



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

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. JOB TITLE **CHIEF EXAMINER, PERSONNEL LICENSING - KCAA SCALE 6 (REF: ASSR/PEL/05/21) – 1 POST**

Department / Section:	Aviation Personnel Licensing
Reports To:	Manager, Personnel Licensing.
Job Purpose	To develop, maintain and administer a system for the examination of applicants for all categories of personnel licenses and ratings provided for in the civil aviation regulations and orders.

Scope of work / Duties / Responsibilities

- ❑ Directing the preparation and reviewing 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 licenses and ratings on instructor authorizations and certificates of competency;
- ❑ Directing 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 licenses 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 licenses, ratings, approvals, instructor authorizations and certificates of competency;
- ❑ Initiating and maintaining, where appropriate, liaising 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 examiners in assessing the extent of examination to be undertaken by applicants for the validation or conversion of foreign licenses, approvals or authorizations;
 - ❑ Directing the evaluation of applications for exemption for 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;
 - ❑ Developing and 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 the allotted duties;
 - ❑ Supervising the training and performance of designated examiners.
 - ❑ Performing any other duty as may be assigned by the Manager, Personnel Licensing.

Qualifications

- ❑ Bachelor's degree in either education or aviation related discipline from a recognized institution.
- ❑ At least a commercial pilot's license; or an air traffic controller's license endorsed with three (3) ratings; or aircraft maintenance engineers license with an instructor rating.
- ❑ Certificate in examinations management and administration.
- ❑ Certificate in senior management course lasting not less than two (2) weeks from a recognized institution.
- ❑ Certificate in supervisory skills

Experience

At least 5 years' experience in a senior position preferably in the supervision of examinations in licensing unit or in an institution of higher learning.

Knowledge and Skills

- Knowledge of aviation licensing regulations, licensing practices and procedures,
- Knowledge of the instructional system and testing design principles, professional learning theory and educational standards.
- Ability to research and apply findings in professional learning and training strategies, including knowledge of evaluation and testing techniques.
- Ability to apply interpersonal and communication skills to establish effective working relationships.
- Proficiency in computer application skills.

2. JOB TITLE **CHIEF INSPECTOR, APPROVED TRAINING ORGANIZATION KCAA SCALE 6 (REF: ASSR/PEL/04/21) - 1 POST**

Department / Section:	Personnel Licensing
Reports To:	Manager, Personnel Licensing.
Job Purpose	To ensure compliance with ICAO SARPS and civil aviation regulations for the effective oversight of aviation training organisations

Scope of work / Duties / Responsibilities

- Carrying out certification of approved Training Organizations;
- Certificating foreign-approved training organizations;
- Directing examination and audition of applicants seeking an instructor authorization with an Approved Training Organization;
- Carrying out inspection of facilities, procedures, methods and records of approved training organizations to ensure compliance with standard requirements;
- Maintaining an inspection programme to ensure first-hand and current training practices are observed;
- Evaluating applications for approval by training organization;
- Evaluating ground training curricula and study material submitted by approved training organizations;
- Conducting Oral examination and auditions for ground instructors seeking authorization to instruct at approved training organizations;

- ❑ 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;
- ❑ Evaluating effectiveness of safety management and quality assurance systems;
- ❑ Preparing and carrying out surveillance activities of approved training organizations; and
- ❑ Participating in enforcement processes.

Qualifications

- ❑ A bachelor's degree in a related field such as aviation, engineering (electrical, electronics, telecommunication) or related social sciences.
- ❑ Government safety inspectors (ATO) course.
- ❑ Certificate in auditing techniques.
- ❑ Certificate in teaching and instructional techniques or holds or have held an Instructors rating.
- ❑ Technical qualifications and expertise as a Flight Crew member or an airworthiness engineer or an air Traffic Control Officer and good understanding of other areas of licensing concern.
- ❑ Hold a professional license issued by the Kenya Civil Aviation Authority or other recognized Civil Aviation Authority.
- ❑ Certificate in supervisory skills

Experience

- ❑ Five (5) years' progressive experience in aviation
- ❑ Three (3) years' experience in licensing function gained at a relatively senior level.
- ❑ Experience in training techniques.

