

**Somalia Civil Aviation Authority (SCAA)
TOR for Area Control OJTI (OPAS)**

POSITION INFORMATION

JOB TITLE	Area Control OJTI	GOVERNMENT AGENCY	Somali Civil Aviation Authority-SCAA
JOB GROUP	Air Navigation Services	DUTY STATION	Mogadishu, Somalia
DEPARTMENT	Air Traffic Services	BRANCH:	-
REPORTS TO	Chief Air Traffic Control Officer (CATCO-OPS)	DURATION	6 months

ORGANIZATIONAL SETTING

The Air traffic Services OJT instructor is one of the several positions in the department of Air Traffic Services within the group of Air Navigation Services of the Somalia Civil Aviation Authority.

The incumbent reports directly to CATCO-OPS. He or she interacts with Air Traffic Service personnel, aviation safety personnel and colleagues within the ANS.

MAJOR DUTIES AND RESPONSIBILITIES

Reporting to CATCO-OPS, the incumbent is responsible for the development or revision of any necessary curricula, syllabi, and course materials, conducting classroom lectures, laboratory exercises and providing actual life traffic training (OJT) as well as participating, as required, in the development and implementation of the latest instructional techniques.

Specific functions include:

Function 1 – Develop or review ATS operational procedures.

- 1.1 Develop or review ATS operational procedures and submit for ATS manager or CATCO-OPS for review and approval by SCAA.
- 1.2 Develop or review ATS instruction and related documents and submit for ATS manager or CATCO-OPS for review and approval.
- 1.3 Implement the developed procedures and other instructions during the conduct of OJT.

Function 2 - Develop and document area control OJT training materials

- 2.1 Develop and document OJT training materials that includes designing and developing OJT course content, lesson plans and training aids for the OJT that also enable in the future for trained instructors to subsequently provide on job training that meets SCAA requirements.
- 2.2 Develop criteria and framework for evaluating OJT trainees to ensure quality and consistency of the assessment.

Function 3 - Deliver the OJT training for all selected ATCOS.

- 3.1 Provide the training on the approved procedures, monitor, and follow up the progress of each trainee on the practical application of the procedures during the OJT.
- 3.2 Assess and evaluate the competency of OJT trainees according to the established framework and criteria.
- 3.3 . Assess the effectiveness of the training according to the established framework or training requirements.
- 3.4 Recommend the issues of certification that indicates The OJT trainees have successfully completed their OJT and obtain additional skills required for effectively performing Area Control Services.

Function 4 - General:

- 4.1 Provide guidance, support, or advice to the ATS Authorities mater related to capacity building of the staff of ATS department including ACC/FIC capacity building for newly assigned ACC/FIC supervisors.
- 4.2 Assist the ATS department in ATC licensing issues related to medical and language proficiency processes.
- 4.3 Contribute to the improvement of programs, processes, policies, and procedures related to trainings.
- 4.4 Assist in preparing and /or amending manuals, instructions and other related documents.
- 4.5 Responsible for the proper use and care of any computers, physical tools, security systems, equipment and files issued by the SCAA in the performance of the incumbent's work; and
- 4.6 Performs other duties as assigned by the CATCO-OPS or ATM Manager under ANS.

Function 5 Preparation and submission of reports

Develop and submit consolidated final report on the implementation of the overall training activities.

6. SUMMARY OF EXPECTED OUTCOMES

- 6.1 Developed ATS operational procedures.
- 6.2 Developed OJT course content, lesson plans, training aids.
- 6.3 Developed criteria for evaluating trainees and OJT activities.
- 6.4 Adequately and effectively trained, validated, and certified ATCOs
- 6.5 Delivery of progress reports or feedback regularly, as applicable.
- 6.6 Submit consolidated final report on the implementation of the training activities.

Competencies

- Leadership and Management – Senior Officer Level
 - Uphold integrity and respect
 - Collaborate with partners and stakeholders
 - Promote innovation and change
 - Achieve results
- Technical Skills
 - Systems thinking
 - Risk management
- Personal Conduct
 - Integrity
 - Openness
 - Fairness
 - Respect
 - Initiative
 - Self-improvement
- Functional
 - Analytical thinking
 - Critical thinking

- Problem-solving
- Decision making
- Communication
- Planning and organizing
- Teamwork
- Office technologies
- Process
 - Organization assessment and approval
 - Assessment, inspections and audits
 - Enforcement
 - Personnel licensing
 - Technical procedures
 - Data gathering and analysis

QUALIFICATIONS AND EXPERIENCE

Education

Essential:

1. University degree related to the job or extensive experience in the field of Air Traffic Management preferably experience working as senior controller and instructor will be acceptable in lieu of the university degree.
2. On job training instructor certificate in air traffic control or IDP

Desirable:

Certificate in Project Management or other related management courses.

Professional experience

Essential:

- 1 Extensive experience preferably 10 years as an air traffic controller in a variety of ATC activities, including both, surveillance, and non-surveillance areas in terminal and en route operation.

- 2 Sufficient instructional experience carried out at an established ATS training center having the use of trainers or simulators and audio-visual aids and shall have instructional techniques experience including OJT.
- 3 Proven ability and recognition to evaluate and certify Air Traffic Controllers for area control operations.
- 4 Demonstrable experience in development of air traffic control operational procedure documents.
- 5 Experience in the preparation of training course materials, course notes, including those for surveillance control.

Desirable:

1. Experience in airspace planning.
2. Ability and experience to successfully work with a team.

Languages

A good command of oral and written English.

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 Area Control OJTI-OPAS. The deadline for receiving applications is August 21, 2023. Applications received after the deadline will not be considered.