



Ministry of Roads and Transport
State of Department of Transport

KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITY

Kenya Civil Aviation Authority (KCAA) 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	CHIEF AVIATION SECURITY INSPECTOR – KCAA SCALE 5 (REF: ASSR/AS/02/24) – 1 POST
DEPARTMENT	AVIATION SECURITY
REPORTS TO	MANAGER AVIATION SECURITY

a) Job Description

Duties and responsibilities will entail:

- i. Ensuring the implementation of the National Civil Aviation Security Training and Certification Programmes, Quality Control (QC) Programme and Formulation and implementation of Civil Aviation Security Policies, Regulations, Technical Guidance Materials, Procedures and Practices.
- ii. Developing and ensuring the implementation of annual schedules of quality control activities (audits, inspections, system tests).
- iii. Evaluating oversight reports and developing and maintaining tools for collection and analysis of operator compliance history and systemic issues.
- iv. Conducting aviation security audits, inspections, tests and investigations on operators.
- v. Developing quarterly and annual summaries of enforcement actions initiated (open and closed) and any significant changes in overall security status of airports, airlines and other airport agencies.
- vi. Participating in threat and risk assessments.
- vii. Coordinating the implementation of the National Civil Aviation Security Training Programme (NCSTP) and the National Aviation Security Certification Programme (NASCP).
- viii. Coordinating and participating in the certification of Aviation Security personnel and operators and maintaining their records in a database.

- ix. Conducting certification and technical inspections of Aviation Security Training Organizations/training facilities on regular or ad-hoc basis.
- x. Reviewing and approving aviation security courses and lesson plans.
- xi. Overseeing the review and conducting the approval of operator security manuals.
- xii. Coordinating the review of aviation security regulations and policies, technical guidance materials and national aviation security programmes.
- xiii. Disseminating relevant guidance materials, circulars, directives to the aviation industry as appropriate.
- xiv. Coordinating ICAO USAP-CMA activities within the State.
- xv. Conducting OJT for newly recruited Inspectors.

b) Person Specifications

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

- i. A minimum of ten (10) years' work experience in aviation security or other related field three (3) of which must be in a supervisory role.
- ii. Bachelor's Degree in any of the following disciplines: Aviation Management, Law, Criminology, Economics, Public/Business Administration, Structural Engineering, Security Studies or equivalent qualification from a recognized institution.
- iii. Master's Degree in any of the following disciplines: Aviation Management, Law, Criminology, Economics, Public/Business Administration, Structural Engineering, Security Studies or equivalent qualification from a recognized institution.
- iv. Certificate in Aviation Security Basic (123) Course from an institution recognized by International Civil Aviation Organization (ICAO).
- v. Certificate in Cargo and Mail Security Course from an institution recognized by International Civil Aviation Organization (ICAO).
- vi. Aviation Security Supervisor's Course.
- vii. Certificate in National Inspectors' Course from an institution recognized by International Civil Aviation Organization (ICAO).
- viii. Valid certification/license as a National Aviation Security Inspector or Security Instructor.
- ix. Certificates in at least three (3) of the following courses or their equivalents from institutions recognized by International Civil Aviation Organization (ICAO):
 - a) Certificate in Instructors Course.
 - b) Certificate in Aviation Security Certification Systems Course.
 - c) Certificate in National Quality Control Course.
 - d) Certificate in Airline Security Course.
 - e) Certificate in National Civil Aviation Security Training Programme.
- x. Certificate in Aviation Security Management Course from an institution recognized by International Civil Aviation Organization (ICAO).
- xi. Certificate in Crisis Management Course from an institution recognized by International Civil Aviation Organization (ICAO).

- xii. Certificate in Risk Management Course from an institution recognized by International Civil Aviation Organization (ICAO).
- xiii. Knowledge of ICAO Standards and Recommended Practices, as detailed in ICAO Annexes 17 and other security-related provisions in other ICAO Annexes.
- xiv. Knowledge of security oversight system to ensure compliance with security oversight process.
- xv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- xvi. Shown merit and ability as reflected in work performance and results.
- xvii. Proficiency in computer applications.

2. JOB TITLE	CHIEF INSPECTOR - APPROVED TRAINING ORGANIZATIONS – KCAA SCALE 5 (REF: ASSR/PEL/04/24) – 1 POST
DEPARTMENT	PERSONNEL LICENSING
REPORTS TO	MANAGER PERSONNEL LICENSING

a) Job Description

Duties and Responsibilities will entail:

