



Ministry of Transport, Infrastructure
Housing, Urban Development and Public Works

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 position in its establishment:

JOB TITLE	REFERENCE NO.	NO. OF POSITIONS
Director Aviation Safety and Security Regulation	REF: ASSR/PC/01/24	1
Reports To	Director General	
Job Purpose	Overall Management of Aviation Safety and Security Regulation Services.	

Job Description

Duties and responsibilities will entail:

- i. Developing/reviewing policies, procedures, standards and strategies for Aviation Safety and Security Regulation Operations;
- ii. Interpreting and implementing Aviation Safety Standards and Regulations;

- iii. Ensuring continuous quality, performance and surveillance on Aviation Safety and Security Regulation services;
- iv. Incorporating appropriate safety standards and sound economic principles;
- v. Advising the Director- General on matters affecting aviation safety legislation and enforcement;
- vi. Issuing Approvals, Authorizations, Certificates and Licences for air operators and personnel;
- vii. preparing budget estimates and advising the management on manpower requirements;
- viii. Initiating and participating in manpower development programs;
- ix. Conducting continuous quality and performance surveillance on services provided;
- x. Preparing the Directorate's annual work plans and accompanying budget, and monitoring and evaluation of the performance of the Directorate;
- xi. Facilitating performance management and overall development of staff in the Directorate; and
- xii. Supervising, guiding, and training and development of staff in the Directorate.

a) Person Specifications

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

- i. A minimum of fifteen (15) years' work experience in Aviation field, five (5) of which must be in a senior management role.
- ii. Bachelor's degree in any of the following disciplines: Commerce, Economics, Business Administration, Civil Aviation Management, Statistics, Mathematics or equivalent qualification from a recognized institution.
OR
Have an Airline Transport License 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 in any of the following categories.
 - a) Category B1 (Category 'A' Aeroplanes and Category 'C' Engines); or
 - b) Category B2 (Category 'X' - Electrical, Instruments, Automatic Pilot and R-Radio); and /or
 - c) Category X-Compass Compensation and adjustment.
- iii. Master's degree in any of the following disciplines: Commerce, Economics, Business Administration, Aviation Management, Statistics, Mathematics or equivalent qualification from a recognized institution; have advanced professional qualifications in the field of Civil Aviation from a recognized institution.

- iv. have good knowledge of ICAO Standards and Recommended Practices (SARPs) and proven experience in developing National Aviation Regulations and Procedures.
- v. ICAO accreditation or certification in any oversight field (Flight Safety, Safety Management, Aerodromes and Security, Air navigation) will be an added advantage.
- 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 our (4) weeks from a recognized institution.
- viii. Membership to a relevant professional body and in good standing.
- ix. Have a clear understanding of the mandate of KCAA and the role of Aviation Safety and Regulation Function in realization of the same.
- x. Have demonstrated outstanding professional, managerial and leadership competence in aviation safety as reflected in work performance and results.
- xi. Shown merit and ability as reflected in work performance and results.
- xii. Proficiency in Computer Applications; and
- xiii. Fulfilled the provisions of Chapter Six (6) of the Constitution.

Key Competencies and Skill

- i. Strong analytical skills;
- ii. Communication skills;
- iii. Strategic and innovative thinking;
- iv. Strong interpersonal skills;
- v. Negotiation skills;
- vi. Leadership Skills; and
- vii. IT and Training skills

Interested candidates are required to submit their application letters quoting the job reference no. 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 16th July 2024.

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.