To ensure the efficient administration of Air Traffic Services in Kenya in accordance with ATS Policies, Standards and Procedures.

Scope of work/duties /responsibilities

- Developing and reviewing Policies, Strategies, standards, procedures and regulations on air traffic services in accordance with Civil Aviation (Air Traffic Services) Regulations and relevant Civil Aviation Regulations;
- Reviewing and implementing recommendations of ATC incidents investigations;
- Liaising with the regulator to facilitate implementation of effective inspection,

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- surveillance and licensing processes;
 - Overseeing internal ATS audits and surveillance system;
 - Overseeing the Safety Management System;
 - Overseeing implementation of quality and risk management system;
 - Overseeing development and implementation of ATM security requirements;
 - Coordinating the collection of feedback on ATC services from airspace users for service delivery improvement;
 - Allocating work, developing, supervising and appraising staff in the Department;
 - Identifying areas of improvement to the ATS airspace plan, systems and equipment and taking appropriate action;
 - Conducting Training in ATC courses where necessary for knowledge transfer; and
 - Coordinating implementation of corrective action plans arising from audit findings.
 - Performing other duties as may be assigned by the Director Air Navigation Services.

Qualifications

- Bachelor's degree in any of the following disciplines: Aviation Management, social sciences, humanities, physical sciences or equivalent qualification from recognized institution;
- Master's degree in any of the following disciplines: Aviation Management, social sciences, humanities, physical sciences or equivalent qualification from recognized institution will be an added advantage;
- Certificate/Diploma in Air Traffic Control Course from an institution recognized by the International Civil Aviation Organization;
- Certificate in Safety Management Systems in ATS from an institution recognized by ICAO;
- Certificate in Instruction Development Programme from an institution recognized by ICAO;
- Certificate in Search and Rescue Mission Coordinator from an institution recognized by ICAO;
- Have an ATC License with at least three (3) Air Traffic Control ratings;
- Certificate in management course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution will be an added advantage;

Experience

- A minimum of ten (10) years in the field of Air traffic services, four (4) of which must be in management role;

Knowledge and Skills

- Leadership skills.

- ❑ Communication skills
- ❑ Interpersonal skills;
- ❑ Organizational skills;
- ❑ Analytical skills;
- ❑ Problem solving skills;
- ❑ Shown merit and ability as reflected in work performance and results;
- ❑ Fulfilled the requirements of Chapter six (6) of the Constitution.
- ❑ Proficiency in computer applications;

**4. JOB TITLE REGISTRAR, FINANCE AND ADMINISTRATION – KCAA
SCALE 5 (REF: EASA/ADM/01/22)**

Department:	East African School of Aviation
Reports To:	Director, East African School of Aviation
Job Purpose	To develop and implement policies and procedures for administrative support services including Finance, Hospitality, Central administration, Occupational safety & health, Security, Human resources, Environmental management, Facility management and Record keeping to ensure a safe & secure learning environment necessary for offering quality aviation training.

Scope of Work/Duties/Responsibilities

- ❑ Formulating and overseeing the implementation of Finance and Administration strategies, policies regulations, processes and procedures for the school;
- ❑ Developing and implementing the school’s strategic objectives on Finance and Administration;
- ❑ Overseeing the implementation of the School’s operations, annual budgeting process, capital and operating expenditure to ensure prudent financial management and accounting;
- ❑ Developing and implementing the School’s Quality Assurance, Risk management and Safety Management systems to ensure compliance with quality and safety standards;
- ❑ Ensuring that the School’s Supply chain, Finance, ICT and Human Resource activities are carried out in line with relevant laws, rules and regulations;
- ❑ Overseeing security of physical facilities, buildings and persons through establishment of appropriate security intervention measures;
- ❑ Overseeing the management of the School’s physical facilities and Projects for optimum utilization;
- ❑ Managing and maintaining records to ensure integrity and safe custody of official information;
- ❑ Coordinating day-to-day administrative activities of the School;

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- ❑ Supervising outsourced services at the School;
 - ❑ Coordinating office/classroom management services, staff houses; hospitality services, medical, transport and logistics;
 - ❑ Coordinating provision of basic medical services to students at the EASA Dispensary;
 - ❑ Performing other duties as may be assigned by the Director, East African School of Aviation.

Qualifications

- ❑ Masters degree in any of the following disciplines: Business Management, Finance, Public Administration, Human Resource Management or equivalent qualification from a recognized institution;
- ❑ Bachelors degree in any of the following disciplines: Business Management, Finance, Public Administration, Human Resource Management or equivalent qualification from a recognized institution;
- ❑ Certificate in a leadership Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.
- ❑ Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.
- ❑ Membership of the recognized professional body in good standing;

Experience

- ❑ A minimum period of ten (10) years relevant work experience with four (4) years in a management level in comparable and relevant position;

Knowledge and Skills

- ❑ Leadership skills.
- ❑ Counselling skills
- ❑ Communication skills
- ❑ Interpersonal skills;
- ❑ Organizational skills;
- ❑ Analytical skills;
- ❑ Problem solving skills;
- ❑ Shown merit and ability as reflected in work performance and results;
- ❑ Fulfilled the requirements of Chapter six (6) of the Constitution.
- ❑ 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 31st March 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
Aviation House - JKIA
P. O. Box 30163 – 00100
NAIROBI**

Only shortlisted Candidates will be contacted.