



Ministry of Transport & Infrastructure  
Housing and Urban Development

## KENYA CIVIL AVIATION AUTHORITY

### JOB OPPORTUNITIES

The Kenya Civil Aviation Authority is responsible for providing regulatory oversight on air safety, 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. CHIEF EXAMINER, PERSONNEL LICENSING: KCAA SCALE 6 (1 POST)  
REF: ASSR/PEL/05/17

#### (a) Job Description

The responsibilities and duties of a Chief Examinations Officer entails developing, maintaining and administering as required, a system for the examination of applicants for all categories of personnel licenses and ratings provided for in the civil aviation regulations and orders. Specific duties entails: directing the preparation and review of detailed prescriptions and conditions of examination for the various categories of personnel licenses and ratings provided for in the civil aviation orders; directing the preparation, reviewing and arranging for the publication of information circulars and requirements relating to the examinations and tests leading to the issue of personnel licences and ratings on instructor authorizations and certificates of competency; directing the examiners in the preparation of examination question papers and in the marking of candidates' examination response papers to ensure that standards are consistent with current practices and the privileges granted by the licences or rating; maintaining close liaison with examiners of the regional aviation authorities of other states to ensure harmonization and the feedback of information regarding the oral, written and practical examination of candidates for licences, ratings, approvals, instructor authorizations and certificates of competency; initiating and maintaining, where appropriate, liaison with aviation authorities of other States in order to exchange information concerning content of examination syllabi and examining techniques and standards pertinent to the maintenance of effective licensing standards, including adhering to the Standards, Recommended Practices and guidance of the International Civil Aviation Organization; establishing and maintaining a system for ensuring that oral, written and practical examining techniques are effective and compatible with the current aviation environment; establishing and maintaining an efficient system for the preparation and recording of examination or test reports; directing the examiners in assessing the extent of examination to be undertaken by applicants for the validation or conversion of foreign

licences, approvals or authorizations; directing the evaluation of applications for exemption from type rating examination from applicants who have completed an approved course of training; directing the evaluation of manufacturers' training course examinations and the examination of type rating training courses approved or required by the CAA of other States to exempt applicants meeting some stated requirements from type rating examination; directing the evaluation of aircraft maintenance courses and testing methods that applicants for endorsement of specialty rating should successfully complete; maintaining effective liaison with other organizations conducting training and/or examination of civil aviation personnel to ensure the meeting of set standards; Liaising with exam supervisors in ensuring and maintaining correct and adequate supervision of examinations and reporting on the conduct of examinations; providing training for examiners to ensure their effectiveness in their allotted duties; supervising the training and performance of designated examiners..

(b) Job Specifications.

For appointment to this position, a candidate must have;

- (i) A minimum of five years' experience holding a senior position (preferably head) of the examinations in a licensing unit or in an institution of higher learning including thorough knowledge of aviation licensing regulations, licensing practices and procedures, together with administrative ability and leadership qualities.
- (ii) At least a commercial pilot's license; or an air traffic controller's license; or aircraft maintenance engineers license with an instructor rating.
- (iii) Certificate in examinations management and administration.
- (iv) Certificate in senior management course lasting not less than two (2) weeks from a recognized institution.
- (v) High personal integrity.
- (vi) Knowledge of the instructional system and testing design principles, professional learning theory and educational standards.
- (vii) Ability to research and apply findings in professional learning and training strategies, including knowledge of evaluation and testing techniques.
- (viii) Ability to apply interpersonal and communication skills to establish effective working relationships.

Added advantage

A bachelor's degree in either education or aviation related discipline from a recognized institution.

2. CHIEF INSPECTOR, APPROVED TRAINING ORGANIZATION: KCAA SCALE 6  
(1 POST) REF: ASSR/PEL/04/17

(a) Job description

Duties and responsibilities at this level entails: establishing and maintaining requirements for approval as provided for in the civil aviation regulation, including requirements for the recognition of foreign-approved training organizations; directing the evaluation of applications for approval; establishing and maintaining standards of knowledge and instructing skills for authorized instructors consistent with the standard and scope of the requirements for the trainee's rating in question; directing the examination and audition of applicants seeking an instructor rating or authorization; directing the regular formal inspection of premises and records of approved training organizations for compliance with standard requirements and recommending such action as considered necessary in cases of non-compliance; maintaining inspection programmes to evaluate and observe first-hand and current training and practices.

