



Ministry of Roads and Transport
State of Department of Transport

KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITY

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:

1. JOB TITLE	CHIEF AIRWORTHINESS INSPECTOR – AVIONICS - KCAA SCALE 5 (REF: ASSR/AW/03/24) – 1 POST
DEPARTMENT	AIRWORTHINESS
REPORTS TO	MANAGER, AIRWORTHINESS

a) Job Description

Duties and responsibilities will entail:

- i. Developing, reviewing, evaluating and revising of airworthiness policies, standards, regulations and Procedures.
- ii. Reviewing and recommending amendments on technical guidance material.
- iii. Planning for oversight of general aviation and commercial air transport operators' maintenance control, including inspections/audits.
- iv. Coordinating with Flight Operations Inspectors to evaluate and recommend for Approval of MEL and special operations authorizations including Extended Diversion Time Operations (EDTO), Low Visibility Operations (e.g. Category (CAT) II or III, Reduced Vertical Separation Minima (RVSM), (Performance Based Navigation (PBN), North Atlantic High Level Airspace (NAT HLA), Controller Pilot Data Link Communications (CPDLC), Performance Based Communication and surveillance (PBCS), Automatic Dependent Surveillance - Broadcast (ADS-B), Automatic Dependent Surveillance - Contract (ADS-C) - in coordination with flight operations inspectors).
- v. Planning for Certification and recommendation for issuance and renewal of Approved Maintenance Organization (AMO) certificate and Planning for surveillance.
- vi. Evaluating and Recommending for Issuance and renewal of certificates of airworthiness.
- vii. Evaluating and Recommending Issuance of aircraft special flight permit, export and registration certificate.

- viii. Evaluating and recommending for Approval of modifications and repairs, either based on a supplemental type certificate or involving minor repairs.
- ix. Developing and recommending approval of surveillance plan of aircraft maintenance organizations, aircraft maintenance program, aircraft reliability program and aircraft products manufacturing organizations.
- x. Evaluating and recommending for issuance of certificate and Planning for surveillance of Air operators main base, line stations maintenance and Planning and conducting surveillance for foreign operated aircraft.
- xi. Certifying and recommending for issuance of Approved Maintenance Training Organization (ATO) certificate and Planning for surveillance.
- xii. Evaluating and recommending for approval of Approved Maintenance Organizations training programs.
- xiii. Approving of applicants for an aircraft maintenance engineer license or rating, validation or conversion of acquired Aircraft maintenance engineer license.
- xiv. Updating the Aircraft register.
- xv. Recommending for validation of Aircraft Type Certificates.
- xvi. Conducting enforcement processes and resolution of safety concerns.
- xvii. Managing service difficulty reporting system.
- xviii. Validating aircraft manufacturer's documents and noise Certificates.
- xix. Evaluating and recommending for Approval or acceptance of air operator manuals; maintenance control manuals, mass and balance program, Aircraft flight manual, aircraft loading and handling manual.
- xx. Recommending for approval qualifications of persons eligible to perform duties on behalf of KCAA designees.
- xxi. Assisting in the airworthiness investigation of accidents.
- xxii. Evaluating and Recommending for approval of handling dangerous goods.
- xxiii. Recommending evaluation of aircraft lease agreements.
- xxiv. Preparing inspectors training plans, perform periodic evaluations and on job training to senior airworthiness inspectors.

b) Person Specifications

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

- i. A minimum of ten (10) years' work experience as an Aircraft Maintenance Engineer in an Approved Maintenance Organization (AMO) or a Safety Oversight Organization three (3) years of which in a supervisory role.
- ii. Bachelors degree in Aeronautical Engineering, Aerospace Engineering or equivalent qualification with a minimum of one (1) year as a certifying staff and Aircraft Maintenance Engineers Licenses in Category B2 (Avionics).

