

# Vacancy Announcement



## Senior Flight Operations Inspector (3 positions) International Civil Aviation Organization Project NAM 14/801 Assistance to Namibia Civil Aviation Authority

### 1. General Information

Job Code/Title:	Senior Flight Operations Inspector
Project:	NAM 14/801 Assistance to Namibia Civil Aviation Authority
Grade:	UN Level C Step VIII (Equivalent to salary of N\$ 1,042,326)
Type of Contract & Duration	Fixed term – 12 months
Reports to:	Chief of Flight Operations

### 2. Duties and Responsibilities

#### Under the general direction of the Executive Director of Civil Aviation, Namibia

- Undertaking the certification of air operators and associated approvals and authorizations
- Undertaking the validation of international foreign operators and associated approvals and authorizations.
- Conducting scheduled and ad hoc air operator surveillance activities, including base, flight, cabin and ramp inspections and submitting appropriate reports.
- Managing the documentation, certificates, records and correspondence related to the Inspector's assigned air operators
- Conducting foreign operator surveillance activities including ramp inspections
- Assisting in the review and promulgation of civil aviation regulations in flight operations and associated Technical Standards and guidance materials to conform to ICAO Standards and Recommended Practices contained in its Annexes, to be applied to all operation of aircraft
- Conducting workshops and providing on-the-job training to flight operations inspectors to qualify them in the full range of tasks related to airline flight operations inspection.
- Maintaining professional knowledge of industry and regulatory developments
- Supporting safety awareness programmes for the aviation industry
- Participating in safety meetings and other working groups
- Providing technical support in air accident and incident investigations
- Providing technical support in legal and enforcement activities
- Provide reports on the activities as required by the NCAA

- Undertaking any other duties as required by the Chief and the Executive Director of Civil Aviation

### **3. Qualifications, Experience and Skills**

- Airline transport pilot licence (ATPL), preferably with a type rating on modern medium and large aircraft or a frozen ATPL and Commercial Pilot License with a first relevant university degree would be considered.
- Completed USOAP CMA Computer Based Training in the field of expertise
- Flying experience of at least 5000 flight hours as a pilot in command on scheduled or non-scheduled commercial international air transportation on Airbus, Embraer or aircraft type of equivalent size, OR at least five years of civil aviation administration, operations and safety oversight experience on modern medium and large aircraft combined with actual flying experience on Airbus, Embraer or aircraft type of equivalent size.
- At least five years of experience in preparing and or implementing rules, regulations, operating manuals, flight and ground procedures deemed necessary for flight safety, inspection and certification
- Knowledge of legal responsibilities and administrative procedures for the issuance of documents under state of registry approval relating to supervision of flight operations.
- Extensive experience as a government flight operations inspector, accident investigation and prevention and safe transportation of goods by air or equivalent responsibility in the aviation industry
- Knowledge of the requirements for personnel licensing, training, and maintenance of competency of flight crews concerned with flight operations.
- Experience in the preparation, approval and use of flight operations manuals and other flight documentation.
- Experience in the preparation and approval of flight training and checking programmes, and development of training plans for inspectors and managers in the field of flight operations.
- Sound knowledge of related ICAO annexes, recommended practices and related documentation.
- Well-developed communication, interpersonal and presentational skills.
- Adopts a principled approach and adheres to the NCAA values and code of conduct
- Willingness and aptitude to work in a flexible working environment, including overtime and travel away from home base.
- Willingness and aptitude to work in a multi-disciplinary and multi-cultural environment.
- Ability to cope with the stresses of changing priorities and deadlines and to manage project, task and time priorities.
- Ability to conduct duties in and impartial and objective manner in the face of client objections and disagreement over regulatory decisions.
- Well-developed IT skills including proficiency in MS Office applications or equivalent.
- Knowledge of auditing standards is an advantage.
- Fluency in written and spoken English is required.

### **5. Competencies**

- **Judgement/Decision-Making:** Demonstrated ability to take ownership of all responsibilities and commitments, to exercise a mature opinion, to recognize key issues and analyse relevant information, to formulate viable recommendations and make decisions.
- **Vision:** Identifies strategic issues, opportunities and risks.
- **Leadership:** Drives for change and improvement, does not accept the status quo, establishes and maintains relationships with a broad range of people to understand needs and gain support.

- **Managing Performance:** Monitor progress against milestones and deadlines.
- **Building Trust:** Operates with transparency, treats sensitive or confidential information appropriately.
- **Teamwork:** Ability to work with colleagues to achieve the project objectives and maintain harmonious working relations in a multinational environment.
- **Client Orientation:** Ability to establish and maintain partnerships with outside partners, to work and argue effectively in a system based on consensus and to successfully manage and resolve conflicts.
- **Communication:** Ability to write clearly and concisely and present oral reports.

**All applications shall be sent by email with a covering letter and Curriculum Vitae attached. Applicants must, in their application, specifically demonstrate how their experience, skills and qualifications would address the Duties and Responsibilities of the project vacancy. The subject field should include the applicants name and clearly indicate the project vacancy applied for. Send to:**

Project Coordinator

ICAO Project NAM 14/801,  
[stolsl@ncaa.com.na](mailto:stolsl@ncaa.com.na)

**Closing date: 16:00, Friday 20 April 2018**

**ONLY APPLICATIONS FROM APPLICANTS WHO ARE FROM SADC MEMBER STATES SHALL BE CONSIDERED.**

*Please note that only short-listed candidates will be contacted and the recruitment process might not necessarily end up in an appointment being made. Please note that all successful applicants shall be subject to a formal medical assessment prior to issue of contract.*