



Ministry of Transport & Infrastructure
Housing and Urban Development

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 CORPORATION SECRETARY – KCAA SCALE 3 (REF: CS/01/19)

Department / Section:	Legal
Reports To:	Director General
Job Purpose	To advise Management and the Board on all legal and regulatory matters pertaining to the Authority.

Scope of work / Duties / Responsibilities

- Preparing and organizing Board Meetings in compliance with all the laws, regulations and procedures
- Preparing the Agenda, Board papers, Board Minutes and other Board documents including notifications and ensuring that Board members receive the documentation for meetings in a timely manner
- Keeping safe custody of Minutes of the Board, the Corporation’s seal and other Board documentation
- Coordinating the submission of timely replies by the Authority to Parliamentary questions that touch on the mandate and operations of the Authority
- Providing professional guidance to the Authority’s Board, Management and staff on compliance with good corporate governance practice.
- Assisting the Director General in all legal matters pertaining to the Authority and planning, coordinating and overseeing advise and guidance given by the legal office of the Authority to the Board, Management and staff of the Authority with a view to ensuring compliance with the laws, regulations and procedures relevant to the mandate and operations of the Authority.

Qualifications

- i. A relevant Master's degree from a recognized university
- ii. A Bachelor's degree in Law from a recognized university
- iii. Advocate of the High Court of Kenya.
- iv. Certified Public Secretary (CPS) and a member of the institute of certified Public Secretary of Kenya in good standing.
- v. A Current Practicing Certificate.
- vi. Meet the requirements of Chapter six of the constitution.

Experience

- i. Ten (10) years' experience in Company / Corporate Law/Legal affairs
- ii. Experience in the aviation sector as a legal practitioner will be an advantage

Knowledge and Skills

- i. Strong legal and regulatory background.
- ii. Knowledge of air law.
- iii. Knowledge of ICAO and its standards and recommended practices.
- iv. Knowledge of the Civil Aviation Act, 2013 (as Amended) and its regulations.
- v. Verbal and written communication and report writing skills.
- vi. Ability to demonstrate high level of professional standards and ethics.
- vii. Ability to manage and develop a team of professionals.
- viii. Ability to proactively identify legal and regulatory issues that impact on KCAA's business operations.

2. JOB TITLE

MANAGER FLIGHT OPERATIONS – KCAA SCALE 5 (REF: ASSR/FO/01/19)

Department / Section:	Flight Operations
Reports To:	Director Aviation Safety and Security and Regulation
Job Purpose	Plans and directs the activities of Flight Operations to achieve a coordinated approach to policy formulation, inspections and surveillance duties.

Scope of work / Duties / Responsibilities

- Preparing and implementing the department's operational plan and budget to achieve targets in line with the KCAA's strategic plan
- Developing and proposing policies, standards, regulations and legislation to ensure that the regulatory framework of the KCAA is aligned and compliant with ICAO annexes and recommended practices, as well as other regional and international conventions of which Kenya is a member State.
- Approving of aviation certificates as appropriate
- Working with the legal services to propose / draft appropriate legislations and regulations relevant.
- Working closely with Internal Audit and Quality Management department to ensure good governance and practices in the department and effective implementation of inspection, surveillance and licensing processes.
- Working closely with human resources department to plan Man-power requirements in the department.
- Reviewing and approving inspection guidance material, manuals and procedures.
- Advising and guiding Management and the industry on the interpretation and application of aviation safety standards and regulations.
- Providing job descriptions and assigning duties to all staff in the department.
- Conducting regular performance reviews of staff in the department to determine training and development needs and ensure the highest standards of performance and conduct are being adhered to.
- Working closely with other departments as may be necessary.
- Reviewing and approving reports and recommendations / rejections for certifications and licenses.
- Coordinating as necessary with the SSP Coordinator and implements State Safety Programme pertaining to ANS and aerodromes.
- Coordinating and liaising with other departments as may be necessary.
- Enforcing the relevant Civil Aviation Regulations and recommends appropriate actions.
- Performing any other duties as may be assigned by Director Aviation Safety and Security Regulation.

Qualifications

- A Bachelor's Degree from a recognized university.
- A relevant Master's degree in a related field will be an advantage;
- Airline Transport Pilots License (ATPL) with a group one rating of aircraft above 12500 pounds;
- Training in Management or Leadership
- Government Flight Operations Inspectors Training will be an added advantage.
- Safety Oversight Managers Course will be an added advantage.