OR

- Diploma in Aeronautical Engineering or equivalent qualification with a minimum of one (1) year as a certifying staff and Aircraft Maintenance Engineers Licenses in Category B2 (Avionics).
- iii. Masters Degree in any of the following disciplines: Aeronautical Engineering, Aerospace, Aviation, Business Administration or its equivalent qualification from a recognized institution.
 - iv. Completed the following Five Core courses as identified in the Authority's inspector training system from an Institution recognized by ICAO:
 - a) New Employee Orientation;
 - b) GSI – Airworthiness Certification (Air Operator Certification and Aircraft Maintenance Organization);
 - c) Air Operator Surveillance;
 - d) GSI Personnel Licensing (Personnel Licensing Procedures); and
 - e) Investigations (Compliance and Enforcement).
 - v. At least three type courses or three type ratings in Category B2 (Avionics), one of which must be on an aircraft above 5,700kgs maximum take-off mass;
 - vi. Certificate in Audit Techniques from an Institution recognized by ICAO;
 - vii. Certificate in Safety Management System (SMS) from an Institution recognized by ICAO;
 - viii. Certificate in State Safety Programme/Management from an Institution recognized by ICAO;
 - ix. Certificate in at least two (2) of the following courses as identified in the Authority's inspector training system from an Institution recognized by ICAO:
 - a) GSI Personnel Licensing (Designated Examiner Procedures);
 - b) GSI Personnel Licensing (Aviation Training Organizations);
 - c) Investigations (Aircraft Accident Investigation);
 - d) Foreign Air Carriers;
 - e) Major Repair and Alterations/Modification;
 - f) Aircraft Certification;
 - g) Cabin Safety; and
 - h) Certificate in any two Specific Operational Approval e.g. Extended Diversion Twin Engine Operation (EDTO), Reduced Vertical Separation Minima (RVSM), Category (CAT II or III), Performance Based Navigation (PBN), North Atlantic High Level Airspace (NAT HLA), Controller Pilot Data Link Communications (CPDLC), Performance Based Communication and surveillance (PBCS), Automatic Dependent Surveillance - Broadcast (ADS-B), Automatic Dependent Surveillance - Contract (ADS-C).
 - x. Certificate in Universal Safety Oversight Audit Program Continuous Monitoring Assessment (USOAP CMA) computer based training from an Institution recognized by ICAO;
 - xi. Safety Oversight Managers Course from an Institution recognized by ICAO;
 - xii. Certificate in Human Factors from an Institution recognized by ICAO;
 - xiii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
 - xiv. Proficiency in computer application.

2. JOB TITLE	CHIEF INTERNAL AUDITOR, FINANCIAL - KCAA SCALE 5 (REF: IAD/02/25) – 1 POST
DEPARTMENT	INTERNAL AUDIT
REPORTS TO	MANAGER, INTERNAL AUDIT & REVIEW

a) Job Description

Duties and responsibilities will entail:

- i. Participating in the formulation, monitoring and review of the Internal Audit Services Strategy, Internal Audit Policies and Procedures in line with the Standards and Government Policies.
- ii. Participating in the development, monitoring and review of the Annual Internal Audit Risk- Based Plan.
- iii. Providing assurance on Internal Controls in the relevant Directorates and Departments to assess compliance to relevant laws, regulations, policies & procedures and to contribute to improvement in service delivery.
- iv. Participation in the assessment of the Authority’s governance, risk management and control processes and making appropriate recommendations for improvement in line with best practices and compliance requirements.
- v. Providing assurance on the Authority’s Asset management to confirm their existence and protection.
- vi. Conducting reviews of the Authority’s Financial Statements and Operations Reports to determine their completeness, accuracy and reliability for decision-making.
- vii. Undertaking audits of the Authority’s Information Communication Technology Systems and Infrastructure in line with best practices.
- viii. Provision of assurance services on the Business Continuity and Disaster Preparedness Strategy to contribute towards protection of the Authority’s value.
- ix. Undertaking special audits assigned by the Head of Internal Audit Function.
- x. Undertaking follow-up with relevant Directorates and Departments to ensure implementation of agreed corrective action plans arising from both internal and external audits.
- xi. Preparing complete Internal Audit Reports in line with the Standards with appropriate recommendations for improvement of Authority’s compliance levels and enhanced service delivery on all assigned audit engagements.
- xii. Participating in the development, deployment, and continual improvement of computer programs (scripts) for automated audit processes for continuous audits/ monitoring as per best practices.
- xiii. Providing advisory services to other Directorates for enhanced service delivery by the Authority; and

- xiv. Participating in internal and external quality assessments of the Internal Audit Function as per the Standards and implementing Corrective Action Plans arising therefrom.

b) Person Specifications

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

- i. A minimum of Ten (10) years’ Internal Audit work experience, three (3) of which must have been in as a Senior Internal Auditor level or equivalent.
- ii. Bachelor’s degree in any of the following disciplines: Business Management, Commerce, Computer Science, Information Technology, Aviation, Economics, Statistics or equivalent qualification from a recognized Institution.
- iii. Master’s degree in any of the following: Business Management, Commerce, Computer Science, Information Technology, Aviation, Economics, Statistics or equivalent qualification from a recognized Institution.
- iv. CPA(K) and CIA/CS(K)/CISA/Certified in Risk and Information Systems Control/any equivalent qualification from a recognized institution as per relevant area of specialization.
- v. Membership to recognized Professional body in good standing.
- 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; and
- viii. Proficiency in computer applications.

