



Ministry of Roads and Transport
State of Department of Transport



KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITY

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, EAST AFRICAN SCHOOL OF AVIATION – KCAA SCALE 2 (REF: EASA/AS/01/23)
	DEPARTMENT	EAST AFRICAN SCHOOL OF AVIATION
	REPORTS TO	DIRECTOR GENERAL

a) Job Description

Duties and responsibilities will entail:

- i. Providing leadership to EASA in fulfilling its mandate as a Civil Aviation Training Centre providing training that meets the national and international Standards and Regulations.
- ii. Coordinating the schools planning processes and overseeing the implementation of strategy to achieve organizational goals and objectives in an efficient and effective manner.
- iii. Evaluating the long-term capability requirements, systems, equipment and human resources against the school's Strategic Plan and determining plans and activities to be taken.
- iv. Monitoring the School's operations and co-coordinating the annual budgeting process and overseeing the capital expenditure and operating expenditure to ensure prudent financial management.
- v. Identifying Authority and Aviation Industry training needs in order to develop innovative programmes that address these needs.
- vi. Liaising with external stakeholders/organizations as may be necessary for realization of the EASA vision, mission and objectives.
- vii. Coordinating strategic partnerships with organizations and institutions that will help the school enhance best practice and quality aviation training programmes.
- viii. Developing and implementing effective and clear procedures for the operations and the functioning of EASA consistent with the vision, mission, values and goals

of the school. This includes and is not limited to instructional programmes, extra curricula activities, staff and student discipline.

- ix. Ensuring that EASA complies with the policies and regulations of government and its agencies.

b) Person Specifications

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

- i. Fifteen (15) years' relevant work experience five (5) of which must be in a senior management position.
- ii. Bachelor's degree in the following disciplines: Aviation Management, Education, Engineering, Information Science, or equivalent qualification from a recognized institution.
- iii. Master's degree in the following disciplines: Aviation Management, Education, Engineering, Information Science, or equivalent qualification from a recognized institution.
- iv. Qualification in instructional techniques from a recognized institution.
- v. Member of a relevant Professional body in good standing.
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- vii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution:
- viii. Have demonstrated outstanding professional, managerial and leadership competence as reflected in work performance and results.
- ix. Proficiency in Computer applications; and
- x. Fulfilled the requirements of Chapter six (6) of the Constitution.

c) Personal Qualities

- i. Analytical skills.
- ii. Communication skills.
- iii. Strategic and innovative thinking.
- iv. Interpersonal skills.
- v. Negotiation skills; and
- vi. Leadership Skills.

2.	JOB TITLE	MANAGER, AIR NAVIGATION SERVICES-JKIA – KCAA SCALE 3 (REF: ANS/JKIA/01/23)
	DEPARTMENT	AIR NAVIGATION SERVICES STATION MANAGEMENT
	REPORTS TO	DIRECTOR, AIR NAVIGATION SERVICES

a) Job Description

Duties and Responsibilities will entail:

- i. Providing leadership to the general administration and management of the ANS Station and ensure logistical support.
- ii. Ensuring effective Operation and maintenance of ATM, AIM and CNS Systems at the station.
- iii. Ensuring Implementation of pertinent ANS Procedures at the Station.
- iv. Ensuring effective collection of data necessary for revenue collection.
- v. Ensuring provision of safe, efficient and orderly flow of Air Traffic within the assigned Airspace.
- vi. Developing and implementing a work plan and budget estimates for the station.
- vii. Updating/making amendments of station Operations Manual.
- viii. Overseeing the conduct of OJT Programs for capacity building.
- ix. Coordinating with relevant Organizations within the airport as necessary for ANS Operations.
- x. Ensuring regulatory compliance leading to current certification.
- xi. Taking care of KCAA assets at the station.
- xii. Developing and implementing ANSP Security program for the station.
- xiii. Submitting operational performance and safety data to Director Air Navigation Services for analysis.
- xiv. Preparing the Station's annual budget, procurement and training plans.
- xv. Coordinating the implementation of quality and risk management systems in the Station; and
- xvi. Allocating work, developing, supervising and appraising staff in the Station.

b) Person Specifications.