Experience

- At least five (5) years' experience at senior level in the aviation industry;

Knowledge and Skills

- Knowledge of Aviation safety standards and regulations, safety audit and safety management programmes.
- Be computer literate and proficient in computer applications.
- Excellent interpersonal and communication skills
- Team player and with strong leadership skills
- Ability to work under pressure and meet deadlines

3. JOB TITLE **MANAGER AIRWORTHINESS – KCAA SCALE 5** **(REF: ASSR/AW/01/19)**

Department / Section:	Airworthiness Department
Reports To:	Director Aviation Safety and Security and Regulation
Job Purpose	Plans and directs the activities of Airworthiness to achieve a coordinated approach to policy formulation, inspections and surveillance duties.

Scope of work / Duties / Responsibilities

- Preparing and implementing the department's operational plans and budget to achieve targets in line with the CAA's strategic plan.
- Developing and proposing policies, standards, regulations and legislation to ensure that the regulatory framework of the CAA is aligned and compliant with ICAO annexes and recommended practices, as well as other regional and international conventions of which Kenya is a member State.
- Working with the legal services to propose / draft appropriate legislations and regulations and identifies legislative deficiencies and recommends for amendments.
- Initiating and developing supplementary legislative material in the form of Airworthiness Notices and Aeronautical Information Circulars for approval by senior management.
- Reviewing and approving airworthiness certificates, inspection guidance material, manuals and procedures and monitors the evaluation and approval process of all technical documents submitted to the Authority for approval.
- Advising and guiding Management and the industry on the interpretation and application of aviation safety standards and regulations.
- Providing job descriptions and assigning duties to all staff in the department.
- Conducting regular performance reviews of staff in the department to determine training and development needs and ensure the highest standards of performance and conduct are being adhered to.
- Reviewing and approving reports and recommendations / rejections for certifications and licenses and enforces action on regulatory breaches.

- Coordinating and liaising with other departments as may be necessary.
- Implementing State Safety Programme pertaining to airworthiness.
- Effecting Resolution of Safety Concerns as a preventive measure locally and by reporting relevant safety concerns to States of aircraft Design.
- Working closely with Internal Audit to incorporate good governance practices in the department.
- Working closely with the Quality Management department to implement effective inspection, surveillance and licensing processes.
- Working closely with Human Resources department to plan man-power requirements in the department.
- Performing any other duties as may be assigned by Director Aviation Safety, Security and Regulations.

Qualifications

The successful candidates must possess the following qualifications:

- BSc degree in Engineering (Mechanical/ Electrical/ Electronic/ Aeronautical) or equivalent qualifications.
- A Master's degree in aviation related field will be an added advantage;
- Aircraft Maintenance Engineers License in Category 'A' (Airframe) and Category 'C' (Power Plant) or Category 'X' and Category 'R' (Electrical, Instruments and Radio);
- At least three type courses or three type ratings in either category 'A' and 'C' or Category 'X' and 'R', one of which must be on large aircraft.
- Be a registered member of the Engineers Registration Board or other relevant body recognized by law;
- Government Airworthiness Inspectors Course will be an added advantage.
- Training in management or leadership;
- Safety Oversight Managers course will be an added advantage

Experience

- At least five (5) years' experience at senior level in the aviation Industry

Knowledge and Skills

- Knowledge of Aviation safety standards and regulations, safety audit and safety management programmes.
- Be computer literate and proficient in computer applications.
- Excellent interpersonal and communication skills
- Team player and with strong leadership skills
- Ability to work under pressure and meet deadlines
- Be analytical, innovative and strategic thinker.

4. JOB TITLE

MANAGER ENGINEERING SERVICES: KCAA SCALE 5 - REF: ANS/ENG/01/19

Department / Section:	Engineering Services
Reports To:	Director Air Navigation Services
Job Purpose	To plan, implement and maintain quality and cost-effective Aviation facilities, services and resources associated with air navigation services.

