



Ministry of Roads and Transport
State Department of Transport

KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITY

Kenya Civil Aviation Authority is responsible for providing regulatory oversight, air navigation services and aviation training in Kenya. The Authority is seeking to recruit qualified Kenyan citizens to fill the following vacant positions in its establishment:

1. JOB TITLE	REGISTRAR ACADEMIC SERVICES – KCAA SCALE 3 (REF: EASA/AS/02/24) – 1 POST
DEPARTMENT	ACADEMIC SERVICES
REPORTS TO	DIRECTOR - EAST AFRICAN SCHOOL OF AVIATION

a) Job Description

Duties and responsibilities will entail:

- i. Coordinating admission, registration and enrolment process for local and foreign students.
- ii. Developing term schedules, timetables, school almanac and related procedures.
- iii. Coordinating examination and certification processes while ensuring integrity of the processes and maintain student academic records.
- iv. Ensuring efficient use of training facilities.
- v. Coordinating the graduation process.
- vi. Ensuring safe custody of vital documents e.g. certificate/diploma certificates.
- vii. Providing liaison between training departments and support services.
- viii. Maintaining statistical data on enrolment for administrative use in formulating academic policies.
- ix. Identifying industry needs and student career needs and coordinate with the training departments for course development.
- x. Preparing statistical reports on educational activities for government and educational agencies.
- xi. Formulating and reviewing of policies and regulations directly related to students' welfare, discipline and conduct.
- xii. Representing EASA in tertiary education councils at the national level.

- xiii. Facilitating students' extra curricula activities for holistic growth and development.
- xiv. Developing and implementing a marketing plan to market the training programmes.
- xv. Overseeing the provision of services and programmes that enhance students' life and welfare including medical care, counselling, career guidance; organizing events with key stakeholders.
- xvi. Devising strategies to attract students and improve recurrent revenue base for the school.
- xvii. Producing college publications specific to students' needs and services.
- xviii. Coordinating research to inform course development and review.
- xix. Analyzing market / industry needs and to identify new opportunities for programme development.
- xx. Coordinating the implementation of Quality and Risk Management Systems.
- xxi. Allocating duties, supervising, developing and appraising staff.
- xxii. Developing and implementing learning resources and library services policies, strategies, standards, procedures and Programs.
- xxiii. Maintaining liaison with TRAINAIR_ PLUS Global Aviation Training Office (GAT) and other approved Civil Aviation learning centres and advising the academic staff on new methods and latest developments on course delivery processes; and adapting aviation courses to Standard Training Packages (STP).

b) Person Specifications

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

- i. A minimum of twelve (12) years' work experience in an equivalent position and at least four (4) years in a management role.
- ii. Bachelor's degree in any of the following disciplines: Education Management, Aviation Management, Humanities and Social Sciences, Physical Sciences, Engineering, Information Science, or other equivalent qualification from a recognized institution.
- iii. Master's degree in any of the following disciplines: Education Management, Aviation Management, Humanities and Social Sciences, Physical Sciences, Engineering, Information Science, or equivalent qualification from a recognized institution.
- iv. Diploma/Certificates in the following relevant Aviation disciplines: Aeronautical Information, Aeronautical / Electrical /Electronics /Telecommunication Engineering, Aeronautical Communication, Air Traffic Control, Communication Navigation and Surveillance, Air Transport, Personnel Licensing, Aerodromes Operations, Flight Operations, Airworthiness, Government Safety Inspector, Air Transport, Aviation Security, Cabin Crew, Travel and Tourism, Air Cargo Management, Dangerous Goods or equivalent qualification from a recognized institution.
- v. Good interpersonal relations, high leadership qualities and integrity.
- vi. Member of a relevant professional body in good standing where applicable.

- vii. Managerial, administrative and professional competence in work performance.
- viii. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution.
- ix. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
- x. Shown merit and ability as reflected in work performance and results.
- xi. Proficiency in Computer Applications.
- xii. Fulfilled the requirements of Chapter six (6) of the Constitution.

c) Personal Qualities

- i. Communication skills.
- ii. Interpersonal skills.
- iii. Organizational skills.
- iv. Analytical skills.
- v. Problem solving skills.
- vi. Leadership skills.

2. JOB TITLE	MANAGER LEGAL SERVICES – KCAA SCALE 3 (REF: CS/02/24) – 1 POST
DEPARTMENT	LEGAL SERVICES
REPORTS TO	CORPORATION SECRETARY

a) Job Description

Duties and Responsibilities will entail:

- i. Coordinating the development and review of policies, strategies, procedures and standards for Legal department.
- ii. Managing, Reviewing and monitoring commercial transactions, contracts, agreements memorandums of understanding, agreement and cooperation.
- iii. Reviewing and monitoring contracts, MOUs, bilateral agreements, legal instruments and policy documents on behalf of the Authority.
- iv. Coordinating with external lawyers on all cases filed for and against the Authority to ensure expeditious resolution, cost effectiveness and favourable outcome.
- v. Ensuring compliance with the constitution and all relevant laws in force through the provision of legal advice.
- vi. Establishing and managing a repository of relevant Laws, Regulations, Policies, Circulars, for the Authority.
- vii. Establishing and managing the Authority’s Alternative Dispute Resolution Mechanism.

- viii. Ensuring periodical Legal Compliance and governance Audits and their recommendations implemented.
- ix. Establishing and managing the Leases and licenses Register.
- x. Rendering professional legal advice to the Authority on the ratification and domestication of international conventions related to Aviation matters.
- xi. Coordinating the review and drafting of national laws to enhance implementation of international conventions related to the Aviation sector.
- xii. Articulating key legal and regulatory issues of the Authority in international, regional and national for a.
- xiii. Coordinating timely replies by the Authority to Parliamentary questions that touch on the Legal mandate and operations of the Authority.
- xiv. Undertaking legal research and preparing opinions on matters affecting the Authority.
- xv. Coordinating the enactment of the legislations proposed by the Authority through the Attorney General's chambers and the line Ministry.
- xvi. Preparing the department's annual budget, procurement and training plans.
- xvii. Coordinating the implementation of quality and risk management systems in the Department.
- xviii. Allocating work, developing, supervising and appraising staff in the Department.

b) Person Specifications

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

- i. A minimum of twelve (12) years' work experience as a legal officer in a Law firm or related field four (4) of which must be at a management role.
- ii. Bachelor of Laws degree from a recognised Institution.
- iii. Master's Degree in any of the following disciplines; International Aviation Law, Public International Law, Environment Law, Employment/Labour Law, or equivalent qualification from a recognized institution.
- iv. Post graduate Diploma in Law from the Kenya School of Law.
- v. Certified Public Secretary (CPSK) or its equivalent qualification from a recognised Institution.
- vi. Training Certificates in Air law or Aviation Law Related Diploma.
- vii. Admitted as an Advocate of the High Court of Kenya.
- viii. Hold a valid practicing certificate.
- ix. Member of the Law Society of Kenya in good standing.
- 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.
- xiii. Fulfilled the provisions of the Chapter Six (6) of the Constitution.

c) Personal Qualities

- i. Communication skills.
- ii. Interpersonal skills.
- iii. Organizational skills.
- iv. Analytical skills.
- v. Problem solving skills.
- vi. Leadership skills.

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 **25th June 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. Note that persons with disabilities are required to attach a copy of a valid NCPWD membership card.

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

Only shortlisted candidates will be contacted.