- i. Carrying out certification of approved Training Organizations.
- ii. Certificating foreign-approved training organizations.
- iii. Directing examination and audition of applicants seeking an instructor authorization with an Approved Training Organization.
- iv. Establishing and maintaining requirements for approval of approved Training Organizations as directed by the Civil Aviation regulations.
- v. Carrying out inspection of facilities, procedures, methods and records of approved training organizations to ensure compliance with standard requirements.
- vi. Maintaining an inspection programme to ensure first-hand and current training practices are observed.
- vii. Evaluating applications for approval by training organization.
- viii. Evaluating ground training curricula and study material submitted by approved training organizations.
- ix. Conducting Oral examination and auditions for ground instructors seeking authorization to instruct at approved training organizations.
- x. Carrying out evaluation of ground training, practical training, on-the-job training and flight training of approved training organizations and recommend remedial action to ensure standards are maintained.
- xi. Evaluating effectiveness of safety management and quality assurance systems.
- xii. Preparing and carrying out surveillance activities of approved training organizations;

- xiii. Establishing and maintaining requirements for the recognition of foreign-approved training organizations.
- xiv. Directing evaluation of applications for approvals in relation to approved training organizations.
- xv. Establishing and maintaining standards of knowledge and instructing skills for authorized instructors.
- xvi. Carrying out evaluation of ground training, practical training, on-the-job training and flight training of approved training organizations and recommend remedial action to ensure standards are maintained.
- xvii. Participating in enforcement processes.

b) Person Specifications

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

- i. A minimum of ten (10) years relevant work experience three (3) of which must be in a supervisory role.
- ii. Bachelor's Degree in any of the following disciplines: Aeronautical Engineering, Aviation Management, Education, Curriculum Development, or an equivalent qualification from a recognized institution.
- iii. Master's Degree in any of the following disciplines: Aeronautical Engineering, Aviation Management, Education, Curriculum Development, or an equivalent qualification from a recognized institution;
- iv. Commercial Pilots License or Airline Transport License 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 B1.1 (Fixed wing - Aeroplane Turbine).
 - b) Category B1.2 (Fixed wing - Aeroplane Piston).
 - c) Category B1.3 (Helicopters Turbines).
 - d) Category B1.4 (Helicopters Piston); or
 - e) Category B2 (Avionics)
- v. Approved Training Organization Certification course from an institution recognized by ICAO.
- vi. Certificate in Government Safety Inspectors (Personnel Licensing) Course or its equivalent qualification from an institution recognized by ICAO.
- vii. Auditing Techniques Certificate from an institution recognized by ICAO.
- viii. Human Factors in Aviation Certificate from an institution recognized by ICAO.
- ix. Customer Care in Aviation Certificate from an institution recognized by ICAO.
- x. On Job Training Instructors (OJTI) Certificate from an institution recognized by ICAO.
- xi. Universal Safety Oversight Audit Programme (USOAP) Continuous Monitoring Approach (CMA) Auditors Certificate from an institution recognized by ICAO.
- xii. Surveillance Certificate from an institution recognized by ICAO.
- xiii. Certificate in Management Course lasting not less than our (4) weeks from a recognized institution.
- xiv. Shown merit and ability as reflected in work performance and results.
- xv. Proficiency in computer applications.

3. JOB TITLE	CHIEF AIRWORTHINESS INSPECTOR – AIRFRAME & POWERPLANT - KCAA SCALE 5 (REF: ASSR/AW/02/24) – 1 POST
DEPARTMENT	AIRWORTHINESS
REPORTS TO	MANAGER, AIRWORTHINESS

a) Job Description

Duties and responsibilities entail assisting in:

- 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.
- xvi. Updating the Aircraft register.
- xvii. Recommending for validation of Aircraft Type Certificates.
- xviii. Conducting enforcement processes and resolution of safety concerns.
- xix. Managing service difficulty reporting system.
- xx. Validating aircraft manufacturer's documents and noise Certificates.
- xxi. 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.
- xxii. Recommending for approval qualifications of persons eligible to perform duties on behalf of KCAA designees.
- xxiii. Assisting in the airworthiness investigation of accidents.
- xxiv. Evaluating and recommending for approval of handling dangerous goods.
- xxv. Recommending evaluation of aircraft lease agreements.
- xxvi. 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. Bachelor's degree in Aeronautical Engineering, Aerospace Engineering or equivalent qualification from a recognized institution.
- iii. Master's Degree in any of the following disciplines: Aeronautical Engineering, Aerospace, Aviation, Business Administration or its equivalent qualification from a recognized institution.
- iv. Diploma in Aeronautical Engineering or equivalent qualification from a recognized institution with a minimum of one (1) year as a certifying staff
- v. Aircraft Maintenance Engineers License in any of the following categories;
 - a) 'A' - Aeroplane & 'C' – Gas turbine Engines (Category B1.1)
 - b) 'A' - Aeroplane & 'C' Piston Engines (Category B1.2)
 - c) 'A' & 'C' Rotorcraft Gas Turbined Engines (Category B1.3)