(b) Job Specifications

For appointment to this position, a candidate must have:

- (i) Five years' progressive experience in aviation licensing function three of which must have been gained at a relatively senior position.
- (ii) Government safety inspectors (ATO) course.
- (iii) Certificate in auditing techniques.
- (iv) Certificate in teaching and instructional techniques or holds or have held an Instructors rating.
- (v) Extensive experience in training techniques
- (vi) Should have technical qualifications and expertise as a flight crew member or an airworthiness engineer or an air traffic control officer and a good understanding of other areas of licensing concern.
- (vii) Should have thorough knowledge of the licensing regulations, practices and procedures,
- (viii) Extensive experience in training techniques and possess a sound managerial capability.
- (ix) Hold or have held a professional license issued by the Kenya Civil Aviation Authority or other recognized Civil Aviation Authority.
- (x) Be technically competent and a person of integrity.
- (xi) Must have good interpersonal and communication skills and be impartial in carrying out tasks.
- (xii) Have received training in teaching and instructional techniques or Holds or have held an Instructors rating.

Added Advantage

A bachelor's degree in education or an aviation related discipline.

3. SENIOR EXAMINER, PERSONNEL LICENSING - KCAA SCALE 7  
(2 POSTS) REF: ASSR/PEL/07/17

(a) Job Description

Duties and responsibilities of this position entails: preparing and periodically reviewing the syllabi of licence and rating examinations for aviation personnel in their field of specialty, defining the qualifying conditions and standards; producing and arranging for the publication of relevant pamphlets and information circulars for the guidance of applicants for licences and ratings; developing technical manuals, training handbooks, test standards, test items and associated materials for personnel licensing training and testing; preparing examination question papers for licence and rating knowledge examinations and marking candidates' answer papers; maintaining a statistical review to determine the effectiveness of licence and rating examinations; evaluating the technical knowledge qualifications presented in support of applications for exemption from examination for licences and ratings; evaluating the technical knowledge level of competency of foreign licences and ratings; assessing the extent of the technical knowledge examinations and/or skill tests to be taken by applicants for the validation or conversion of foreign licences and ratings; briefing and liaising with examination supervisors and supervising examinations if required; and carrying out such other duties as may be directed from time to time.

(b) Job Specifications

For appointment to this position, a candidate must have;

- (i) A minimum of five years' experience as a pilot; or an air traffic controller; or an aircraft maintenance engineer, with instructor/examiner experience.
- (ii) At least a commercial pilot's license; or an air traffic controller's license; or aircraft maintenance engineers license with an instructor rating.
- (iii) Trained in examinations management or instruction techniques.
- (iv) Teaching or examinations supervision background
- (v) No personal or professional conflicts of interest with his/her examination function
- (vi) Knowledge of relevant ICAO Standards and Recommended Practices (SARPS) and civil aviation regulations
- (vii) Good planning and organizing skills for proper timing, rollout and coordination of exams and resourcing of examiners
- (viii) Proven integrity, transparency and accountability
- (ix) Written and verbal communications skills
- (x) Broad knowledge of the licensing function of the aviation industry

- (xi) Computer literate

#### Added Advantage

- (i) A bachelor's degree in a related field such as aviation, engineering (electrical, electronics, telecommunication) or related social sciences.
- (ii) Trained in aviation English language testing.

#### 4. SENIOR INSPECTOR, APPROVED TRAINING ORGANIZATION – KCAA SCALE 7 - REF: ASSR/PEL/06/17 (1 POST)

##### (a) Job Description

Duties and responsibilities of this position entails: evaluating applications for approval of a training organization; evaluating ground training curricula and study material submitted by approved training organizations in support of applications for approval to conduct approved training courses; conducting oral examinations and classroom audition for ground instructors seeking authorization to instruct at approved training organizations; approving the training and evaluation conducted by approved training organizations; inspecting the training facilities, procedures and methods at approved training organizations; determining the strengths and weaknesses of programmes for ground training, practical training, on-the-job training and flight training at approved training organizations and recommending the remedial action; evaluating the effectiveness of the quality assurance system and, if required, of the safety management system; and carrying out such other duties as may from time to time be directed.