Scope of work / Duties / Responsibilities

- Formulating, planning and implementing policies, programmes and procedures concerning implementation and maintenance of Communication, navigation and surveillance facilities.
- Overseeing the implementation of technical standards and recommended practices as per ICAO annex 10 and Kenyan Standards.
- Investigating operational complaints and irregularities within the department and collaborates in the investigation of incidents and breaches of aviation regulations and procedures.
- Developing job description, maintaining discipline, efficiency and ensuring proper deployment of staff in the department.
- Conducting regular performance reviews of staff in the department to determine training and development needs and ensuring the highest standards of performance and conduct are being adhered to.
- Coordinating research and development of new systems and equipment.
- Preparing and implementing the department's operational plan and budget to achieve targets in line with the KCAA strategy.
- Liaising with the planning and development team to identify improvements to the Engineering Services.
- Liaising with the Quality Management department to ensure effective service delivery.
- Liaising with the regulator to implement effective inspection and surveillance of equipment
- Managing Aeronautical frequency spectrum utilisation and coordinating the allocation of radio telephony call signs with ICAO.
- Developing and appraising Aeronautical Telecommunications infrastructure and systems.
- Maintaining safety management System for CNS.
- Performing other official duties as may be assigned by Director Air Navigation Services.

Qualifications

- BSc degree in Engineering (Mechanical/ Electrical/ Electronic/ Aeronautical) from recognized university.
- A Master’s degree in aviation related field from a recognized University;
- Certificate in at least three CNS Equipment Maintenance Courses.
- Be a registered member of the Engineers Registration Board or other relevant body recognized by law;
- Training in management and leadership;

Experience

- 5 years’ experience in a senior position in a similar engineering environment.
- Proven experience for financial and people management

Knowledge and Skills

- Extensive knowledge of the Kenya Civil Aviation Regulations and ICAO standards.
- Project Management and Implementation skills.
- Knowledge of trends in the Aviation Industry.
- Ability to manage crises by directing recourses appropriately.
- Written and verbal communication skills.
- Computer literate

5. JOB TITLE

**MANAGER LEGAL SERVICES – KCAA SCALE 5
REF: CS/02/19**

Department / Section:	Legal
Reports To:	Corporation Secretary
Job Purpose	To advise and support Management and the Board on all corporate issues pertaining to legal and regulatory framework

Scope of work / Duties / Responsibilities

- ❑ Providing professional guidance to the Authority’s Board, Management and Staff on compliance with good corporate governance practice.
- ❑ Providing professional support in organizing of Board meetings in compliance with all the laws regulations and procedures, including the Agenda, Board Papers, Records and Board minutes, other Board documents.
- ❑ Providing professional support in the preparation of timely replies by the Authority to Parliamentary questions that touch on the mandate and operations of the Authority.

- ❑ Supervising the legal officers in carrying out their duties/ responsibilities and coordinate the legal services rendered by the legal office of the Authority.
- ❑ Providing professional guidance to the Director General and the Board of the Authority and Management on all legal matters relating to the mandate, functions and operations of the Authority on all areas of law including but not limited to real estate (property), insurance, contracts, litigation, arbitration, Labour/employment matters and statutory/business compliance matters.
- ❑ Handling and coordinating and monitoring all litigation instituted against the and on behalf of the Authority;
- ❑ liaising with the Authority's external legal counsel to ensure the best results for the Authority in such litigation;
- ❑ Providing professional support in the drafting and the development of legislation including regulations on civil aviation;
- ❑ Contributing to the negotiation, drafting, review and interpretation of contracts/Agreements in which KCAA is a party
- ❑ Liaising on behalf of the Authority with the legal personnel in Government, other state corporations, private sector, regional and international organizations, on legal matters pertaining to civil aviation including lobbying Government to legislate international conventions on Civil Aviation.
- ❑ Facilitating the updating of current statutes in the country, (the laws of Kenya) that are maintained in the Legal office of the Authority's on a regular basis.
- ❑ Carrying out any other duties relating to laws of the country or civil aviation generally as may be directed by the Corporation Secretary from time to time to attend to.

Qualifications

- Bachelors' degree in law
- A relevant Masters' degree
- Advocate of the High Court of Kenya
- Certified Public Secretary (CPS) and a member of the institute of certified Public Secretary of Kenya in good standing.
- A Current Practicing Certificate.
- Training in Management or Leadership

Experience

- Five (5) years' experience in Company / Corporate Law/Legal Affairs
- Experience in the aviation sector will be an advantage.

