

Somali Civil Aviation Authority (SCAA)
TOR for Civil Aviation Legal Expert (OPAS)

POSITION INFORMATION

JOB TITLE	Civil Aviation Legal Expert (OPAS)	GOVERNMENT AGENCY	Somali Civil Aviation Authority
JOB GROUP	Law	DUTY STATION	Mogadishu, Somalia
DEPARTMENT	DG -Office	BRANCH:	N/A
REPORTS TO	Director General of Somalia Civil Aviation Authority	DURATION	1 Year

ORGANIZATIONAL SETTING

The Civil Aviation Legal Expert is one of the several positions within the Director General office. The incumbent reports directly to the Director General of Somalia Civil Aviation Authority. He or she interacts with aviation safety, security, air transport, ANS and Aerodrome, SCAA colleagues and outside stakeholders to deal with matters related to legal affairs.

GENERAL DUTIES AND RESPONSIBILITIES

The incumbent is responsible to develop and establish the legal affairs organizational system, programs, processes, policies, procedures as well as other working manuals. Develop capacity building for local staff and provide advisory and support services to other departments of SCAA on matters related to legal affairs.

Specific functions include:

Function 1 – Establishing Legal affairs organizational system

- Establish the appropriate organizational structure and system for legal affairs branch.
- As per the structure, develop staffing and infrastructure needs that enables the office to accomplish its functions and responsibilities effectively.
- Develop the role, functions, and responsibilities of the branch of legal affairs. Develop minimum requirements for all staff of legal affairs and define respective functions and responsibilities with job descriptions.

- Develops guidance materials including policies, processes and procedures related to legal affairs as well as related working documents.
- Develop legal affairs branch training programs and plan and guidance for keeping training records.
- Advice on suitable training courses available for legal staff in accordance with the training plan.
- Develop capacity building by providing different types of training including OJT and workshops for local staff.

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, regulation and enforcement policies and procedures as well as filling of 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 ICAO convention 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 all other legal matters related to the Authority's overall activities in coordination with the concerned administrative units to be compliance with Somalia law.
- Prepare draft contracts, agreements and memorandums of understanding related to the Authority's competences, in coordination with the concerned administrative units.
- Assis and advise on investigating into facts and violations attributed to employees of the Authority; prepare the necessary memorandums on the results of 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 independent institution for the provision of different delivery of service and /or product arrangements.

Function 3- Coordination:

- In coordination with the concerned units, develops 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 on 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.

Function 4- Resolution of Safety and Security Issues:

- Provide advice and support for aviation safety and security departments matters related to corrective action to be taken for finding from audits and inspections as well as offensive acts observed as per the enforcement policies and procedures as applicable.
- Attends tribunals presenting SCAA regarding regulatory and other legal issues as per the provision of SCAA enforcement policy and the Somalia laws.

functions 5- General

- Provides guidance, support, or advice to other sections of the Civil Aviation Authority or other Government Agencies with issues related to Civil aviation legal affairs.
- Participates in stakeholder consultations
- 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.

- Develop work plan for the assigned TOR.
- Prepare monthly progress report.
- Performs other related duties as assigned by the Director General of Somalia Civil Aviation Authority.

Summary of Expected Deliverables

- Developed/reviewed and/or amended organizational structure and system of the legal affairs.
- Developed document on staffing and infrastructure needs of the legal affairs.
- Developed functions and responsibilities of the legal affairs and job description for its staff.
- Developed/amended guidance materials including policies, processes and procedures related to legal affairs.
- Developed legal affairs training programs and plan and guidance for keeping training records
- Assistance and advice provided for review and amendment of legislation, regulations, filing of difference and enforcement policies and procedures.
- Actions performed in assisting investigation and follow up into facts and violations as well as enforcement measures taken as per the enforcement police, procedures and Somalia law.
- Prepared draft contracts, agreements, and memorandums of understanding related to the Authority's competences.
- 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, OJT 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) related to law.

Professional Experience:

Essential:

- Five (5) years of experience on legal affairs in the area of Civil Aviation, preferable 2 years managerial level experience.
- In-depth knowledge of ICAO Conventions, Agreements, Protocols. civil aviation legislation, regulations, programs and policies.
- Experience on developing draft contracts, agreements, and memorandums of understanding

- In-depth knowledge of managing of ICAO state letter, amendment of ICAO SARPS and filling of differences as well as enforcement policy and procedures.
- Knowledge on criminal and other aspects of legal issues.
- Experience in the management of human and financial resources.

Desirables,

- Knowledge of diplomatic protocols.

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 Civil Aviation Legal Expert (OPAS), The deadline for receiving applications is August 21, 2023. Applications received after the deadline will not be considered.