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

- i. A minimum of twelve (12) years working experience in ANS Operations, four (4) of which must be in a management role.
- ii. Bachelors degree in any of the following disciplines: Aviation, Geography, Physical Sciences, Mathematics, Geographical Information Systems (GIS), Computer Science, Information Technology, Survey, Electronic or Electrical or Telecommunication Engineering, Meteorology or equivalent qualification;
- iii. Masters Degree in any of the following: Aviation, Geography, Physical Sciences, Mathematics, Geographical Information Systems (GIS), Computer Science, Information Technology, Survey, Electronic or Electrical or Telecommunication Engineering, Meteorology or equivalent qualification.
- iv. Have at least three (3) ratings for ATC, three (3) certifications for AIM or three (3) certifications for CNS.
- v. Member of a relevant professional body in good standing where applicable.
- 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.
- viii. Proficiency in computer applications; and

- ix. Fulfilled the requirements of Chapter Six (6) of the Constitution.

c) Personal Qualities

- i. Communication skills
- ii. Interpersonal skills.
- iii. Organizational skills.
- iv. Analytical skills.
- v. Problem solving skills; and
- vi. Leadership skills.

3.	JOB TITLE	MANAGER, FLIGHT OPERATIONS – KCAA SCALE 3 (REF: ASSR/FO/01/23)
	DEPARTMENT	FLIGHT OPERATIONS
	REPORTS TO	DIRECTOR, AVIATION SAFETY AND SECURITY REGULATION

a) Job Description

Duties and responsibilities will entail:

- i. Implementing safety regulations, inspections and monitoring Kenyan business, commercial and private air operators towards certification and safe conduct of all operations.
- ii. Developing, implementation and review of policies, standards and procedures for conducting inspections and audits in flight operations, cabin safety and transportation of dangerous goods.
- iii. Developing and issuing approved inspector guidance materials including manuals containing detailed procedures and techniques to promote standardization.
- iv. Maintaining technical guidance materials and ensuring they up to-date.
- v. Overseeing new air operator certification process.
- vi. Implementing ICAO USOAP CMA activities in areas of flight operations and ensuring effective implementation of the requirements.
- vii. Preparing the department's annual budget, procurement and training plans
- viii. Coordinating the implementation of quality and risk management systems in the Department.
- ix. Allocating work, developing, supervising and appraising staff in the Department.
- x. Developing, and monitoring programmes for air operator certification including annual flight operations surveillance programmes.
- xi. Conducting investigations on regulatory violations, incidents and recommend enforcement action as required; and
- xii. Preparing periodical reports on implementation of surveillance and certification activities including any identified safety concerns.

b) Person Specifications

For appointment to this position an officer must have at least.

- i. A minimum of ten (10) years' experience as a flight operations inspector four (4) of which must be in a management role.
- ii. Bachelors degree in any of the following disciplines: Aviation Management, Geography, English, Social Science, Physical Science and other relevant qualifications from a recognized institution.
OR
An Airline Transport Pilot License (ATPL) (ICAO Doc 8335 Chapter 6.2.3, Doc 10070 Chapter 3.3).
- iii. Masters degree in any of the following disciplines: Aviation Management, Geography, English, Social Science, Physical Science and other relevant qualifications from a recognized institution.
- iv. Airline Transport Pilot License (ATPL) with 5000 hours as Pilot-in-command (PIC) (ICAO Doc 8335 Chapter 6.2.3, Doc 10070 Chapter 3.3).
OR
An Airline Transport Pilot License (ATPL) with 1500 hours as Pilot-in-command (PIC) plus Certificate in dangerous goods category 6 (IATA) or Dispatch License or equivalent from an institution recognized by ICAO.
OR
Commercial pilot's license with Instrument Rating (CPL/IR) helicopters with 1500 hours as Pilot-in-command (PIC).
- v. Completed the following Five Core Government aviation safety inspectors' courses from an ICAO accredited institution as identified in the Authority's inspector training system.
 - a) Indoctrination.
 - b) GSI – Ops Certification.
 - c) Surveillance.
 - d) GSI Personnel licensing; and
 - e) Investigations.
- vi. Certificate in dangerous goods category 6 (IATA) or equivalent from an institution recognized by ICAO.
- vii. Auditing techniques for regulators from an institution recognized by ICAO.
- viii. Certificate in Universal Safety Oversight Program Continuous Monitoring Approach (USOAP- CMA) Auditors Course from an institution recognized by ICAO.
- ix. Certificate in aviation quality management systems and document control systems from an institution recognized by ICAO.
- x. Certificate in safety management system from an institution recognized by ICAO.
- xi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- xii. Have shown merit and ability as reflected in work performance and results.

