Vacancy Announcement

Personnel Licensing Inspector OPS (1 position)
International Civil Aviation Organization
Project NAM 14/801
Assistance to Namibia Civil Aviation Authority

1. General Information

Job Code/Title: Personnel Licensing Inspector (Operations)
Project: NAM 14/801 Assistance to Namibia Civil Aviation Authority
Grade: UN Level C Step III (Equivalent to salary of N$ 858,036 calculated for daily rate \(\times\) days worked)
Type of Contract: Short Term Assignment
Duration: One year (Part Time – 4 days per month)
Reports to: Chief of Personnel Licensing

2. Duties and Responsibilities

Under the direction of the Executive Director of the Namibian Civil Aviation Authority and the supervision of the Chief, Personnel Licensing, perform the following duties on a part-time basis (4 days per month):

- Managing the oversight programme for designated flight examiners and designated flight engineer examiners in Namibia.
- Managing the appointment, training, and monitoring (oversight) of designated flight examiners and designated flight engineer examiners.
- Managing the investigation of any non-compliances or suspected non-compliances and the recommendation of appropriate actions with respect to designated examiners.
- Reviewing and amending of Practical Test Standards and Guides for Designated Examiners.
- Providing on-going mentoring and education to designated examiners on their responsibilities, accountabilities, power and authority.
- Reviewing exceptions/exemptions with respect to test performed by designated examiners and make recommendations to the Chief of PEL and the Director with respect to the exception/exemption after completion of a safety risk assessment.
- Providing advice to NCAA management and the general aviation industry with respect to the designation of examiners.
- Conducting inspections or investigations required by Parts 13 and 185 of the regulations, when required, as far as designated examiners are concerned.
- Assisting in the review, development and promulgation of civil aviation regulations and guidance materials, standards and safety initiatives pertaining to designated examiners.
- Managing standardisation and safety awareness programmes for designated examiners.
- Maintaining a record keeping system for designated examiners in accordance with the NCAA approved filing system.
• Undertake the full validation process includes both ground and flight validation.
• Undertake Flight Validation for Instrument Flight Procedures in accordance with Doc 9906 Vol 5 including but not limited to:
  o Review the Independent review for the IPP design for familiarisation with the procedure and its design
  o The IPP will have been reviewed by an independent and suitably qualified IPP designer. The FVP will review this to become familiar with the procedure and its design.
• Conduct Preflight validation
  o Conduct inventory review of the IFP package to ensure completeness and that all necessary charts, data and forms are available
  o Ensure charts and maps are of sufficient detail to complete the task
  o Familiarise with procedure and ensure suitable for target population (aircraft etc)
  o Discuss procedure with IFP designer if necessary
  o Compare the IFP design with the validation database
  o Verify controlling obstacles correctly identified
  o Review airport infrastructure if required
  o Review navigation infrastructure used by the procedure if required
  o Review pertinent flight inspection documents if required
  o Evaluate data and coding from validation package to display;
    ▪ true course to next waypoint
    ▪ distances to next waypoint
    ▪ altitudes
  o Review any special operational or training requirements
  o Document the results of the preflight validation
• Conduct Simulator evaluation as initial evaluation for database coding, flyability and to provide feedback on:
  o Flyability
  o Evaluation of data base for coding
  o Effects of wind and temperature on the flyability of the procedure pertinent to safe operations
  o Document simulator evaluation and provide a written report of the results
• Conduct Flight evaluation
  o Conduct flight evaluation where necessary in accordance with Doc 9906 Vol 5, 2.4
• Produce validation report after assessing the results of the validation process in accordance with Doc 9906 Vol 5 2.5 Step 5.
• Provide reports on the activities as required by the NCAA
• Undertaking any other duties as required.

3. Qualifications, Experience and Skills
• Hold a valid Airline Transport Pilot License (ATPL) with Instrument Rating and Grade I Instructor Rating
• Hold a designated examiner certification/appointment.
• Minimum of 5000 hours total flight time including
  ▪ at least 1500 hours instructional flight time; and
  ▪ at least 500 hours of instrument flight time
• Minimum of 2 years’ experience as a designated examiner.
• Capable to conduct RNP APCH operations in at least one aircraft type.
• Experienced and qualified in flying operations or flight inspection/calibration pilot is an advantage
• Experience on FMS/GNSS equipped transport category aircraft.
• Experience in the implementation and monitoring of testing standards.
Demonstrable knowledge of the licensing related NAMCAR and NAMCATS.
Knowledge of auditing standards is an advantage
Well-developed IT skills including proficiency in MS Office applications or equivalent.

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

Closing date: 16:00, Friday, 9 June 2017

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.