- d) A' & 'C' Rotorcraft Piston (Category B1.4)
- vi. Completed the following Core courses as identified in the Authority's inspector training system from an Institution recognized by ICAO:
 - a) GSI – Airworthiness Certification (Air Operator Certification and Aircraft Maintenance Organization);
 - b) Air Operator Surveillance;
 - c) GSI Personnel Licensing (Personnel Licensing Procedures); and
 - d) Investigations (Compliance and Enforcement).
- vii. At least three Aircraft type courses or three Aircraft type ratings in Aircraft & Engines in any of the categories below:
 - a) Category B1.1 (Fixed wing - Aeroplane Turbine)
 - b) Category B1.2 (Fixed wing - Aeroplane Piston)
 - c) Category B1.3 (Helicopters Turbines)
 - d) Category B1.4 (Helicopters Piston)
- viii. Certificate in Audit Techniques from an Institution recognized by ICAO.
- ix. Certificate in Safety Management System (SMS) from an Institution recognized by ICAO.
- x. Certificate in State Safety Programme/Management from an Institution recognized by ICAO.
- xi. 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 Procedure).
 - 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.
 - 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).
- xii. Certificate in Universal Safety Oversight Audit Program Continuous Monitoring Assessment (USOAP CMA) computer based training from an Institution recognized by ICAO.
- xiii. Safety Oversight Managers Course from an Institution recognized by ICAO.
- xiv. Certificate in Human Factors from an Institution recognized by ICAO.

- xv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- xvi. Proficiency in computer application.

4. 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 entail assisting in:

- 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. Bachelor's degree in Aeronautical Engineering, Aerospace Engineering or equivalent qualification from a recognized institution.
- iii. Master's Degree in any of the following disciplines: Aeronautical Engineering, Aerospace, Aviation, Business Administration or its equivalent qualification from a recognized institution.
- iv. Diploma in Aeronautical Engineering or equivalent qualification from a recognized institution with a minimum of one (1) year as a certifying staff.

- v. Aircraft Maintenance Engineers License in the following categories; 'X' (Electricals, Instruments and Automatic Pilots) and 'R' - Radio
- vi. Completed the following Core courses as identified in the Authority's inspector training system from an Institution recognized by ICAO:
 - a) GSI – Airworthiness Certification (Air Operator Certification and Aircraft Maintenance Organization);
 - b) Air Operator Surveillance;
 - c) GSI Personnel Licensing (Personnel Licensing Procedures); and
 - d) Investigations (Compliance and Enforcement).
- vii. At least three Aircraft type courses or three Aircraft type ratings in Avionics (categories; 'X' (Electricals, Instruments and Automatic Pilots) and 'R' – Radio)
- viii. Certificate in Audit Techniques from an Institution recognized by ICAO.
- ix. Certificate in Safety Management System (SMS) from an Institution recognized by ICAO.
- x. Certificate in State Safety Programme/Management from an Institution recognized by ICAO.
- xi. 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 Procedure).
 - 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.
 - 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).
- xii. Certificate in Universal Safety Oversight Audit Program Continuous Monitoring Assessment (USOAP CMA) computer based training from an Institution recognized by ICAO.
- xiii. Safety Oversight Managers Course from an Institution recognized by ICAO.
- xiv. Certificate in Human Factors from an Institution recognized by ICAO.
- xv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- xvi. Proficiency in computer application.

5. JOB TITLE	HEAD OF CURRICULUM DEVELOPMENT & RESEARCH UNIT - KCAA SCALE 5 (REF: EASA/AS/28/24) – 1 POST
DEPARTMENT	ACADEMIC SERVICES
REPORTS TO	REGISTRAR ACADEMIC SERVICES

a) Job Description

Duties and responsibilities will entail:

- i. Developing Standardized Training Packages (STP's) in line with ICAO Annex 1 and KCAA ATO requirements;
- ii. Developing Research work plans according to project needs;
- iii. Developing, Adapting and/or Reviewing TrainairPlus Standardized Training Packages (STP's) by implementing the TPP curriculum development process and techniques for maintenance of Training Centre of Excellence (TCE) and TrainairPlus (TPP) Full membership;
- iv. Developing EASA Standard Training Packages in response to market needs;
- v. Guiding EASA training departments in development and review of courses;
- vi. Guiding departments in development and review of curricula;
- vii. Advising academic departments on new methods and latest developments on course delivery processes;
- viii. Coordinating curriculum development & Research activities in the Unit;
- ix. Acting as Primary contact for research team for any questions and concerns;
- x. Maintaining liaison with ICAO Global Aviation Training and other approved Civil Aviation Training centres;
- xi. Acting as ICAO TPP expert validator for courses developed in EASA;
- xii. Executing duties of the focal point on ICAO TrainairPlus Electronic management system (TPeMS);
- xiii. Participating in ICAO Trainair-Plus conferences and workshops activities in accordance with ICAO Trainair plus requirements;
- xiv. Planning the development and implementation of curricula and Research activities to meet aviation and commercial industry needs;
- xv. Evaluating Personnel in the department to identify their training and development needs;
- xvi. Planning, approving targets, budgetary guidelines and use of resources for the development and implementation of curricula and Research programmes;
- xvii. Evaluating the long term capability requirements, systems, equipment and human resources of the Unit against the school's strategic plan to determine plans and initiatives to be taken to address noted gaps;
- xviii. Coordinating with other recognized aviation training institutions or local and international Aviation industry to acquire/contract to efficiently and profitably deliver relevant programs.