Knowledge and skills

- Strong legal and regulatory background relevant to the industry
- Verbal and written communication and report writing skills.
- Ability to demonstrate high level of professional standards and ethics

Qualifications

- Master's degree in Aviation, Science, Engineering or related field from a recognized university.
- Bachelor's degree in Aviation, Science, Engineering or related field from a recognized university.
- Air Traffic control license endorsed with at least four ratings or certificate in at least four CNS Equipment Maintenance Courses (Navigation, Surveillance, Communication) or Certificates in AIS Cartography, Quality Management System, AIP Management and Aeronautical information exchange model data base or Certificate in Aerodrome Certification course.
- Certificates in ICAO PANS-OPS.
- Government Inspectors Course will be an added advantage.
- Safety Oversight Managers course will be an added advantage.
- Training in management or leadership.

Experience

- At least five (5) years' experience in a senior role in ANS or Aerodromes sectors.
- Proven experience in financial and people management.

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
- Extensive knowledge of the Kenya civil aviation regulatory requirements and the ANS/Met and Aerodromes regulatory responsibilities of KCAA;
- Knowledge of trends in the ANS and Aerodromes sectors
- Extensive knowledge and experience of ANS or Aerodromes activities, systems, plans and operating environment.
- Extensive knowledge of the Kenya civil aviation inspections and certification procedures and processes;
- Excellent written and verbal communication and analytical skills.
- Proficiency in computer skills

7. JOB TITLE

**MANAGER PERSONNEL LICENSING – KCAA SCALE 5
REF: ASSR/PEL/01/19**

Department / Section:

Personnel Licensing

Reports To:

Director Aviation Safety and Security Regulations

Job Purpose

To plan and direct all aviation licensing activities and operations.

Scope of work / Duties / Responsibilities

- ❑ Enforcing Flight Crew Personnel Regulations as provided for in the Civil Aviation Act and Aeronautical Information Circulars; liaising with outside organizations including the International Civil Aviation Organization (ICAO) and other contracting states on matters connected with flight crew licensing, aircraft registration and deregistration;
- ❑ Day-to-day consultation with airworthiness division, Flight Operation sections and approved medical examiners on matters relating to safety oversight issues;
- ❑ Directing, maintaining and developing as required an organization for flight crew ground subjects' examinations as provided by the Civil aviation regulations in consultation with flight inspectors and airworthiness inspectors;
- ❑ Approving annual budget estimates and coordinating the implementation of training policy for aviation licensing officers;
- ❑ Developing and proposing policies, standards, regulations and legislation to ensure that the regulatory framework of the KCAA is aligned and compliant with ICAO annexes as well as other regional and international conventions of which Kenya is a member state; approving aviation certificates and licenses as appropriate and approving aviation training organizations;
- ❑ Registering and deregistering aircraft;
- ❑ Developing, maintaining and directing the management of aviation examinations including medical examinations for licensing purposes;
- ❑ Approving inspection guidance material, manuals and procedures;
- ❑ Advising and guiding management and the Industry on the interpretation and application of aviation safety standards and regulations;
- ❑ Reviewing and approving reports and recommendations/rejections for certifications and licenses;
- ❑ Identifying the licensing/certification requirements and implementing appropriate strategies to ensure the technical standards and competence levels are maintained in the delivery of licenses;
- ❑ Enforcing the relevant civil aviation regulations and recommending appropriate actions.
- ❑ Performing other duties as may be assigned by the Director, ASSR

Qualifications

- ❑ a Bachelor's degree in any of the following disciplines: Aviation, Aeronautical engineering, Physics, Geography, Mathematics or equivalent from a recognized institution;
- ❑ A Master's degree in a relevant field will be an added advantage
- ❑ Commercial pilot's license; or an air traffic controller's license with three ratings; or aircraft maintenance engineer's license.
- ❑ Undertaken advanced training in personnel licensing.
- ❑ Undertaken safety oversight managers' course.
- ❑ Leadership or Management Training.

Experience

- At least five (5) years' experience at senior level in a relevant area in the aviation Industry

Knowledge and Skills

- Proven integrity, transparency and accountability.
- Good knowledge of ICAO standards, procedures and practices.
- Knowledge of licensing regulations, practices and procedures.
- Demonstrated professional competence and managerial capability.
- Ability to work under pressure and meet deadlines.
- Be analytical, innovative and strategic thinker.
- Computer literate

8. JOB TITLE **CIVIL ENGINEER/CONSTRUCTION WORKS**
PROJECT COORDINATOR - KCAA SCALE 6 - (1
POST)
(REF: ENG/CE/05/19)

Department / Section:	Engineering Services
Reports To:	Manager Engineering Services
Job Purpose	To plan, design and manage the construction projects.