Knowledge and Skills

- ❑ Knowledge of relevant ICAO SARPs and Civil aviation regulations.
- ❑ Good interpersonal and communication skills
- ❑ Knowledge of the licensing regulations, Practices and Procedures.

3. JOB TITLE

CHIEF AERODROME INSPECTOR – STRUCTURES KCAA SCALE 6 (REF: ASSR/AAR/03/21)

Department / Section:	ANS and Aerodromes Standards
Reports To:	Manager – ANS, Aerodromes, Meteorology, Legislation and Enforcement
Job Purpose	To plan and direct all inspection and surveillance activities with regard to the approval and certification of aerodromes/ airstrips, heights of aerial masts, buildings, power lines, solar farms, wind farms and wind turbines, installations and equipment and meteorological facilities.

Scope of work / duties / responsibilities

- Identifies the section's needs and implements appropriate strategies to achieve planned goals.
- Formulates recommendations, based on field inspections and surveillance reports, for the approval / certification of aerodromes, airstrips aerial masts, buildings, power lines, solar farms, wind farms and wind turbines.
- Implements / approves appropriate measures to control construction works, structural adjustments and other activities within the vicinity of aerodromes and airstrips.
- Develops, implements and improves inspection processes, procedures, checklists, forms, manuals and other inspection tools in line with approved regulations and standards
- Liaises with the Manager to implement, and where necessary to propose amendments and improvements in, standards, regulations and technical guidance material;
- Coordinating the conduct of inspections, audits and continuous surveillance activities for approval of heights of aerial masts, buildings, power lines, solar farms, wind farms and wind turbines to ensure safeguarding of aerodromes;
- Coordinating evaluation aeronautical studies conducted by the aerodrome operators for approval.
- Performs any other duties as may be assigned by the Manager – ANS, Aerodromes, Meteorology, Legislation and Enforcement.

Qualifications

- A Bachelor's Degree in Civil / Electrical Engineering; or a Bachelor's Degree in a related field such as aviation and science.
- Training in Government Inspectors course (Aerodromes)
- Training in Safety Management Systems

- Training in Surveillance Oversight
- Certificate in airport operations and aerodrome certification
- Training in management and people skills
- Certificate in supervisory skills
- A masters degree is an added advantage

Experience

- At least 3 years' experience in airports operations related field at senior level
- Proven experience in management and people skills

Knowledge and skills

- In-depth knowledge of the Chicago Convention, the Standards and Recommended Practices specified in the ICAO Annexes and related ICAO documentation and guidance material, safety audit and safety management programmes requirements and the Civil Aviation Regulations with in-depth knowledge of ICAO Annex 14
- Extensive knowledge of the Kenya civil aviation regulatory requirements and the ANS/Met and Aerodromes regulatory responsibilities of the KCAA;
- Knowledge of the inspection process, with an ability to diagnose issues and propose improvements in the process
- In-depth knowledge of aerodrome /airstrip layout and design.
- People and process improvement skills gained through appropriate training and / or hands-on experience
- Proficiency in office suite and desktop publishing tools

**4. JOB TITLE CHIEF INTERNAL AUDITOR – TECHNICAL ASSURANCE
(FLIGHT SAFETY) - KCAA SCALE 6 (1 POST)
REF: IAD/04/21**

Department / Section:	Internal Audit and Review
Reports To:	Manager - Internal Audit and Review
Job Purpose	To provide assurance and advisory services in line with International Standards for the Professional Practice of Internal Auditing for enhanced service delivery and realization of KCAA Strategic Goals.

Scope of work / duties / responsibilities

- Participating in the formulation and implementation of the Internal Audit

Strategy and the Annual Audit Plans.