- xix. Undertaking activities that are required for maintenance of ICAO designation as Training Centre of Excellence (TCE).

b) Person Specifications

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

- i. A minimum of ten (10) years’ relevant work experience three (3) of which must be in a supervisory role.
- ii. Bachelor’s degree in any of the following disciplines: Aviation, Geography, Geographical information systems, Survey, Aeronautical Engineering, Electrical/Electronic/Telecommunication Engineering, Education, Civil Engineering, Physics, Physical Science, Computer sciences/ICT, Mathematics, Business Administration, Sociology, Statistics, Economics, Law, Programming and Graphic Design or equivalent qualification from a recognized institution.
- iii. Master’s degree in any of the following disciplines: Aviation, Geography, Geographical information systems, Survey, Aeronautical Engineering, Electrical/Electronic/Telecommunication Engineering, Education, Civil Engineering, Physics, Physical Science, Mathematics, Computer sciences, Business Administration, Sociology, Statistics, Economics, Law, Multimedia Development or equivalent qualification from a recognized institution.
- iv. Diploma/Certificate in the following relevant Aviation disciplines: Aeronautical Information, Aeronautical Telecommunication, Aeronautical Communication, Air Traffic Control, Air Transport, Personnel Licensing, Aerodromes Operations, Air Navigations Services, Flight Operations, Airworthiness, Air Transport, Aviation Security, ICT, Programming and Graphic Design or related areas.
- v. Must be in possession of a valid ICAO Qualified Course Developer (IQCD) Certificate in accordance with ICAO Trainair_Plus requirement.
- vi. Possess Qualification in Instructional Technique course or Training of trainers (TOT) course from a recognized institution.
- vii. Certificate in Validating Competency Training (VCT).
- viii. Certificate in Training Manager Course (TMC).
- ix. Professional qualification and membership where applicable.
- 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.

6. JOB TITLE	SENIOR INSPECTOR - APPROVED TRAINING ORGANIZATIONS – KCAA SCALE 6 (REF: ASSR/PEL/06/24) – 1 POST
DEPARTMENT	PERSONNEL LICENSING
REPORTS TO	CHIEF INSPECTOR, APPROVED TRAINING ORGANIZATIONS

a) Job Description

Duties and Responsibilities will entail:

- i. Carrying out certification of approved training organizations to ensure compliance with ICAO SARPS and with the civil aviation regulations relevant to aviation training organizations.
- ii. Carrying out audit and Inspection of approved training organizations to ensure compliance with ICAO SARPS and with the civil aviation regulations relevant to aviation training organization.
- iii. Carrying out surveillance of approved training organizations to ensure compliance with ICAO SARPS and with the civil aviation regulations relevant to aviation training organizations.
- iv. Evaluating applications that require approval in regards to a training organization.
- v. Evaluating ground training curricula and study material submitted by approved training organizations in support of applications for approval to conduct approved training courses.
- vi. Inspecting training facilities, procedures and methods at approved training organizations.
- vii. Assisting in the Enforcement of Civil Aviation Regulations.

b) Person Specifications

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

- i. At least four (4) years' relevant work experience in an aviation field
- ii. Bachelor's degree in any of the following disciplines: Aeronautical Engineering, Aviation Management, Education, Curriculum Development, or an equivalent qualification from a recognized institution.
- iii. Commercial Pilots License or Airline Transport License or an Air Traffic Controller's License with 3 or more ratings, or Aircraft Maintenance Engineer's License and Aircraft Maintenance Engineers Licenses in any of the following categories;
 - a) Category B1.1 (Fixed wing - Aeroplane Turbine).
 - b) Category B1.2 (Fixed wing - Aeroplane Piston).
 - c) Category B1.3 (Helicopters Turbines).
 - d) Category B1.4 (Helicopters Piston); or
 - e) Category B2 (Avionics)
- iv. Proficiency in computer applications.

7. JOB TITLE	SENIOR INTERNAL AUDITOR - INFORMATION SYSTEMS - KCAA SCALE 6 – (REF: IAD/05/24) - 1 POST
DEPARTMENT	INTERNAL AUDIT AND REVIEW
REPORTS TO	MANAGER, INTERNAL AUDIT & REVIEW

a) Job Description

Duties and Responsibilities will entail:

- i. Participation in the formulation, implementation and monitoring of Internal Audit Strategic Plan and Annual Plans.
- ii. Participating in the execution of multiple audit projects to achieve the scope, timing, and objectives of each assignment while ensuring applicable regulatory guidance is included in scope for assigned audits.
- iii. Developing, documents and updating audit procedures for audited departments in compliance with International Standards for the Professional Practice of Internal Auditing (Standards).
- iv. Providing assurance to ensure that access to electronically stored and processed Authority information is adequately protected and managed.
- v. Testing adequacy and effectiveness of Information Systems control measures and recommend corrective action to be undertaken in areas of weakness.
- vi. Developing and improving procedures to enable the Internal Audit function to optimize use of Computer Assisted Audit tools such as TeamMate+, ACL, IDEA etc.
- vii. Liaising with audit clients to ensure prompt implementation of corrective actions on prior audit findings.
- viii. Providing advisory services to Management for enhanced service delivery and controls on various KCAA processes.
- ix. Identifying, areas of risks, fraud or malpractice and participating in special audits conducted by the Department.
- x. Training and coaching staff to develop skills, knowledge, and expertise necessary for effective execution of the department's services.

b) Person Specifications

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

- i. At least four (4) years' work experience as Information Systems Auditor I with hands-on experience in information system audits or information system operations in a comparable organization.
- ii. Bachelor's degree in information systems, Computer Science or its equivalent from a recognized university.
- iii. Master's degree in information systems, Computer Science or its equivalent from a recognized university will be an added advantage.

- iv. Valid Professional Certification in Information Systems (IT) Audit, Risk and Security e.g. CISM, CISA, CRISC.
- v. Membership to a Professional body in good standing.
- vi. Knowledge of International Standards for the Professional Practice of Internal Auditing.
- vii. Knowledge and demonstrable experience in use of Audit Management Systems and Analytic tools.
- viii. Demonstrable knowledge in IT risk assessment and controls reviews, concepts or methodologies.
- ix. Excellent written, verbal communication, presentation and interpersonal skills.

8. JOB TITLE	SENIOR PROCUREMENT OFFICER - KCAA SCALE 6 – (REF: EASA/ADM/04/24) - 1 POST
DEPARTMENT	PROCUREMENT
REPORTS TO	MANAGER, PROCUREMENT

a) Job Description

Duties and responsibilities will entail:

- i. Processing procurement of assigned tenders/quotations for goods, works and services in compliance with the Public Procurement laws and regulations.
- ii. Carrying out evaluation of tenders and provision of professional guidance when required;
- iii. Participating in contract management and monitoring through contract implementation teams;
- iv. Preparing tender documents for Open Tender, Restricted tender, expressions of interest and supervise the distribution of the tender documents to interested or invited bidders;
- v. Assisting in follow ups for contracts preparation to ensure they are expedited in order to ensure timely performance of contracts;
- vi. Ensuring safe filing and custodianship of tender documents for respective tenders which includes and not limited to Purchase Requisition, specifications, approval memo, tender document, evaluation reports, approvals, copy of contract/LPO/LSO, progress report of contract implementation, Inspection and Acceptance Certificate and Completion report;
- vii. Releasing of bid Bonds of various Bidders from all Evaluated Tenders;
- viii. Participating in the registration and pre-qualification of suppliers;
- ix. Participating in carrying out periodic stock-taking, inventory and stock control, verifying and approving stock ledger reconciliation reports, monitoring stock levels and making recommendations;
- x. Providing secretariat services during tender evaluation, inspection, disposal and stock take activities;

- xi. Ensuring compliance with re-order levels for various stock items;
- xii. Preparing periodic reports for all contracts awarded;
- xiii. Participating and providing information for internal and external audits matters;
- xiv. Participating in implementing and monitoring quality systems and risk management;
- xv. Performing any other functions stipulated in the PPADA 2015, attendant Procurement Regulations, relevant donor funded procurement Regulations and any other amendments or Circulars as may be issued by the Government from time to time;
- xvi. Performing any other duties as may be assigned by the Manager Procurement.

b) Personal Specifications

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

- i. Four (4) years’ work experience as a Procurement Officer I or its equivalent from a comparable organization.
- ii. Bachelor’s degree in any of the following disciplines: Procurement Management, Supply Chain Management, Commerce, Business Administration, Economics, Social Sciences or equivalent qualification from a recognized institution;
- iii. Diploma in Procurement or Supply Chain Management or equivalent qualification from a recognized institution;
- iv. Hold valid practicing License for supply chain management from the Kenya Institute of Supplies Management (KISM);
- v. Registration with the Kenya Institute of Supplies Management (KISM) or equivalent professional body and in good standing;
- vi. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results;
- viii. Proficiency in computer applications.

