

Somali Civil Aviation Authority (SCAA)

POSITION INFORMATION

JOB TITLE	Civil Aviation Legal Expert	GOVERNMENT AGENCY	Somali Civil Aviation Authority (SCAA)
JOB GROUP	Aviation Law	DUTY STATION	Mogadishu, Somalia
REPORTS TO	Director General	DURATION	One Year

ORGANIZATIONAL SETTING

The Civil Aviation Legal Expert is one of the several positions within the Regulatory Affairs Branch of the Aviation Safety Department within the Aviation Regulation and Oversight Group of the Somalia Civil Aviation Authority. The mandate of the Aviation Safety Department is to develop, implement, and improve an aviation safety regulatory and oversight program for Somalia.

The incumbent reports directly to the Director General. He or she interacts with aviation safety, security, air transport, ANS, corporate services, and Aerodrome as well as SCAA colleagues within and outside the department as well as other aviation stakeholders to deal with matters related to legal affairs.

DUTIES AND RESPONSIBILITIES

Answering the Director General, the Aviation Expert is also responsible for the development and continuous improvement of Somalia's aviation regulatory programme.

Specific functions include:

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Function 1 – General

- Provides guidance, support, or advice to other sections of the Civil Aviation Authority or other Government Agencies.
- Attends regulatory tribunals either as a subject matter expert or as a witness when required.
- Contributes to the improvement of programs, processes, policies, and procedures.
- Prepares and /or amends manuals, reports, memoranda, and other documents.
- Trains other departmental staff, as required.
- Responsible for the judicious and proper use of organization-issued credit cards or funds issued to the incumbent.
- Responsible for the proper use and care of any computers, physical tools, security systems,

- equipment including vehicles and files issued by the SCAA in the performance of the incumbent's work.
- May be requested to act on behalf of the Manager.

Function 2 - Rulemaking:

- Assist and advise for developing policies, processes, and procedures related to regulatory drafting.
- Assist and advise for developing draft regulations inline with all ICAO Annexes to the Convention as per the rule-making procedure.
- Assist and advise for reviewing and amending existing aviation legislation, regulations, and enforcement policies and procedures as well as filling in differences in the light of the government's international obligations and bilateral arrangements and advise on their national implications as per the rule-making procedures and filing of differences.
- Review and advise on legal and constitutional matters including ratifying the ICAO International Air Law Instruments (Convention and Protocols) related to aviation safety, security, air transport, and other related obligations in coordination with the relevant internal and external stockholders.
- Examine, study, and follow up on all other legal matters related to the Authority's overall activities in coordination with the concerned administrative units to comply with Somalia law.
- Prepare draft contracts, agreements, and memorandums of understanding related to the Authority's competencies, in coordination with the concerned administrative units.
- Assist and advise on investigating facts and violations attributed to employees of the Authority; prepare the necessary memorandums on the results of the investigation together with the legal opinion and recommendations, submit them to the competent authority, and follow up the enforcement of decisions taken in this regard.
- Assist, advise, and follow up on disputes and cases to which the Authority is a party, in coordination with the competent authorities.
- Assist, advise, and/or participate in the evaluation of technical proposals received from procurement in case of hiring an independent institution for the provision of different delivery of service and /or product arrangements.

Function 3- Coordination:

- In coordination with the concerned units, develop essential relationships and protocols with governmental agencies of Somalia's international partners including ICAO to facilitate the exchange of aviation regulatory information and other legal issues.
- In coordination with the concerned units, coordinate and monitor ICAO-issued state letters regarding amendments or changes to the Annexes and including other matters that may have an impact on Somalia's regulatory and oversight program as well as other obligations.
- In coordination with the concerned units, facilitates the preparation of a response to ICAO State letters regarding ratifying of the ICAO convention, amendment of ICAO SARPS, and filling of differences as per the rule-making procedures and filling of differences,
- In coordination with the concerned units, interacts closely with other Ministries of the Federal Government of Somalia, other departments, and industry stakeholders to identify issues of interest between Somalia and its international partners and prepare plans for their disposition.

Summary of Expected Deliverables

- Developed/reviewed and/or amended the organizational structure and system of the legal affairs branch.
- Developed documents on staffing and infrastructure needs of the legal affairs branch.
- Developed functions and responsibilities of the legal affairs branch and job description for its staff.
- Developed/amended guidance materials including policies, processes, and procedures related to the legal affairs branch.
- Developed legal affairs branch training programs and plans and guidance for keeping training records.
- Assistance and advice provided for review and amendment of legislation, regulations, filing of differences, and enforcement policies and procedures.
- Actions performed in assisting the investigation and follow-up into facts and violations as well as enforcement measures taken as per the enforcement policy, procedures, and Somalia law.
- Prepared draft contracts, agreements, and memorandums of understanding related to the Authority's competencies.
- Coordination and management of ICAO state letter, ratifying of conventions, legislation, regulations, and other regulatory issues with stakeholders including ICAO.
- Developed capacity building by providing different types of training and workshops for local staff.

Competencies

Leadership Competencies - Managers

- o Vision & strategy
- o Mobilize people
- o Uphold integrity and respect
- o Collaborate with partners and stakeholders
- o Promote innovation and change
- o Achieve results
- Technical Skills
 - o Systems thinking
 - o Risk management
- Personal Conduct
 - o Integrity
 - o Openness
 - o Fairness
 - o Respect
 - o Initiative
 - o Self-improvement
- Functional
 - o Analytical thinking
 - o Critical thinking
 - o Problem-solving
 - o Decision making
 - o Communication
 - o Planning and organizing
 - o Teamwork
 - o Office technologies

Qualifications and Experience

Education:

Essential:

A Law degree from a recognized post-secondary institution.

Desirable

An advanced-level university degree (master's degree) in law.

Professional Experience:

Essential:

- Five (5) years of experience in the government of Somalia's legal system.
- Knowledge of ICAO Conventions, Agreements, Protocols. civil aviation legislation, regulations, programs, and policies.
- Knowledge of managing ICAO state letters, amendment of ICAO SARPS, and filling of differences as well as enforcement policy and procedures.

Desirables,

- Knowledge of diplomatic protocols.

English language requirements:

- Academic: 7.0 overall, with at least 6.0 for the speaking, listening, and reading components and at least 6.5 for the writing components.
- TOEFL internet-based: 100 overall, with at least 20 for the speaking, listening, and reading components and at least 22 for the writing component.
- Cambridge English Exam C2 Proficiency, with at least 169 for the speaking, listening and reading components and at least 176 for the writing components.

How to Apply

Interested applicants are requested to submit their detailed credential including CV, academic and professional certificates, and Cover Letter through the following email address: hr@scaa.gov.so with the subject line indicating application for the Civil Aviation Legal Expert. The deadline for receiving applications is February 6, 2024. Applications received after the deadline will not be considered.