Scope of work / Duties / Responsibilities

- Designing the project structures and hydraulic systems.
- Surveying the construction site and providing a detailed report on how to carry out the project and its consequences.
- Liaising with local authorities, municipal councils, environmental agencies and statutory authorities and government departments on the requirements and implications of the construction.
- Ensuring Occupational Health and Safety compliance on site.
- Providing subordinate staff with relevant information on construction.
- Advising the workers on the construction process and addressing their concerns.
- Solving construction problems as soundly as possible.
- Keeping Management and relevant stakeholders informed of progress including possible impediments to constructions works.
- Conducting surveys on the sites where the construction is to take place.
- Acting as the quality control and assurance to ensure that the project objectives are met.
- Budgeting for the project within an estimated cost.
- Obtaining the construction materials and verifying them.
- Controlling the cost of the materials and labour.
- Selecting the ideal equipment's to be used.

- ❑ Scheduling the construction work.
- ❑ Laying down the preferred construction methods.
- ❑ Ensuring that the project starts on time and ends within the estimated duration.
- ❑ Performing any other duties as may be assigned by the Manager Engineering Services.

Qualifications

-
- ❑ A bachelor’s degree in Civil Engineering or equivalent degree from a recognized university.
 - ❑ Registration with Engineers Board of Kenya with post registration experience of not less than five (5) years in design of buildings /structures.
 - ❑ Valid Professional Engineering License.

Experience

-
- ❑ A minimum of ten (10) years of construction projects engineering and management experience.

Knowledge and skills

-
- ❑ Well versed in the legal and regulatory requirements, standards and procedures.
 - ❑ Ability to use Autodesk relevant programs and Microsoft Office suite.
 - ❑ Familiar with additive manufacturing modular construction methods.
 - ❑ Must have designed structural work for at least two completed office complexes.

9. JOB TITLE HEAD OF DEPARTMENT-AVIATION SAFETY & SECURITY: KCAA SCALE 6 (1 POST) REF: EASA/AS/12/19

Department / Section:	Safety & Security
Reports To:	Registrar – Academics
Job Purpose	To plan, direct and organize the development and implementation of Aviation Safety & Security programmes and courses to meet industry needs.

Scope of work / duties / responsibilities

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- ❑ Planning and approving targets, budgetary guidelines and use of resources for the development and implementation of Aviation Safety & Security programmes;
 - ❑ Coordinating with other faculties/ departments as may be necessary for efficient and profitable delivery for Aviation Safety & Security programmes;
 - ❑ Devising strategies to retain students and maintain recurrent revenue base

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- ❑ Evaluating the long term capability requirements, systems, equipment and human resources, of the faculty/department against the School's Strategic Plan and determines plans and initiatives to be taken
 - ❑ Identifying industry needs and students career needs in order to develop innovative faculty programmes that increase both student intake and revenue from industry;
 - ❑ Coordinating with the Registrar Academics and other departments as may be necessary to resolve staff issues, including disciplinary matters, appointments, contracts, promotions etc in the Aviation Safety & Security faculty;
 - ❑ Liaising with stakeholders/organizations as may be necessary for realization of the faculty objectives.
 - ❑ Coordinating with the Quality Management department to implement quality systems
 - ❑ Performing any other duties as may be assigned by the Registrar, Academic

Qualifications

-
- ❑ A Bachelors degree in a related field such as physics, mathematics, telecommunication engineering, aeronautical engineering, electrical/electronic or mechanical engineering or aviation.
 - ❑ A master's degree in an aviation related field.
 - ❑ A professional qualification in an Aviation Safety or Security related discipline.
 - ❑ Safety oversight managers course
 - ❑ Security oversight managers course
 - ❑ Instructor Training Course
 - ❑ Train the trainers course
 - ❑ Certificate in Curriculum Development
 - ❑ Training in management or leadership

Experience

-
- ❑ 5 years' experience in a senior Aviation Safety/Security oversight role.
 - ❑ 2 years experience in an institution of higher learning.
 - ❑ Proven experience for financial accountability and people management.

Knowledge and skills

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- ❑ Knowledge of relevant ICAO standards and national requirements applicable to training institutions.
 - ❑ Business acumen, ability to achieve quality in the most profitable way
 - ❑ Knowledge of quality systems in higher learning institutions and applicable ICAO requirements
 - ❑ Knowledge and application of course design, training methodology design
 - ❑ Knowledge of industry trends and needs.
 - ❑ Strong verbal and communication skills
 - ❑ Understanding of examination administration and management
 - ❑ Proficiency in computer applications.