9. JOB TITLE	CURRICULUM DEVELOPMENT & RESEARCH OFFICER - KCAA SCALE 6 (REF: EASA/AS/29/24) – 1 POST
DEPARTMENT	ACADEMIC SERVICES
REPORTS TO	HEAD OF CURRICULUM DEVELOPMENT & RESEARCH UNIT

a) Job Descriptions

Duties and responsibilities will entail:

- i. Developing Standardized Training Packages (STP’s) in line with ICAO Annex 1 and KCAA ATO requirements;

- ii. Developing, Adapting and/or Reviewing TrainairPlus Standardized Training Packages (STP's) by implementing the TPP curriculum development process and techniques for maintenance of Training Centre of Excellence (TCE) and TrainairPlus (TPP) full membership;
- iii. Developing EASA Standard Training Packages in response to market needs;
- iv. Organizing, designing and carrying out field work;
- v. Carrying out data analysis of existing secondary data sets and Primary data;
- vi. Performing day to day research activities as assigned;
- vii. Assisting in Maintenance of research database for the organization;
- viii. Coordinating with Head of Curriculum Development & Research in budget and expense control activities;
- ix. Analyzing and resolving research issues in a timely and accurate manner and submitting reports to the head of the unit;

b) Person Specifications

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

- i. Four (4) years' experience as a Curriculum Development & Research Officer or its equivalent;
- ii. Bachelor's degree in any of the following disciplines: Aviation, Geography, Geographical information systems, Survey, Aeronautical Engineering, Electrical/Electronic/Telecommunication Engineering, Education, Civil Engineering, Physics, Physical Science, Computer sciences/ICT, Mathematics, Business Administration, Sociology, Statistics, Economics, Law, Programming and Graphic Design or equivalent qualifications from a recognized institution.
- iii. Certificate of competency in relevant research field.
- iv. Must be in possession of a valid ICAO Qualified Course Developer (IQCD) Certificate in accordance with ICAO Trainair Plus requirement.
- v. Good communication skills.
- vi. Certificate in supervisory skills Course lasting not less than two (2) weeks from a recognized institution.
- vii. Shown merit and ability as reflected in work performance and results;
- viii. Proficiency in computer applications especially in statistics e.g. Excel, SPSS.

10. JOB TITLE	ASSISTANT NATIONAL CONTINUOUS MONITORING COORDINATOR – KCAA SCALE 6 (REF: ASSR/NCMC/03/24) – 1 POST
DEPARTMENT	ASSR PLANNING AND COORDINATION
REPORTS TO	CHIEF NATIONAL CONTINUOUS MONITORING COORDINATOR

a) Job Descriptions

Duties and responsibilities will entail:

- i. Participating in the development and review of aviation safety and security policies, standards and regulations.
- ii. Coordinating the continuous support to the Inspectors to ensure the adequate implementation of existing and new regulations.
- iii. Being the contact person with the Legislation office for purposes of accurate incorporation of ICAO requirements in the appropriate legislations and regulations.
- iv. Initiating the development and review of inspection guidance material, manuals and procedures.
- v. Participating in the reviewing and auditing of the safety oversight activities to ensure conformance with the applicable procedures.
- vi. Participating in planning and coordination of safety oversight matters in ASSR.
- vii. Coordinating responses to ICAO State Letters and other technical correspondences ensuring implementation of relevant activities/issues related to ICAO, CASSOA, EAC, AFCAC, FAA and other organizations.

b) Person Specifications

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

- i. A minimum of four (4) years' work experience in aviation.
- ii. A Bachelor's degree in a relevant field such as Science, Economics, Management or its equivalent from a recognized institution.
- iii. A technical qualification in aviation such as a Commercial Pilot License (CPL), or Air Traffic Control (ATC) License, Aircraft Maintenance Engineers License (AMEL).
- iv. Undergone training in the establishment and management of state safety oversight organization.
- v. Undergone training as an ICAO Auditor in any of the following fields LEG, ORG, OPS, AIR, AIG, ANS or AGA.
- vi. Hands-on practical experience in the development of regulations / standards in flight safety, as well as inspection and surveillance.
- vii. Knowledge of relevant ICAO standards and KCARS.
- viii. Extensive knowledge of relevant safety oversight documentation.
- ix. Knowledge of the inspection process and procedures and guidance materials, with an ability to critically review and improve them.
- x. People and process improvements skills gained through appropriate training and/or hands-on experience.
- xi. Quality orientation and knowledge of quality systems.
- xii. Ability to draft formal and legal documents.
- xiii. Proficiency in computer operations.

11. JOB TITLE	SAFETY OFFICER – KCAA SCALE 6 (REF: ASSR/SSP/03/24) – 1 POST
DEPARTMENT	ASSR PLANNING AND COORDINATION
REPORTS TO	CHIEF STATE SAFETY PROGRAMME COORDINATOR

a) Job Description

Duties and Responsibilities will entail:

- i. Developing general rules and operational policies that build upon safety management principles, based on a comprehensive analysis of the State's aviation system.
- ii. Collecting and maintaining a database of essential safety-related information on safety hazards/risks and ensure exchange of safety data between the Authority and service providers.
- iii. Conducting State Safety Risk assessment and analysis of service providers' mitigation plans.
- iv. Analyzing identified safety indicators and targets.
- v. Conducting training/ sensitization to inspectorate personnel and service providers on State Safety Programme concepts and principles.
- vi. Conducting investigation of incidents and reported violations.
- vii. Conducting performance-based and compliance-oriented safety management oversight activities, supported by analyses and prioritized resource allocation based on safety risks.
- viii. Implementing the budget, work plans and procurement plans of the State Safety programme.
- ix. Collecting stakeholders' views and comments on development and review of Safety management legislation, regulations, public hearings and other engagements requiring public participation in compliance with the Constitution of Kenya.
- x. Implementing ICAO audit activities related to the State Safety Programme.
- xi. Implementing ISO 9001:2015 series standards and safety management systems.

b) Person Specifications

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

- i. A minimum of four (4) years' work experience in aviation.