- ❑ Undertaking assurance on approvals, authorizations, certificates, and licenses granted by the Authority to aviation services providers and personnel to ascertain compliance with the Civil Aviation Act and ICAO SARPs.
- ❑ Providing assurance services on the development, review, and implementation of surveillance programs to assess the Authority's ability to oversight the aviation industry for compliance with established requirements.
- ❑ Providing assurance services on implementation of air transport policies, procedures, strategies and regulations for enhanced facilitation of air transport industry in accordance with national laws, international conventions and ICAO SARPs.
- ❑ Appraising the Authority's technical operations internal control system to ascertain its adequacy and compliance with ICAO SARPS, relevant laws, regulations, policies, procedures, and agreements.
- ❑ Identifying areas of risks, non-conformity to established regulations and processes and participating in special audits undertaken by the Department.
- ❑ Preparing audit reports with adequate recommendations to improve compliance with relevant requirements and enhanced service delivery by the Authority.
- ❑ Following up with the audited functions to ensure implementation of corrective action plans arising from both internal and external audits.
- ❑ Providing advisory services to Management for enhanced service delivery, risk management and controls on various KCAA processes.
- ❑ Supervising and mentoring staff for enhancement of skills, knowledge, and expertise for improved value addition to the execution of the Authority's mandate.
- ❑ Performing any other duties as may be assigned by the Manager, Internal Audit and Review.

Qualifications

-
- ❑ A Bachelor's Degree in Aviation, Business Management, or any related field from a recognized institution.
 - ❑ Aircraft maintenance engineer's licenses (in Category A: Airframe & C: Power plant *or* Category X & R: Electrical, Instrument & Radio), and at least three type courses/type ratings in either category A & C or category X & R, one of which must be on a large aircraft.

OR

Possession of an Airline Transport Pilot License with at least 5,000 hours flying experience and at least two type ratings on an Aircraft above 5,700kg or ATPL (Commercial aircraft) with a minimum of 1500 hours total flying time

in addition to holding specific relevant qualifications such as Aviation Safety Auditor, Flight Dispatch License and Certificate in Dangerous Goods Category 6 (IATA).

- ❑ Possession of an ICAO endorsed Government Aviation safety inspector course (Airworthiness or Flight Operations) will be an added advantage.

Experience

- ❑ At least seven (7) years of hands-on, experience as a qualified aircraft maintenance engineer with an approved aircraft maintenance organization or has served at KCAA as an Airworthiness Inspector for more than five years at the level of Senior Officer and above.

OR

- ❑ At least seven (7) years commercial flying experience or has served at KCAA as a Flight Operations Inspector for more than five years at the level of Senior Officer and above.

Knowledge and skills

- ❑ Excellent knowledge of ICAO Standards and Recommended Practices
- ❑ Proven ability and skills in management and technical experience in Flight safety services including resolution of safety concerns, surveillance, and Auditing techniques.
- ❑ Knowledge of management/business information systems concepts, and practices.
- ❑ Knowledge of aviation industry program policies, procedures, regulations, and laws.
- ❑ Ability to diagnose and evaluate risk issues within the organizational context and educate/influence internal clients to change procedures and practices.
- ❑ Excellent written / verbal communication, presentation, and interpersonal skills.

5. JOB TITLE: SENIOR EXAMINER, PERSONNEL LICENSING: KCAA SCALE 7 (REF: ASSR/PEL/07/21) – 2 POSTS

Department / Section:	Aviation Personnel Licensing
Reports To:	Chief Examiner, Personnel Licensing
Job Purpose	To conduct personnel licensing examinations, assessment and testing in accordance with the civil aviation regulations.