- xiii. Proficiency in computer applications; and
- xiv. Fulfilled the provisions of Chapter Six (6) of the Constitution.

c) Personal Qualities

- i. Communication skills
- ii. Interpersonal skills.
- iii. Organizational skills.
- iv. Analytical skills.
- v. Problem solving skills; and
- vi. Leadership skills.

4.	JOB TITLE	MANAGER, AERONAUTICAL INFORMATION MANAGEMENT – KCAA SCALE 3 (REF: ANS/AIM/01/23)
	DEPARTMENT	AERONAUTICAL INFORMATION MANAGEMENT
	REPORTS TO	DIRECTOR, AIR NAVIGATION SERVICES

a) Job Description

Duties and responsibilities will entail:

- i. Developing, reviewing and implementing AIM policies, strategies, programmes and regulations.
- ii. Preparing and implementing annual work plans and budgets.
- iii. Overseeing AIM operations in Flight planning and crew briefing, Aeronautical Cartography, Instrument Flight procedure design and AMHS/AFTN Operations & network monitoring.
- iv. Coordinating implementation of ICAO Standards and recommended practices.
- v. Investigating operational complaints, irregularities and incidences of breaches of ANS regulations and procedures.
- vi. Coordinating development of AIM training materials and programmes.
- vii. Facilitating implementation and maintenance of a Quality Management System (QMS) in accordance with ICAO standards and recommended practices.
- viii. Coordinating implementation of corrective action plans arising from audit findings.
- ix. Ensuring serviceability and availability AIM equipment and systems.
- x. Overseeing development and implementation of systems Security in AIM.
- xi. Contributing in the formulation, planning, development and implementation of the Airspace Master Plan.
- xii. Implementing and maintaining the risk framework for the Department

- xiii. Contributing to the development of ICAO Standards and recommended Practices including Regional operating procedures.
- xiv. Coordinating implementation of corrective action plans arising from audit findings; and
- xv. Allocating work, developing, supervising and appraising staff in the Department.

b). Person Specifications

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

- i. A minimum of twelve (12) years in the field of Aeronautical Information Management four (4) of which must be in Management role.
- ii. Bachelors degree in any of the following disciplines: - Aviation Management, Geography, Geographical Information Systems (GIS), Survey, Electronic Engineering, Information Technology (IT), Computer Science with bias in Database Systems, Software Engineering or equivalent qualification from a recognized institution.
- iii. Masters degree any of the following disciplines: Aviation Management, Geography, Geographical Information Systems (GIS), Survey, Electronic Engineering, Information Technology (IT), Computer Science with bias in Database Systems, Software Engineering or equivalent qualification from a recognized institution.
- iv. Certificate/Diploma in Aeronautical Information Basic Course and/or ICAO Course 021 from an institution recognized by ICAO.
- v. Certificate in Safety Management for Practitioners Course (SMS) from an institution recognized by ICAO.
- vi. Certificate in Quality Management Systems (QMS) or Aeronautical Data Quality (ADQ) from an institution recognized by ICAO.
- vii. Competency Certification in at least three relevant AIS operations from an institution recognized by ICAO.
- viii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- ix. Good knowledge of ICAO Standards and recommended practices (SARPS) and national legislation/ regulations.
- x. Shown merit and ability as reflected in work performance and results.
- xi. Proficiency in computer applications; and
- xii. Fulfilled the requirement of Chapter Six (6) of the Constitution.

c). Personal Qualities

- i. Communication skills
- ii. Interpersonal skills.
- iii. Organizational skills.
- iv. Analytical skills.

- v. Problem solving skills; and
- vi. Leadership skills.