**10. JOB TITLE CHIEF ICT OFFICER - OPERATIONS & SUPPORT-
KCAA SCALE 6 (1 POST) – REF: ICT/02/19**

Department / Section:	ICT
Reports To:	Manager – Information Communication Technology
Job Purpose	To coordinate, and oversight the implementation of ICT policies and operations including conducting research in new technologies.

Scope of work / duties / responsibilities

- Researching new, and cost effective ICT technologies, to enhance KCAA's productivity;
- Ensuring that ICT facilities meet the needs of users;
- Coordinating the maintenance and Service of ICT equipment;
- Identifying training needs for staff including training needs on new technologies;
- Liaising with users and procurement office on the acquisition, installation and maintenance of ICT equipment.
- Liaising with suppliers of ICT equipment on deliveries and service levels agreements;
- Preparing and submitting ICT operations reports;
- Ensuring maintenance and timely repair of ICT Tools and equipment;
- Coordinating and following up on ICT department procurement activities.
- Supervising user support activities;
- Appraising, monitoring and evaluating ICT projects.
- Dealing with technical interruptions and failures promptly
- Keeping inventories of all ICT equipment in KCAA;
- Overseeing the operations and maintenance of data centres.
- Planning and managing Virtual Environments.
- Performing any other official duty assigned by the Manager ICT.

Qualifications

- A degree in computer science or related field from a recognized university.
- A Masters Degree from recognized university will be an added advantage.
- Certificate in project management.

Experience

- At least 3 years' experience at a Supervisory role in ICT in a comparable organization;
- Microsoft certified system Engineer or Cisco Certified Network Associate.

Knowledge and skills

- Planning and organizing skills
- Ability to manage crisis
- Middle level management skills
- Knowledge of ICT policies regarding user access rights

**11. JOB TITLE: SENIOR AVIATION SECURITY INSPECTOR
KCAA SCALE 7 – REF: ASSR/AS/04/19 (1 POST)**

Department:	Aviation Security
Reports To:	Manager, Aviation Security
Job Purpose:	Reviewing security training programmes and courses for the operators.

Scope of work / duties / responsibilities

- Implementing aviation security policies, strategies, programs and technical guidance materials;
- Enforcing legislation and regulation to comply with the ICAO standards and recommended practices;
- Reviewing operators' aviation security manuals; conducting security audits, inspections, system tests and investigations on operators;
- Reviewing security training programmes and courses for the operators;
- Collecting information on operator compliance levels and other security matters that could adversely affect civil aviation operations
- Performing any other duties as may be assigned by the Chief Aviation Security Inspector

Qualifications

- Bachelors degree in any of the following disciplines: aviation related fields, law, social sciences, criminology, economics, public/business administration, security studies or any other social sciences from a recognized institution or advanced professional qualifications in AVSEC.
- Certificate in National Inspectors' Course from an institution recognized by the International Civil Aviation Organization (ICAO).
- Valid certification as a National Aviation Security Inspector.
- At least four (4) certificates from the list of the courses below or their equivalent qualifications from institutions recognized by ICAO or KCAA:- AVSEC basic;

- i. Cargo and mail security;
- ii. Certification systems;
- iii. National quality control;
- iv. Supervisors' course;
- v. Airline security;
- vi. Aviation security instructors course
- vii. National civil aviation security training programme.
- viii. Dangerous Goods Regulations category 6;

- Valid police clearance certificate;

Experience

- Have served as an aviation security officer in a reputable organization for a minimum period of five (5) years.

Knowledge and skills

- Have demonstrated professional competence as reflected in work performance and results.
- Have shown merit and ability as reflected in work performance and results
- Be proficient in computer applications.

12. FLIGHT OPERATIONS INSPECTOR - KCAA SCALE 8 REF: ASSR/FO/20/19 – (12 POSTS)

Scope of work / Duties / Responsibilities

This is the entry and training grade for Flight Operations Inspectors. On appointment, Flight Operations Inspectors shall be required to undertake the following 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 OJT, the Inspectors will perform a variety of tasks associated with technical administration, certification, and surveillance under guidance and supervision. The deployments will specifically be in the following areas;

Technical

- ❑ Ensuring that aviation organisations and flight crew comply with regulatory requirements.
- ❑ Reporting any noted gaps and non-compliance.
- ❑ Assisting in enforcement of investigations and in preparation of the final reports and recommendations.