Scope of work / Duties / Responsibilities

- ❑ Preparing and reviewing the syllabi of licensing 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 licenses 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 licensing and rating knowledge.
- ❑ Conducting examinations and marking candidates' answer papers;
- ❑ Undertaking a periodic review of license and rating examinations to determine their effectiveness;
- ❑ Evaluating the qualifications and technical knowledge in support of applications for exemption from examination for licenses and ratings;
- ❑ Evaluating the technical knowledge and level of competency of foreign licenses and ratings;
- ❑ Determining the technical knowledge examinations and/or skill tests to be taken by applicants for the validation or conversion of foreign licenses and ratings;
- ❑ Supervising and conducting examinations;
- ❑ Performing any other duty as may be assigned by the Chief Examiner, Personnel Licensing.

Qualifications

- ❑ A bachelor's degree in aviation related discipline, engineering or social sciences from a recognized institution.
- ❑ At least a commercial pilot's license; or an air traffic controller's license endorsed with three (3) ratings or aircraft maintenance engineers license with an instructor rating.
- ❑ Training in examinations management or instruction techniques.
- ❑ Training in aviation English Language testing.
- ❑ Certificate in supervisory skills

Experience

- ❑ A minimum of five years' experience as a pilot; or an air traffic controller; or an aircraft maintenance engineer with instructor/examiner experience.
- ❑ Experience in teaching or examination supervision.

Knowledge and Skills

- ❑ Knowledge of relevant ICAO SARPS and civil aviation regulations.
- ❑ Planning, organizing and coordination skills.
- ❑ Written and verbal communications skills.

- ❑ Broad knowledge of the licensing function of the aviation industry.
- ❑ Proficiency in computer application skills.

**6. JOB TITLE SENIOR INSPECTOR, APPROVED TRAINING ORGANIZATION
KCAA SCALE 7 (REF: ASSR/PEL/06/21) – 1 POST**

Department :	Aviation Personnel Licensing
Reports To:	Chief Inspector, Approved Training Organization.
Job Purpose	To coordinate and schedule the personnel examination, testing and licensing processes and oversight of aviation training organizations.

Scope of work / Duties / Responsibilities

- ❑ Carrying out certification of approved training organizations to ensure compliance with ICAO SARPS and with the civil aviation regulations relevant to aviation training organizations;
- ❑ 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 organizations;
- ❑ Carrying out surveillance of approved training organizations to ensure compliance with ICAO SARPS and with the civil aviation regulations relevant to aviation training organizations;
- ❑ Evaluating applications that require approval in regards to 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;
- ❑ Inspecting training facilities, procedures and methods at approved training organizations;
- ❑ Assisting in the Enforcement of Civil Aviation Regulations.
- ❑ Performing any other duty as may assigned by Chief Inspector, Approved Training Organization

Qualifications

- ❑ A bachelor’s degree in education or an aviation related discipline.
- ❑ Government safety inspectors (ATO) course.
- ❑ Certificate in auditing techniques.
- ❑ Certificate in teaching or instructional techniques

- ❑ Technical qualifications and expertise as a Flight Crew member or an airworthiness engineer or an air Traffic Control Officer and good understanding of other areas of licensing concern.
- ❑ Hold a professional license issued by Kenya Civil Aviation Authority or any other ICAO recognized Civil Aviation Authority.
- ❑ Certificate in supervisory skills

Experience

- ❑ Three (3) years’ progressive experience in aviation.
- ❑ Experience in licensing function.
- ❑ Extensive experience in training techniques

Knowledge and Skills

- ❑ Knowledge of relevant ICAO SARPS and civil aviation regulations.
- ❑ Planning, organizing and coordination skills.
- ❑ Written and verbal communications skills.
- ❑ Knowledge of the licensing function of the aviation industry.
- ❑ Proficiency in computer application skills.

7. JOB TITLE SENIOR ACCOUNTANT, EXPENDITURE AND PAYROLL-KCAA SCALE 7 REF: FD/05/21) – 1 POST

Department / Section:	Finance
Reports To:	Chief Financial Accountant
Job Purpose	To implement an effective accounts payable system and an internal control system for payments and maintain proper and complete records of expenditures

Scope of work / duties / responsibilities

- ❑ Receiving and consolidating expenditure returns from stations.
- ❑ Receiving, stamping, verifying and posting all invoices received from suppliers in the creditor’s ledger.
- ❑ Supervising the payment process to ensure that payment is done against goods and services rendered.
- ❑ Maintaining payables control accounts and reconciling them to General ledger records on monthly basis and investigates any variances arising out of these reconciliations and adjust accordingly.
- ❑ Responding to supplier and management queries on matters relating to expenditure/payables.