##### (b) Job Specifications

For appointment to this position, a candidate must have:

- (i) Three years' progressive experience in aviation licensing function.
- (ii) Government safety inspectors (ATO) course.
- (iii) Certificate in auditing techniques.
- (iv) Certificate in teaching and instructional techniques or holds or have held an Instructors rating.
- (v) Extensive experience in training techniques.
- (vi) Hold or have held a professional license issued by Kenya Civil Aviation Authority or any other ICAO recognized Civil Aviation Authority.
- (vii) Be technically competent and a person of integrity.
- (viii) Must have good interpersonal and communication skills and be impartial in carrying out tasks.

Added advantage

A bachelor's degree in education or an aviation related discipline.

5. SENIOR REGISTRAR, ADMINISTRATION - KCAA SCALE 7 (1 POST)  
REF: EASA/ADM/02/17

(a) Job Description

The Senior Registrar, Administration will be responsible to the Registrar, Finance and Administration- East African School of Aviation for coordinating administrative functions in the school in compliance with procedures and regulations. Specific duties will entail supervising the Registry to ensure safe custody of documents, files and mail movement; coordinating HR and staff welfare activities of the school; overseeing efficient management of outsourced services, such as cleaning and environmental Management; coordinating provision of transport services; coordinating Environmental and Occupational safety and security (OSHA) matters of the school; coordinating the provision of central support services such as secretarial, messenger and support staff activities to ensure timely and efficient service delivery and performing any other duties as assigned by the Registrar, Finance & Administration.

(b) Qualifications

For appointment to this position a candidate must;

- (i) Have a degree in business administration / human resource or related field.
- (ii) Have five (5) years' experience in administrative role in a busy environment.
- (iii) Have knowledge of procedures in procurement, finance, human resources, academics etc.
- (iv) Possess interpersonal skills to interact with various user departments, including customer services skills.
- (v) Be computer literate.

6. AVIATION PERSONNEL LICENSING OFFICER I: KCAA SCALE 8  
(5 POSTS) REF: ASSR/PEL/10/17

(b) Job Description

This may be considered as the entry grade for the cadre. An officer at this level will be responsible for assessing applications for issue or renewal of Licenses and/or ratings for aviation. Duties and responsibilities at this level will involve:- preparing and maintaining the National Civil Aircraft Register and Aircraft Mortgage Register; preparing and

maintaining Flight Crew Licensing Register; issuing and renewing Flight Crew Licenses and other aviation licenses on recommendation by authorized officers; evaluating and recommending applications for the issue/renewal of licenses and ratings; evaluating and recommending applications for the validation of overseas licenses and ratings to determine any flight test or examination that may be required by the applicant; evaluating and recommending applications of military trained personnel in order to determine examination and flight test required for civil licenses and/or ratings; preparing and maintaining the national civil aircraft register; preparing and maintaining personnel licensing registers; performing any other duties of Personnel Licensing as may be assigned; and proposing review and approval of the schedule of fees for the service's (functions) connected with Aviation Licenses and Certificates.

(c) Job Specifications

For appointment to this grade, an officer must:

- (i) Have a minimum of private pilot's license; or an air traffic controller's license; or aircraft maintenance engineer's license; or flight dispatcher license.
- (ii) Have passed the government safety inspectors (personnel licensing) course or its equivalent.
- (iii) Be trained in aviation personnel licensing.
- (iv) Possess knowledge of relevant ICAO SARPs and Civil Aviation Regulations.
- (v) Possess Knowledge of aviation personnel licensing requirements.
- (vi) Be of proven integrity, transparency and accountability.
- (vii) Be computer literate.
- (viii) Have demonstrated merit and ability in work performance and results.
- (ix) Possess good oral and written communication skills.