- ii. Bachelor’s Degree in any of the following disciplines; aviation, aeronautical engineering, physics, geography, mathematics, Statistics, Business management aviation or equivalent qualification from a recognized institution.
- iii. Technical qualification in aviation such as a Commercial Pilot License (CPL), or Air Traffic Control (ATC) License, Aircraft Maintenance Engineer’s License.
- iv. Certificate in safety management principles and practices from an institution recognized by ICAO.
- v. Knowledge of ICAO Standards and Recommended Practices and Civil Aviation Regulations.
- vi. Certificate in supervisory course lasting not less than two (2) weeks from a recognized institution.
- vii. Shown merit and ability as reflected in work performance and results.
- viii. Proficiency in Computer Applications.

12. JOB TITLE	AIR TRANSPORT OFFICER I – KCAA SCALE 7 (REF: ASSR/ATER/09/24) – 3 POSTS
DEPARTMENT	AIR TRANSPORT AND ECONOMIC REGULATION
REPORTS TO	CHIEF AIR TRANSPORT OFFICER

a) Job Description

Duties and Responsibilities will entail:

- i. Processing applications for short term license for approval.
- ii. Verifying documents attached to applications for air service licenses, aircraft leases, foreign airlines’ operating authorization and airline commercial agreements.
- iii. Preparing particulars of applications for air service licenses for gazettelement.
- iv. Monitoring and surveillance of airline operations to ensure compliance with regulations.
- v. Preparing Licensing of Air Services Board Committee working papers.
- vi. Carrying out inspections at the airports on facilitation of air transport.
- vii. Participating in preparation of Bilateral and Multilateral Air Services Agreements/negotiations.
- viii. Performing any other duty as may be assigned by the Chief Air Transport and Economic Regulations Officer.

b) Person Specifications

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

- i. At least one year experience at an operational level in an airline or a civil aviation organization
- ii. Bachelor’s degree in any of the following disciplines: Economics, Commerce, Business Administration, Civil Aviation Management, Statistics, Mathematics or equivalent qualifications from a recognized institution.
- iii. Certificate in air transport statistics or economics
- iv. Proficiency in computer applications.

13. JOB TITLE	AVIATION PERSONNEL LICENSING OFFICER I KCAA SCALE 7 (REF: ASSR/PEL/10/24) – 1 POST
DEPARTMENT	AVIATION PERSONNEL LICENSING
REPORTS TO	CHIEF AVIATION PERSONNEL LICENSING OFFICER

a) Job Description

Duties and Responsibilities will entail:

- i. Receiving and verifying applications relating to issuance, renewal, extension and validation of aviation licenses such as Flight Crew Licenses, Aircraft Maintenance Engineers’ License, Air Traffic Control Officers Licenses and ratings for aviation personnel.
- ii. Compiling data on applications for purposes of issuance of licenses.
- iii. Booking applicants for skill tests and theory examinations.
- iv. Updating personnel licensing registers.
- v. Preparation of Operational Reports.

b) Person Specifications

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

- i. Bachelor’s Degree in any of the following disciplines: Aviation Management, Information Science, Records Management or equivalent qualification from a recognized institution.
- ii. Air Traffic Controllers’ License; or Aircraft Maintenance Engineers’ License; or Flight Dispatcher License or Private Pilot’s License or Commercial Pilot’s License or Airline Transport Pilots License.

- iii. Proficiency in computer applications.

14. JOB TITLE	AIRWORTHINESS INSPECTOR – KCAA SCALE 7 (REF: ASSR/AW/20/24) - (4 POSTS)
DEPARTMENT	AIRWORTHINESS
REPORTS TO	CHIEF AIRWORTHINESS INSPECTOR

a) Job Description

Duties and responsibilities will entail;

- i. Ensuring that aviation organizations and engineers comply with regulatory requirements.
- ii. Reporting any noted non-compliance and safety gaps to the supervisor.
- iii. Assisting in investigations, preparation of surveillance reports and enforcement of regulations.
- iv. 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 appropriate recommendations to the immediate supervisor.
- v. Assisting in performing surveillance duties in conformance with the surveillance manual.
- vi. Assisting in taking appropriate corrective action for safety gaps noted and making recommendations to the supervisor.