- Checking and authorizing all payments vouchers as per approved levels of authorization.
- Signatory to KCAA Bank Accounts;
- Complying with Government circulars, policies and regulations governing public sector expenditures.
- Preparing payment and remitting weekly/Monthly relevant KRA taxes as applicable to KCAA;
- Ensuring all expenses are charged to the correct expenditure votes as per the approved Budget;
- Overseeing the posting and updating of the Vote Book;
- Maintaining accounting and internal control procedures for payroll and managing all payroll accounting operations;
- Preparing monthly reports related to the payroll;
- Managing and clearing monthly salary suspense account if any and recommending on the management of payroll risks;
- Performing any other duty as may be assigned by Chief Accountant.

Qualifications

- A Bachelors Degree in Commerce (Accounting) or other relevant field like Economics and Business Administration
- A Professional qualification CPA(K) /ACCA;
- Certificate in supervisory skills

Experience

- At least four (4) years' experience in busy accounting environment
- Two (2) experience in expenditure and payroll section.

Knowledge and skills

- Computer literate and practical knowledge of accounting information systems
- Good understanding of KCAA's operations across different business units
- Good communication skills.
- Good analytical skills.

**8. JOB TITLE SENIOR LECTURER - AVIATION SECURITY - KCAA
SCALE 7 (REF: EASA/AS/18/21) – 1 POST**

Faculty/Department:	Aviation Safety & Security
Reports To:	Head of Department-Aviation Security
Job Purpose	To plan and organise the teaching activities within the department in line with the academic calendar; to perform teaching activities

Scope of work / duties / responsibilities

- Preparing course plans, schemes of work and lesson plans for the section;
- Evaluating the section's training programmes in terms of quality, student feedback, attendance rates, training man-hours etc.
- Coordinating with other sections/faculties on teaching facilities and equipment for the proper planning of course delivery;
- Participating in review of training manuals, standardization of course ware and other training materials in compliance with applicable regulations;
- Implementing quality management system for effective service delivery;
- Setting up laboratories and classroom teaching aids;
- Researching on relevant field of study for upgrading/improving current courses and proposing new ones and teaching methods;
- Keeping track of, and reporting on, students' performance;
- Providing subject-matter expertise, advice and guidance as required by teaching staff, internal and external stakeholders, including the Authority;
- Ensuring compliance to quality standards in the department;
- Delivering training in areas of specialization;
- Performing any other duties as may be assigned by the Head of Department-Aviation Safety and Security.

Qualifications

- A bachelors degree in aviation, engineering humanities, social sciences, education or other relevant field from a recognized institution.
- Professional Qualification in aviation security at a senior level
- Instructor's Training Course
- Training in middle-level management
- Certificate in "train the trainer" course.
- Training in Curriculum Development.
- Certificate in aviation security management
- Certificate in supervisory skills
- A masters degree will be an added advantage

Experience

-
- At least three (3) years' experience in a senior aviation security position,
 - 2 years' teaching experience in aviation security subjects.

Knowledge and skills

-
- Knowledge of quality systems in higher learning institutions and applicable ICAO requirements
 - Knowledge of the National Aviation Security Programme requirements
 - Knowledge and application of course design, training methodology design.
 - Knowledge of relevant ICAO standards and national requirement
 - Good written and verbal communication skills
 - Knowledge of examination administration and management
 - Proficiency in computer applications.