Added advantage

- (i) A bachelor's degree in any of the following disciplines: aviation, aeronautical engineering, physics, geography, mathematics or equivalent qualification from a recognized institution.

7. PERSONNEL LICENSING ADMINISTRATION OFFICER: KCAA SCALE 9  
(1 POST) REF: ASSR/PEL/13/17

(a) Job Description

The administrative officer will be in charge of PEL registry services where duties and responsibilities will entail planning and managing the PEL records system ensuring secure storage and completeness thereof ; specific duties will involve; ensuring that confidential

records are properly identified, isolated secured way and access limited to authorized persons; maintaining a record system with an efficient storage and retrieval capabilities appropriate to the needs of licensing section; updating the record system and equipment in line with new developments in the licensing function; defining rights for accessing records by various officers involved in the licensing process; instituting records movement procedures that ensure efficiency as well as security and confidentiality; ensuring record integrity and completeness for all licensing activities undertaken; ensuring record currency in line with the activities and developments in the licensing function; producing a manual for management of PEL records for overall guidance on records system; advising on the right equipment and facility requirements for the PEL records office; budgeting for the PEL records maintenance and management; ensuring the establishment and maintenance of a backup system for all PEL records and maintaining an archive for PEL records with clear rules and procedures for archiving and supervising all PEL registry activities.

(b) Job Specifications

For appointment into this position a candidate must have;

- (i) Worked for a minimum of five years planning and managing a registry system in a licensing department preferably in an aviation set up.
- (ii) A minimum of a diploma in any of the following disciplines: Records Management; Information Management, Information Science, Library Science or an equivalent qualification from a recognized institution.
- (iii) Thorough knowledge of licensing regulations, licensing practices and procedures preferably in aviation.
- (iv) Proven integrity, transparency and accountability.
- (v) Good oral and written communication skills.
- (vi) Good interpersonal skills.
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated professional competence in records management work as reflected in work performance and results.

8. DEVELOPMENTAL FLIGHT OPERATIONS INSPECTOR –  
REF: ASSR/FO/20/17 (10 POSTS)

(a) Job Description

The grade of Developmental Flight Operations Inspector is the entry point for the career in Flight Operations Inspection function. On appointment, a Developmental Flight Operations Inspector shall be required to complete KCAA Induction Course and Government Safety Inspector Course (Flight Operations). The Developmental Inspector

shall then be given credentials for Flight Operations Inspector and shall commence On-job-Training to cover among others the following courses within the next 12 months;

- i. Safety Management System
- ii. Auditing techniques for Regulators
- iii. Dangerous Goods Safety Oversight Course ( For Dangerous Goods Inspectors)
- iv. Cabin Safety Oversight Course ( For Cabin Safety Inspectors)

Under supervision, the Developmental Flight Operations Inspector will at the same time perform a variety of tasks associated with technical administration, certification, and surveillance, and be assigned duties without specific authority for actions or decisions. A significant part of their deployment will involve training and gradual deployment in more complex functions till they are competent enough to qualify as a Senior Flight Operations Inspector. The deployments will specifically be in the following areas;

#### Technical

- Ensuring that aviation organisations and flight crew comply with regulatory requirements.
- Reporting any deficiencies to their supervisors.
- Assisting in enforcement of investigations and in preparation of the final reports and recommendations.

#### Certification

- Assisting in reviewing manuals and other documents associated with certification requirements of airlines, air agencies and air operators for accuracy and compliance with Kenya Civil Aviation Regulations and making recommendations.
- Providing assistance in the evaluation of air operators for purposes of certification and making recommendations to the chief inspector or the supervisor.
- Assisting in the evaluation of training programs to ensure they meet the requirements of CAA regulations, training facilities and making appropriate recommendations to the Chief inspector or supervisor.
- Assisting in performing a variety of flight crew certification functions.

#### Surveillance

- Performing surveillance duties in conformance with the surveillance manual.
- Taking appropriate corrective action for deficiencies noted and making recommendations to the chief inspector or supervisor.

#### Other

- Assisting in performing other duties and responsibilities as assigned by Manager Flight Operations.