b) Person Specifications

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

- i. A bachelor’s degree in aeronautical engineering or its equivalent qualification from a recognized institution will be an added advantage.
- ii. Have a Diploma in Aeronautical Engineering or an equivalent qualification from a recognized institution.
- iii. Possess Aircraft Maintenance Engineers Licenses (AMEL) in any of the following categories;
 - a. ‘A’ - Aeroplane & ‘C’ – Gas turbine Engines (Category B1.1)
 - b. ‘A’ - Aeroplane & ‘C’ Piston Engines (Category B1.2)
 - c. ‘A’ & ‘C’ Rotorcraft Gas Turbined Engines (Category B1.3)
 - d. A’ & ‘C’ Rotorcraft Piston (Category B1.4)
 - e. Avionics (any two endorsements in the following categories; ‘X’ (Electricals, Instruments and Automatic Pilots) and ‘R’ – Radio)

- iv. Have at least three Aircraft type courses or three Aircraft type ratings in any of the categories in (iii) above.
- v. Have a minimum of four (4) years' experience in Aircraft maintenance in an Approved Maintenance Organization (AMO).
- vi. Be knowledgeable in and familiar with the problems of operating Transport aircraft.
- vii. Demonstrate high level of integrity.
- viii. Good oral and written communication skills
- ix. Good analytical skills.
- x. Proficiency in Computer applications

15. JOB TITLE	FLIGHT OPERATIONS INSPECTOR (MEDIUM TO WIDE BODIED AIRCRAFT) - KCAA SCALE 7 (REF: ASSR/FO/19/24) – 8 POSTS
DEPARTMENT	FLIGHT OPERATIONS
REPORTS TO	CHIEF FLIGHT OPERATIONS INSPECTOR

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 (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 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 operators' 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 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. Issuing exemptions, authorization and approvals to air operators in relation to dangerous goods.
- xvi. Participating in valuation of aircraft lease agreements.

b) Person Specifications

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

- i. At least five (5) years’ work experience as a Pilot.
- ii. Bachelor’s degree in any of the following disciplines will be an added advantage, Aviation Management, Geography, English, Social Science, Physical Science or equivalent qualifications.
- iii. Airline Transport Pilot License (ATPL) with a minimum of 5000 hours.
- iv. Aircraft ratings of 15,000 kgs and above.
- v.
- vi. Knowledge of relevant ICAO standards and recommended practices, documents and Kenya civil aviation regulations.
- vii. Knowledge of the inspection process, with an ability to diagnose issues and propose improvements in the process.
- iv. Proficiency in computer applications.

16. JOB TITLE	FLIGHT OPERATIONS INSPECTOR (HELICOPTERS) - KCAA SCALE 7(REF: ASSR/FO/20/24) – 1 POST
DEPARTMENT	FLIGHT OPERATIONS
REPORTS TO	CHIEF INSPECTOR 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. Participating in Developing and/or reviewing operating regulations, policy, standards, guidelines and procedures.
- iv. Conducting qualification, approval and supervisory activities with respect to personnel proposed as designated check pilots by an operator.
- v. Conducting evaluation of Flight Simulation Training Device.
- vi. Assessing effectiveness of the operator's SMS and the level of resources allocated to it.
- vii. Conducting inspections or oversight in accordance with the surveillance programme and applicable standard procedures and instructions.
- viii. Advising operators, in writing, of any significant deficiency and recommending for remedial action.
- ix. Reviewing operator's pertinent documentation including; operations and training manuals and recommending remedial action.
- x. Preparing reports on inspection or investigation conducted and complete and process the applicable inspection forms and checklists.
- xi. Carrying out follow-up on inspection reports to ensure that appropriate action has been taken.
- xii. Investigating and reporting possible violations of the Civil Aviation Regulations and legislations.
- xiii. Conducting en-route, satellite, line stations and ramp inspections for both local and foreign registered aircraft, including other oversight checks considered necessary at prescribed intervals.
- xiv. Issuing exemptions, authorization and approvals to air operators in relation to dangerous goods.
- xv. Participating in valuation of aircraft lease agreements.

b) Person Specifications

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

- i. At least five (5) years' work experience as a Pilot.
- ii. Bachelor's degree in any of the following disciplines will be an added advantage, Aviation Management, Geography, English, Social Science, Physical Science or equivalent qualifications.
- iii. Commercial pilot's license (CPL helicopters) with a minimum of 2500 hours.
- iv. At least one type rating on helicopter.
- v. Knowledge of relevant ICAO standards and recommended practices, documents and Kenya civil aviation regulations

- vi. Ability to identify non-compliance issues and unsafe practices and to advise operators on remedial actions
- vii. Knowledge of the inspection process, with an ability to diagnose issues and propose improvements in the process.
- v. 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 14th May 2024.

Details of the job specifications can be obtained from the KCAA website at www.kcaa.or.ke

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 a valid NCPWD membership card.

**The Director General
Kenya Civil Aviation Authority
Aviation House - JKIA
P. O. Box 30163 – 00100
NAIROBI**

Note that only shortlisted candidates will be contacted while successful candidates will be expected to meet the requirements of Chapter 6 of the Constitution.