5.	JOB TITLE	MANAGER, AIR TRANSPORT SERVICES – KCAA SCALE 3 (ASSR/ATER/01/23)
	DEPARTMENT	AIR TRANSPORT
	REPORTS TO	DIRECTOR, AVIATION SAFETY AND SECURITY REGULATION

a) Job Description

Duties and responsibilities will entail:

- i. Planning and controlling departmental operations.
- ii. Developing and reviewing air transport regulations, policies, strategies and procedures.
- iii. Implementing and enforcing air transport regulations, strategies, policies and procedures.
- iv. Providing reports on applicants' financial ability for issuance of air service licenses.
- v. Preparing gazette notices for applications of air service licenses.
- vi. Processing applications and issuance of long-term, short-term and temporary air service licenses.
- vii. Coordinating approvals of airline franchise, code shares, interchange, aircraft lease, foreign airlines' operating authorization and airlines schedules flights timetables.
- viii. Participation in Bilateral and Multilateral air services negotiations and agreements.
- ix. Analyzing data and information required for Bilateral and Multilateral Air Services negotiations and Agreements.
- x. Facilitating analysis of air transport data.
- xi. Overseeing coordination of Air transport field inspections, surveillance and monitoring of airline operations.
- xii. Facilitating inspection of airports on facilitation of air transport.
- xiii. Facilitating inspections, monitoring and surveillance of airline operations to ensure compliance with regulations.
- xiv. Coordinating and liaising with other agencies on air transport matters.
- xv. Coordinating the implementation of quality and risk management systems.
- xvi. Preparing departmental annual budget, work plans, procurement and training plans; and
- xvii. Allocating duties, supervising and appraising staff.

b) Person Specifications

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

- i. A minimum of twelve (12) years' experience in Air Transport or a related field with at least four (4) years in a management role.
- ii. Bachelors Degree in any of the following disciplines: Commerce, Economics, Business Administration, Civil Aviation Management, Statistics, Mathematics or equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines: Commerce, Economics, Business Administration, Civil Aviation Management, Statistics, Mathematics or equivalent qualification from a recognized institution;
- iv. Certificate in Government Inspectors' Course from an institution recognized by ICAO.
- v. Certificate in Senior Civil Aviation Management course from an institution recognized by ICAO.
- vi. Certificate in International Negotiation Skills course from an institution recognized by ICAO.
- vii. Certificate in Enforcement Course from an institution recognized by ICAO.
- viii. Knowledge of ICAO Standards and Recommended Practices on Facilitation (Annex9), air transport operations and regulations.
- ix. Knowledge of ICAO & IATA Airline Management functions, and international negotiations.
- x. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- xi. Shown merit and ability as reflected in work performance and results.
- xii. Proficiency in computer applications; and
- xiii. Fulfilled the requirements of Chapter six (6) of the Constitution.

c) Personal Qualities

- i. Communication skills
- ii. Interpersonal skills.
- iii. Organizational skills.
- iv. Analytical skills.
- v. Problem solving skills; and
- vi. Leadership skills.

6. GRADUATE TRAINEES - AIR TRAFFIC MANAGEMENT - (20 VACANCIES)

REF: ANS/ATM/TRN/05/23

Qualifications:

- Bachelors degree in any of the following disciplines: Aviation, social sciences, humanities, physical sciences or equivalent qualification from recognized institution;
- Kenya Certificate of Secondary Education mean grade of C+ (plus) with a C+ (plus) in English, Geography and Mathematics or Physics/Physical Science or equivalent qualification from a recognized institution.
- Be aged between 18 and 28 years.

- Proficiency in Computer applications; and
- Fulfilled the requirements of Chapter Six (6) of the Constitution.

Additionally, candidates will be expected to pass:

- An aptitude test for Air Traffic Controllers.
- ICAO Class III Medical Test.

N/B: Applicants are required to attach a copy of the national identity card.

Interested candidates are required to submit their application letters quoting the job reference number on the envelope & application letter and attach 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 11th September 2023.

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. Persons with disabilities are required to attach a copy of valid NCPWD membership card.

**The Director General
Kenya Civil Aviation Authority
Aviation House - JKIA
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NAIROBI**

Only shortlisted candidates will be contacted.