9. JOB TITLE **LECTURER I - AVIATION SECURITY - KCAA SCALE 8 (REF: EASA/AS/19) – 1 POST**

Faculty/Department:	Aviation Safety & Security
Reports To:	Senior Lecturer, Aviation Security
Job Purpose	To plan and conduct the course lesson

Scope of work / duties / responsibilities

-
- Preparing course plans, schemes of work and lesson plans for the section;
 - Conducting lessons in class.
 - Carrying out research on subject matter for continuous improvement and development of courses.
 - Participating in review of training manuals, standardization of course ware and other training materials in compliance with applicable regulations;
 - Setting and marking examinations (written and practical) and complies with relevant policies and guidelines
 - Keeping track of, and reporting on, students' performance;
 - Complying with the quality management procedures and standards.
 - Participating in the school's activities as required, such as, the students club, Integrity Committee, Training Needs Assessment Committee etc.
 - Performing any other duty as assigned by the Senior Lecturer, Aviation Security.

Qualifications

-
- A bachelors degree in aviation, engineering humanities, social sciences, education or other relevant field from a recognized institution

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- Professional Qualification in aviation security at a senior level, Professional Qualification in flight safety discipline (airworthiness, flight ops, licensing) at a senior level
 - Instructor's Training.
 - Certificate in "train the trainer" course.
 - A masters degree is an added advantage

Experience

-
- At least 2 years' experience in aviation security safety oversight position
 - Two (2) years' teaching experience.

Knowledge and skills

-
- Knowledge of quality systems in higher learning institutions and applicable ICAO requirements
 - Knowledge of relevant ICAO standards and recommended practices.
 - Good written and verbal communication skills
 - Knowledge of examination administration and management
 - Proficiency in computer operations.

10. FLIGHT OPERATIONS INSPECTOR - KCAA SCALE 8 REF: ASSR/FO/20/21 – (8 POSTS)

Scope of work / Duties / Responsibilities

This is the entry and training grade of Flight Operations Inspectors. On appointment, Flight Operations Inspectors shall be required to undertake the following training over a twelve (12) months period:

- i. KCAA Induction Course
- ii. Government Safety Inspector Course (Flight Operations).
- iii. Safety Management System.
- iv. Auditing techniques for Regulators.
- v. Dangerous Goods Safety Oversight Course (For Dangerous Goods Inspectors).
- vi. On-job-Training (OJT).

During the period of training, the inspector will perform a variety of tasks associated with technical administration, certification and surveillance under guidance and supervision. The tasks to be undertaken will specifically be in the following areas:

Technical

- Ensuring that aviation organisations and flight crew comply with regulatory requirements.
- Reporting any noted non-compliance and safety gaps to their supervisors.

- ❑ Assisting in investigations, preparation of surveillance reports and enforcement of regulations.

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 immediate 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 immediate 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 on noted safety gaps and making appropriate recommendations to the immediate supervisor.

Other

- ❑ Performing any other duties assigned by the immediate supervisor.

Qualifications

- ❑ A Bachelor's degree in any of the following disciplines: Aviation, Physics, Geography, Mathematics, Information Science, Statistics or an equivalent qualification from a recognized institution.
- ❑ Have a minimum of KCSE mean grade C+ (plus) with at least a C+ (plus) in Mathematics, Geography, Physical Science/Physics and English Language or any other equivalent qualification from a recognized institution.
- ❑ Hold 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).
- ❑ Be qualified on the type or similar type of aircraft in use by applicable operators (preferably DHC 5, DHC 7, DHC 8, E190, Citation; Fokker 27, Fokker 50, Fokker 100; DC9; B727; B737, CRJ 100), and be experienced on type and areas of operations applicable.

Experience

- ❑ Possess a minimum of four (4) years' broad air transport background as a Pilot.

- ❑ 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.
- ❑ Experience gained as an Examiner or Instructor.
- ❑ Experience gained as a technical trainer in such areas as visual aids, training devices and aircraft flight simulators.
- ❑ Qualifications and experience in auditing techniques.