(b) Job Specifications

For appointment into this position a candidate must;

- i. Have a minimum of KCSE mean grade C+ (plus) with at least a C+ (plus) in Mathematics, Physical Science/Physics and English Language or any other equivalent qualification from a recognized institution.
- ii. Hold or have held an Air Transport Pilot License (ATPL) with a minimum of 5000 hours as pilot-in-command of civil or military air transport aircraft  
or  
ATPL with a minimum of 1500 hours total flying time in addition to holding specific relevant qualifications such as Aviation Safety Auditor, Certificate in Dangerous Goods Category 6 (IATA)  
or  
Cabin Crew Instructor Certificate or Flight Operations Officer/Dispatch License.
- iii. Be qualified on the type or similar type of aircraft in use by applicable operators, and be experienced on type and areas of operations applicable.
- iv. Possess a minimum of 4 years' broad air transport background as a Pilot or flight Dispatcher or Cabin crew
- v. Be knowledgeable in and familiar with the problems of operating Transport aircraft.
- vi. Possess well-developed IT skills including proficiency in MS Office applications or equivalent.
- vii. Be of proven integrity and reputation for possessing qualities of initiative, tact, and tolerance.

Added advantages,

- i. A Bachelor's degree in a related field
- ii. A minimum of one (1) year's work experience gained at an operational management level with an air operator or in the military service where knowledge in applicable air transport operations would have been acquired.
- iii. Experience gained as an Examiner or Instructor.
- iv. Experience gained as a technical trainer in such areas as visual aids, training devices and aircraft flight simulators.
- v. Qualifications and experience in auditing techniques

9. DEVELOPMENTAL AIRWORTHINESS INSPECTOR - REF: ASSR/AW/20/17  
(2 POSTS)

(a) Job Description

The grade of Developmental Airworthiness Inspector is the entry point for the career in Airworthiness Inspection function. On appointment, the Developmental Airworthiness Inspector shall be required to complete KCAA Induction Course and Government Safety Inspector Course (Airworthiness). The Developmental Inspector shall then be given credentials for an Airworthiness Inspector and shall commence On-job-Training (OJT) to cover among others the following courses within the next 12 months;

- i. Safety Management System
- ii. Quality Management System
- iii. Surveillance of Service Providers
- iv. Enforcement Procedures

The Developmental Airworthiness Inspector will at the same time perform a variety of tasks associated with technical administration, certification, and surveillance, and be assigned duties without specific authority for actions or decisions. A significant part of their deployment will involve training and gradual deployment in more complex functions of the journeyman level as outlined below:

Technical

- Ensuring that aviation organizations and engineers comply with regulatory requirements.
- Reporting deficiencies to their supervisors.
- Assisting in enforcement of investigations and in preparation of final reports and recommendations.

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 recommendations to the chief inspector or supervisor.
- Assisting in performing a variety of maintenance functions.

## Surveillance

- ❑ Assisting in performing surveillance duties in conformance with the surveillance manual.
- ❑ Assisting in taking appropriate corrective action for deficiencies noted and making recommendations to the chief inspector or supervisor.

## Other

- ❑ Assisting in performing other duties and responsibilities as assigned by Manager Airworthiness.

## (b) Job Specifications

For appointment into this position a candidate must:

- i. Have a Diploma in Aeronautical Engineering or an equivalent qualification from a recognized institution.
- ii. Possess Aircraft Maintenance Engineers Licenses in Category A (Airframe) and C (Power plant) or X (avionics) and R (radio).
- iii. Have at least three type courses or three type ratings in category A and C, or X and R one of which must be on large aircraft.
- iv. Have served for a minimum of four (4) years performing aviation maintenance work in an Approved Maintenance Organization (AMO).
- v. Be of integrity, transparency and accountability;
- vi. Be proficient in computer applications; and
- vii. Have demonstrated merit and ability as reflected in work performance and results

## Added advantage

A bachelor's degree in aeronautical engineering or its equivalent qualification from a recognized institution.

