

## Somali Civil Aviation Authority (SCAA)

### TOR for Personnel Licensing and ATO Inspector (OPAS)

#### POSITION INFORMATION

|            |  |              |                                 |
|------------|--|--------------|---------------------------------|
| JOB TITLE  | Civil Aviation Safety Inspector – Personnel Licensing and ATO (OPAS) | GOVERNMENT   | Somali Civil Aviation Authority |
| JOB GROUP  | Aviation Regulation and Oversight                                    | AGENCY       | Mogadishu, Somalia              |
| DEPARTMENT | Aviation Safety Department   | DUTY STATION | PEL                             |
| REPORTS TO | Director - Aviation Safety Department                                | BRANCH:      | 1 Year                          |
|            |  | DURATION     |                                 |

#### ORGANIZATIONAL SETTING

The Civil Aviation Safety Inspector (CASI) – Personnel Licensing and ATO is one of several positions within the Personnel Licensing 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 - Aviation Safety Department. He or she interacts with commercial and general aviation operators, aviation maintenance and training personnel and organizations, SCAA colleagues from both within and outside the departments as well as other aviation stakeholders.

#### GENERAL DUTIES AND RESPONSIBILITIES

The incumbent is responsible for assessing the competencies of aviation personnel to verify that aviation license holders continue to meet the established requirements and functions at the level of competency and safety required by Somalia. The incumbent is also responsible for the oversight of approved training organizations (ATOs).

## *Specific functions include:*

### **Function 1 – Rulemaking:**

- Contributes to the development, maintenance and enhancement of the regulatory and oversight programs, policies, processes, procedures and practices germane to personnel licensing and training;
- Contributes to the development, maintenance and enhancement of the regulatory and oversight programs, policies, processes, procedures and practices germane to the approval of training organizations.
- Develops guidance material for use by industry to ensure it can comply with the regulatory requirements;
- Develops communications products (Aviation Bulletins or Circulars, etc.) as appropriate, to inform the aviation community of regulatory, compliance and safety issues;
- Educates the community on the regulatory requirements either informally by email or social media, or through the delivery of formal information sessions, workshops and/or briefings;
- and
- Participates in stakeholder consultations

### **Function 2 - Testing/Examinations:**

- Developing written examinations for flight crew members and, in cooperation with CASIs Air Traffic Services (CASI-ATS), Airworthiness (CASI-AIR) and Commercial Operations (CASI-OPS), develop written examinations for air traffic controllers, maintenance personnel and dispatchers, aeronautical station operators and aeronautical meteorological personnel;
- Invigilating, reviewing, evaluating and marking written examinations;
- Administering oral examinations, as required;
- Administering flight and simulator tests, in cooperation with CASI-OPS as required;
- Administering practical tests for different specialties in cooperation with CASI-ATS, CASI-AIR and CASI-OPS, as required;
- Coordinating with the Medical Assessor for medical examinations; and
- Administering language proficiency examinations, as required.

### **Function 3 - Licensing, Certification, Authorization and Approval/Acceptance of Individuals and Organizations**

- Verifies conformance of documentary applications against regulatory requirements for the issuance of individual licenses, ratings, endorsements;
  - Verifies conformance of documentary applications against regulatory requirements for the issuance of approvals for training organization in cooperation with CASI-PEL, CASI-AIR, CASIATS and CASI-OPS;
  - Assesses and approves training organizations in cooperation with CASIO-PEL, CASI-AIR, CASIATS and CASI-OPS as necessary; and
  - Assesses and approves flight training devices in cooperation with CASI-PEL, CASI-AIR, CASIATS and CASI-OPS as necessary
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- Conducts tests, proficiency checks or direct supervision of flight deck personnel involved in commercial operations or in support of personnel licensing functions;
  - Issues licenses, ratings or endorsements;
  - Evaluating foreign licenses and certificates, military pilot qualifications, and taking appropriate action, including consultation with the State of license issue, as necessary;
  - Issues license validations, conversions, as required;
  - Renews licenses, adds ratings and issues temporary approvals or special authorizations;
  - Replaces lost or stolen licenses;

### **Function 3 - Surveillance:**

- Verifies the credentials and qualifications of dispatch, flight deck and cabin personnel as part of a regulatory inspection or audit;
- Assesses competencies of designated examiner/assessors in coordination with CASI-ATS, CASI – AIR and CASO-OPS;
- Inspects/audits flight training units;
- Inspects/audits approved training organizations;
- Inspects/audits training programs;
- Monitors the aviation environment by reviewing incident, accident or other safety-related reports;

#### **Function 4 - Resolution of Safety Issues:**

- 4.1 Accepts corrective action plans for the redress of findings from audits and inspections and conducts follow up activities as required.
- 4.2 Recommends and/or supports enforcement action; and
- 4.3 Attends regulatory tribunals to give evidence or to provide subject matter expertise when required.

#### **Function 5 - General:**

- 5.1 Provides guidance, support, or advice to other sections of the Civil Aviation Authority or other Government Agencies, as required.
- 5.2 Contributes to the improvement of programs, processes, policies, and procedures.
- 5.4 Prepares and /or amends SCAA manuals, reports, memoranda, and other documents.
- 5.4 Trains other inspectors including providing OJT
- 5.5. Implementation of USOAP CMA Online Framework
- 5.6 Responsible for the proper use and care of any computers, physical tools, and files issued by the SCAA in the performance of the incumbent's work.
- 5.7 Performs other related duties as assigned.

#### **Summary of Expected Outcomes**

The delivery of a robust regulatory and oversight program to achieve compliance and an up-to-date Somali Civil aviation matter related to Personnel Licensing and ATO. The expected deliverables include: -

- Developed/reviewed and/or amended Civil aviation safety regulations in the areas of Personnel Licensing and ATO.
- Developed/reviewed and/or amended Civil aviation safety inspector guidance materials in the area of Personnel Licensing and ATO including inspector manuals, checklists etc.
- Developed/reviewed and/or amended industry guidance materials (advisory circulars) that outline methods of compliance with the requirements of the Personnel Licensing and ATO regulations.

- Issued License, Certification, Authorization and Approval related to Personnel Licensing and ATO
- Reports on Audit and /or inspection functions.
- Reports on Resolution of Safety Issues
- Effective USOAP CMA Online Framework Implemented
- Report on the on-the-job training provided to SCAA Personnel Licensing and ATO inspectors with certification that indicates the OJT trainees have successfully completed their OJT and obtain additional skills required for effectively performing safety oversight activities.
- Developed bilateral/ multilateral aeronautical agreements (MOU), as required
- Other related deliverables, as applicable

## COMPETENCIES

- Leadership and Management – Senior Inspector/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:

- A high school diploma; or
- An acceptable combination of training and experience in a field relevant to the position.

Desirable:

A degree from a recognized post-secondary institution.

### ***Professional Experience:***

- A minimum of ten (10) years' working experience in Civil Aviation authority safety environment or in the aviation industry
- At least five years' experience in a Civil Aviation Authority as a personnel licensing and ATO inspector, preferable at a management position.
- Experience with licensing processes and approval of training organization and training Programs.

Desirable:

- Experience in curriculum development, measurement and testing.
- Experience with the process for the issuance of air operator certificates (AOCs) and operation specifications (OPSPECs).

***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](mailto:hr@scaa.gov.so) with the subject line indicating application for Civil Aviation Safety Inspector – Personnel Licensing and ATO (OPAS). The deadline for receiving applications is August 21, 2023. Applications received after the deadline will not be considered.