Knowledge and skills

- ❑ Be knowledgeable in and familiar with the problems of operating Transport aircraft.
- ❑ Proficiency in Computer applications
- ❑ Demonstrate high level of integrity
- ❑ Good oral and written communication skills
- ❑ Good analytical skills.

11. AIRWORTHINESS INSPECTOR – KCAA SCALE 8 (REF: ASSR/AW/20/21) - (4 POSTS)

Scope of work / Duties / Responsibilities

This is the entry and training grade for Airworthiness Inspectors. On appointment, Airworthiness Inspectors shall be required to undertake the following training over a twelve (12) months period:

- i. KCAA Induction Course
- ii. Government Safety Inspector Course (Airworthiness).
- iii. Safety Management System
- iv. Quality Management System
- v. Surveillance of Service Providers
- vi. Enforcement Procedures
- vii. On-job-Training (OJT)

During the period of training, the Inspector will perform a variety of tasks associated with technical administration, certification and surveillance under guidance and supervision. The tasks to be undertaken will specifically be in the following areas:

Technical

- ❑ Ensuring that aviation organizations and engineers comply with regulatory requirements.
- ❑ Reporting any noted non-compliance and safety gaps to the supervisor.
- ❑ Assisting in investigations, preparation of surveillance reports and enforcement of regulations.

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 appropriate recommendations to the immediate supervisor.

Surveillance

- Assisting in performing surveillance duties in conformance with the surveillance manual.
- Assisting in taking appropriate corrective action for safety gaps noted and making recommendations to the supervisor.

Other

- Performing any other duties assigned by the immediate supervisor.

Qualifications

- A bachelor's degree in aeronautical engineering or its equivalent qualification from a recognized institution will be an added advantage.
- Have a Diploma in Aeronautical Engineering or an equivalent qualification from a recognized institution.
- Possess Aircraft Maintenance Engineers Licenses in Category A (Airframe) and C (Power plant) or X (avionics) and R (radio).
- 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.

Experience

- Have served for a minimum of four (4) years performing aviation maintenance work in an Approved Maintenance Organization (AMO).

Knowledge and skills

- Be knowledgeable in and familiar with the problems of operating Transport aircraft.
- Proficiency in Computer applications
- Demonstrate high level of integrity
- Good oral and written communication skills
- Good analytical skills.

**12. JOB TITLE AVIATION PERSONNEL LICENSING OFFICER I
KCAA SCALE 8. (REF: ASSR/PEL/10/21) – 4 POSTS**

Department :	Aviation Personnel Licensing
Reports To:	Senior Aviation Personnel Licensing Officer
Job Purpose	To assess applications for the issue or renewal of licenses and/or ratings for aviation personnel. applications for issue or renewal of licenses and/or ratings for aviation

Scope of work / duties / responsibilities

- Preparing and maintaining the national civil aircraft register and aircraft mortgage 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 licensed aviation personnel registers;
- Proposing review and approval of the schedule of fees for the service's (functions) connected with aviation licenses and certificates.
- Performing any other duty as may be assigned by the supervisor.

Qualifications

- A bachelor's degree in any of the following disciplines: aviation, aeronautical engineering, physics, geography, mathematics or equivalent qualification from a recognized institution.
- Private pilot's license; or an air traffic controller's license; or aircraft maintenance engineer's license; or flight dispatcher;
- Government safety inspectors (Personnel Licensing) course or its equivalent will be an added advantage;

Experience

- A minimum of three (3) years' experience as pilot or an Air Traffic Controller or Aircraft Maintenance Engineer or Flight Dispatcher.

Knowledge and skills

-
- ❑ Knowledge of relevant ICAO SARPs and civil aviation regulations;
 - ❑ Good oral and written communication skills;
 - ❑ Knowledge of aviation licensing requirements of the aviation industry;
 - ❑ Proficiency in computer operations.

Interested candidates are required to submit their application letters quoting the job reference No. on the envelope and application letter, attaching copies of certificates, testimonials, a detailed CV with full contact details of three professional referees to the address below. The applications should be received not later than 4th May 2021.

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

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