3. JOB TITLE	CHIEF ACCOUNTANT – REVENUE, KCAA SCALE 5 (REF: FD/02/25) - 1 POST
DEPARTMENT	FINANCE
REPORTS TO	MANAGER, FINANCE

a) Job Description

Duties and responsibilities will entail:

- i. Providing guidance in the formulation and implementation of an effective accounting and internal control system for all revenue activities;
- ii. Reviewing revenue policy and procedures periodically to gauge their effectiveness and amend as necessary;
- iii. Ensuring prompt billing, preparation of invoices, credit notes and issuance of receipts.
- iv. Ensuring prompt debt collection and prompt update of customers’ ledger accounts;
- v. Carrying out periodic field inspections to obtain an assurance of compliance with finance policy and procedures on revenue matters;

- vi. Reconciling billed revenue to remittances from e-Citizen on monthly basis and investigate discrepancies arising out of these reconciliations and submit to Manager Finance for consideration;
- vii. Receiving applications for credit facilities and submit to the Credit Risk Management Committee for consideration;
- viii. Providing secretariat services to the Credit Risk Management Committee;
- ix. Enforcing the credit control policy;
- x. Preparing and implementing training plans for staff within the revenue section;
- xi. Carrying out a quarterly review of debtors' position and make recommendations for provisions for doubtful debts;
- xii. Preparing and submitting a consolidated monthly revenue report to the Manager Finance. Prepare any other ad hoc revenue reports that may be required by management from time to time;
- xiii. Respond to audit, customer and management queries on revenue matters;
- xiv. Being the Alternate Bank Signatory to bank accounts;
- xv. Carrying out staff supervision and performance evaluation;
- xvi. Undertaking the responsibilities of coaching and mentoring of revenue staff to facilitate smooth succession plan;
- xvii. Performing any other duty assigned by the Manager Finance.

a) Person Specifications

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

- i. A minimum of ten (10) years' work experience in Finance or other related field three (3) of which must be in a supervisory role;
- ii. Bachelor of Commerce degree in any of the following disciplines: Accounting, Finance option, Business Administration (Finance or Accounting option) or equivalent qualifications from a recognized institution;
- iii. Master's degree Business Administration (Finance or Accounting option) Business Administration (Finance or Accounting option);
- iv. Passed Part III of Certified Public Accountants (CPA) examination or equivalent qualification from recognized institution;
- v. Membership in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK) or any other equivalent professional body and in good standing;
- 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; and
- viii. Proficiency in Computer Applications.

4. JOB TITLE	FLIGHT OPERATIONS INSPECTOR (LARGE AND MEDIUM AIRCRAFT), KCAA SCALE 6 (REF: ASSR/FO/25) - 7 POSTS
DEPARTMENT	FLIGHT OPERATIONS
REPORTS TO	MANAGER, FLIGHT OPERATIONS

a) Job Description

Duties and responsibilities will entail:

- i. Certificating commercial and general aviation air operators;
- ii. 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;
- iii. Issuing specific authorizations and limitations e.g. (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, Single Engine Turbine Powered Aeroplane operations at Night/IMC and transport of dangerous goods by air);
- iv. Participating in Developing and/or reviewing operating regulations, policy, standards, guidelines and procedures;
- v. Conducting qualification, approval and supervisory activities with respect to personnel proposed as designated check pilots by an operator;
- vi. Conducting evaluation of Flight Simulation Training Device;
- vii. Assessing effectiveness of the operator's SMS and the level of resources allocated to it;
- viii. Conducting inspections or oversight in accordance with the surveillance programme and applicable standard procedures and instructions;
- ix. Advising operators, in writing, of any significant deficiency and recommending for remedial action;
- x. Reviewing operator's pertinent documentation including; operations and training manuals and recommending remedial action;
- xi. Preparing reports on inspection or investigation conducted and complete and process the applicable inspection forms and checklists;
- xii. Carrying out follow-up on inspection reports to ensure that appropriate action has been taken;
- xiii. Investigating and reporting possible violations of the Civil Aviation Regulations and legislations;
- xiv. 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;

- xv. Evaluating and reviewing applications for issuance of Foreign operating permits, including related documentation and make recommendations;
- xvi. Issuing exemptions, authorization and approvals to air operators in relation to dangerous goods; and
- xvii. Participating in valuation of aircraft lease agreements.

b) Person Specifications

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

- i. Four (4) years' work experience as a Pilot;
- 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
Airline transport pilot license (ATPL);
- iii. 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) with 1500 hours as Pilot-in-command (PIC).
- iv. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results; and
- vi. 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 **7th April 2025**.

Kenya Civil Aviation Authority is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply. Note that persons with disabilities are required to attach a copy of a 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.