Job Description

Post Code	Title of the post	Number of Post
MA53-PL-2	Civil Aviation Inspector (Personnel Licensing Standards)	1

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Title of Post	:	Civil Aviation Inspector (Personnel Licensing Standards)
Code	:	MA53-PL-2
Category	:	Enforcement / Operational
Level	:	OS-4 (1)
Salary Scale	:	MA-5-3
Reporting to	:	Head of Section
Status of the Post	:	Permanent
Exercise of powers	:	As specified in the Delegation of Authority issued by the DGCA

Main Job Purpose:

To assist the Senior Management to discharge the State Safety Oversight functions in relation to Personnel Licensing effectively in conformity with the International Standards and Recommended Practices and published local requirements.

General Information:

This position requires fulltime work during office hours in week days in office environment and also work beyond the normal working hours in both weekdays and weekends and public holidays as and when necessary. The Civil Aviation Inspector may be required to undertake visits locally or abroad at short notice on missions of the CAASL. The Inspector shall invariably attend to the training events offered by the organization and achieve the required competency standards being determined by the DGCA and CEO.

Nature and Scope of Duties:

Duties and functions assigned to the post include but not limited to following;

<u>Assisting the senior management in respect of</u>;

1. reviewing the existing legal framework relating to Personnel Licensing periodically to ensure that it is adequate and effective enough to satisfy the State's Obligations under the Chicago Convention, Other International Conventions and Protocols relating to Personnel Licensing and other national requirements both current and evolving and initiating necessary action, if revision to existing legislative requirement is found necessary;

2. reviewing the national Operating Regulations regarding Personnel Licensing periodically to ensure their adequacy for the consistent implementation of the International Standards and Recommended Practices, guidance material in ICAO Documents and other national requirements in conformity the local legislations to maintain a sound State Safety Oversight System;

3. Organizing all administrative, operational and maintenance duties and functions involved, for the efficient conduct of duties and functions of the Section of the CAASL to which the officer is attached. This includes but not limited to assisting the senior management in all such management functions of the section as determination of the logistics for the Section, attending to day to day duties and functions, planning, designing, implementation of the annual work

plans, programmes and budgeting, data collection, storage, processing, retrieval, disseminations and report writing etc.;

4. determination of manpower requirements in ongoing basis for the effective discharge of the Section to which the officer is attached and make recommendations for suitable adjustments;

5. Identifying the initial and recurrent training requirements of the personnel engaged in various tasks assigned to the Section and liaising with the relevant sections of the CAASL for their consistent implementation. This includes but not limited to updating the applicable sections in the CAASL Master Training Plan, Development of Annual Training Plans and Annual Training Programmes, conduct of necessary in-house or outdoor training, workshops, seminars etc. for the enhancement of knowledge and awareness of the relevant CAASL staff and industry partners, as and when required;

6. Developing, adopting and promulgating necessary guidance material for the efficient discharge of duties and functions of the Section to which the officer is attached and review and update the existing material in an ongoing basis. This includes the updating of the applicable portions of the CAA citizen's charter, office manual, official website and sectional library;

7. conducting certification of Personnel engaged in safety sensitive tasks and training organizations

8. executing effective surveillance programme on Personnel engaged in safety sensitive tasks and training organizations;

9. implementation of effective enforcement action on identified cases, as and when required; and,

10. performing all activities relating to ICAO Continuous Monitoring Assessment on Aviation Safety Oversight centering the ICAO Annex 1 and associated other documents;

Head of Section or Head of Division may further elaborate and issue in writing the nature and scope of the work to be done by the incumbent within the frame work of this Job Description.

The incumbent is bound to perform other official duty as may be assigned by the superiors and/or the Chief Executive Officer from time to time.

Director-General of Civil Aviation and Chief Executive Officer.