## 11. RECORDS MANAGEMENT OFFICER: KCAA SCALE 10 - REF: HR/AD/17/17 (1 POST)

### (a) Job Description

The Records Management Officer will be responsible for overall supervision of the records management section. The duties and responsibilities will entail: -

- ❑ Establishing and maintaining records management system including the maintenance and management of active and archived records,
- ❑ Assisting in training of internal users on records management systems and electronic Document Management System (EDMS),
- ❑ 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, faxes, email and internal correspondences,
- ❑ Assisting in the review and implementation of records management policies and procedures,
- ❑ Developing, maintaining, verifying and evaluating existing records management systems,
- ❑ Classifying and indexing of records,
- ❑ Ensuring that records are easily retrievable and accessible when required,
- ❑ Performing any other duties as assigned by the Senior Administrative Officer.

(c) Job Specifications

For appointment into this position a candidate must have;

- i. A Diploma in any of the following disciplines: Records Management; Information Management, Information Science, Library Science or an equivalent qualification from a recognized institution.
- ii. A bachelor's degree will be an added advantage.
- iii. Worked for a minimum of 5 years in planning and managing a registry system in a large reputable organization.
- iv. Proven integrity, transparency and accountability.
- v. Good oral and written communication skills.
- vi. Good interpersonal skills.
- vii. Proficiency in computer applications; and
- viii. Demonstrated professional competence in records management work as reflected in work performance and results.

12. TRANSPORT OFFICER: KCAA SCALE 10 - REF: HR/AD/16/17 (1 POST)

(d) Job Description

The Transport Officer will be responsible for coordination of all Motor vehicle transport services in the Authority. The duties and responsibilities of the Transport Officer will entail:-

- ❑ Implementing and assisting in the review of the Authority's transport safety policies, maintenance rules/regulations, and motor transport standard operating procedures (SOPs);
- ❑ Analyzing the transport needs of the Authority and making appropriate recommendations to address the needs;
- ❑ Conducting regular checks of all vehicles to ensure that they are in working condition;
- ❑ Preparing annual cost estimates of vehicle, spare parts, equipment and maintenance;
- ❑ Monitoring and overseeing all the responsibilities assigned to drivers and mechanics;
- ❑ Preparing and monitoring Fleet movement schedules;
- ❑ Ensuring timely renewal of insurance covers for the motor vehicles;
- ❑ Ensuring observance of road safety standards;
- ❑ Keeping proper inventory of all vehicles;
- ❑ Allocating duties and supervising drivers to ensure optimal utilization of transport resources;
- ❑ Ensuring that drivers are periodically tested and maintaining all records of testing and license;
- ❑ Advising on the serviceability of motor vehicles in use and on the disposal of those deemed unserviceable or beyond economical repair;
- ❑ Liaising with the prequalified dealers on the maintenance of transport facilities preparing periodic utilization and maintenance reports;
- ❑ Coordinating motor vehicle inspections as required by relevant regulations;
- ❑ Maintaining vehicle data on fuel fill ups, tire replacements, and fluids fill ups and maintenance schedules;
- ❑ Performing any other duties as assigned by the Senior Administration Officer

(e) Job Specifications

For appointment into this position a candidate must;

- i. Have a Diploma in either Logistics and Fleet Management or Transport Management from a recognized institution.
- ii. Have a valid driving License.
- iii. Have at least 3 years' experience in Fleet Management.
- iv. Have knowledge and skills in planning and organizing the Fleet and vehicle movement cost effectively.
- v. Have Knowledge of computer Operations

Interested candidates who meet the above requirements are required to send their application letter quoting the job reference No. on the envelope and application letter attaching copies of certificates, testimonials and a detailed CV with day time telephone and full contact details of three professional referees to the address below. The applications should be received not later than 27<sup>th</sup> November 2017.

Details of the job specifications can be obtained from the KCAA website at [www.kcaa.or.ke/about-us/careers](http://www.kcaa.or.ke/about-us/careers)

The Kenya Civil Aviation Authority is an equal opportunity employer and persons living with disabilities are encouraged to apply.

The Director General  
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NAIROBI

Only shortlisted Candidates will be contacted.