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 chief inspector or the 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 Chief inspector or 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 for deficiencies noted and making recommendations to the Chief Inspector or Supervisor.

Other

- ❑ Assisting in performing other duties and responsibilities as assigned by Manager Flight Operations.

Qualifications

- ❑ A Bachelor's degree in any of the following disciplines: Aviation, Physics, Geography, Mathematics, Information Science, Statistics or equivalent from a recognized institution.
- ❑ Have a minimum of KCSE mean grade C+ (plus) with at least a C+ (plus) in Mathematics, 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 Registered Air Operators 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

13. AIRWORTHINESS INSPECTOR – KCAA SCALE 8 (REF: ASSR/AW/20/19) - (1 POST)

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 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 OJT, the Inspectors will perform a variety of tasks associated with technical administration, certification, and surveillance under guidance and supervision. The deployments will specifically be in the following areas;

Technical

- Ensuring that aviation organizations and engineers comply with regulatory requirements.
- Reporting noted gaps and non-compliance.
- Assisting in enforcement of investigations and in preparation of final reports and recommendations.

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 recommendations to the chief inspector or supervisor.

Surveillance

- Assisting in performing surveillance duties in conformance with the surveillance manual.
- Assisting in taking appropriate corrective action for deficiencies noted and making recommendations to the chief inspector or supervisor.

Other

- ❑ Assisting in performing other duties and responsibilities as assigned by Manager Airworthiness.

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

- ❑ Proficiency in Computer Applications.
- ❑ Demonstrate high level of integrity
- ❑ Good oral and written communication skills
- ❑ Good analytical skills

14. JOB TITLE GRADUATE TRAINEES - AERONAUTICAL INFORMATION SERVICES - (14 POSTS) - REF: AIS/TRN/11/19

This is the entry and training grade for Aeronautical Information Services (AIS) Officers. On appointment, Trainees shall be required to undertake the following over a twelve (12) months period:

- i. AIS Induction Course
- ii. Basic AIS Course (ICAO 021)
- iii. Automated AIS Systems
- iv. Customer Care
- v. On-Job-Training (OJT)

Qualifications

- ❑ A Bachelor of Science degree in either, Information Technology, Aviation, Geographical Information Systems, Geography, Survey or equivalent from a recognized university.
- ❑ A KCSE mean grade of C Plus (C+) and above with grades C+ and above in English, Physics, Geography and Mathematics.
- ❑ Knowledge of any of the following ICAO recognized languages will be an added advantage.
 - French
 - Spanish
 - Russian
 - Arabic
 - Chinese
- ❑ Aged between 18 and 28 years

**15. JOB TITLE PLUMBERS: KCAA SCALE 12 - (2 POSTS)
REF: ENG/35/19**

Department / Section:	Engineering
Reports To:	Maintenance Officer
Job Purpose	To install, maintain, inspect and repair pipes and fixtures associated with heating, cooling, water distribution, and sanitation/drainage systems in offices and residential buildings.

Scope of work / duties / responsibilities

- Installing pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids.
- Installing supports for pipes, equipment, and fixtures prior to installation
- Assembling fittings and valves for installation.
- Modifying pipes, fixtures, and other plumbing materials as needed
- Installing heating and air-conditioning systems, including water heaters
- Collaborating with contractors, construction workers, electricians and pipefitters in installing and repairing plumbing.
- Testing plumbing systems for leakages and other problems and undertaking repairs as appropriate.
- Choosing plumbing materials based on budget, location, and intended uses.
- Performing inspections of plumbing systems to identify and replace worn-out parts.

Qualifications

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- ❑ 'O level certificate with a mean grade of C minus (C-) or equivalent.
 - ❑ National Trade Test Grade I certificate in plumbing from a recognized institution.
 - ❑ An advanced certificate in the plumbing will be an added advantage.

Experience

- ❑ At least 3 years experience in plumbing works.

Knowledge and skills

- ❑ Basic Computer Skills
- ❑ Demonstrate high level of integrity

Interested candidates are required to submit their application letter quoting the job reference No. on the envelope and application letter, attaching copies of certificates, testimonials, a detailed CV with daytime telephone and full contact details of three professional referees to the address below. The application should be received not later than 22nd January 2020.

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 living with disabilities are encouraged to apply. Note: Persons living with disabilities are required to attach a valid membership card.

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

Only shortlisted Candidates will be contacted.