



Advisory Circular

UCAA-AC-CNS006

December 2022

GUIDANCE ON DEVELOPMENT OF JOB DESCRIPTION FOR COMMUNICATION, NAVIGATION AND SERVEILLANCE (CNS) STAFF

1.0 PURPOSE

- 1.1. The purpose of this Advisory Circular is to guide Air Navigation Service (ANS) Providers in developing job descriptions for technical staff providing CNS Services.
- 1.2. It is important to ensure that job descriptions for the technical staff are aligned to the overall objectives, functions and activities of CNS described under 3.2 below.

2.0 REFERENCES

- 2.1 ICAO Doc 10057 (Manual on Air Traffic Safety Electronics Personnel Competency-based Training and Assessment).
- 2.2 Regulation 7 of the Civil Aviation (Aeronautical Radio Navigation Aids) Regulations, 2022.
- 2.3 Regulation 7 of the Civil Aviation (Aeronautical Communication Procedures) Regulations, 2022;
- 2.4 Regulation 7 of the Civil Aviation (Aeronautical Communication Systems) Regulations, 2022.
- 2.5 Regulation 7 of the Civil Aviation (Surveillance and Collision Avoidance Systems) Regulations, 2022.
- 2.6 The Advisory Circular- UCAA-AC-ANS002 - Development of MANSOPS.

3.0 GUIDANCE AND PROCEDURES

3.1 Introduction

CNS services shall be provided for the safety, regularity, and efficiency of air navigation. This is achieved by ensuring optimum performance of CNS facilities in terms of availability, reliability, and integrity.

3.2 Functions and Activities of CNS

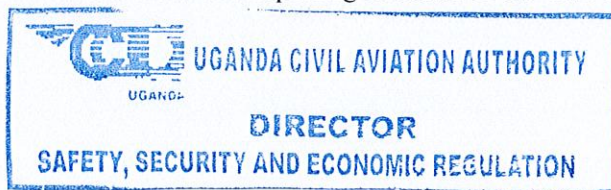
- 3.2.1 The Air Navigation Service Provider (ANSP) shall develop and implement procedures for employment and training for personnel. Besides determining the number of qualified personnel required to maintain and operate air navigation facilities, ANS providers shall develop job descriptions for each position in order to ensure that the functions and activities of CNS are aligned to the requirements of the Civil Aviation Regulations.
- 3.2.2 Human factor principles and regulatory requirements shall be considered when developing staffing rosters.

3.3 Job descriptions of CNS staff

3.3.1 As a general guide, the duties and responsibilities of CNS staff should include the following;

- a) Maintenance of CNS- Air Traffic Management (ATM) systems which include:
 - (i) Flight and ground inspection of radio navigation aids
 - (ii) Acceptance of CNS/ATM system/equipment
 - (iii) Modification of operational CNS/ATM equipment.
- b) Installation, operation and maintenance of CNS/ATM system/equipment
- c) Developing, reviewing and modifying CNS/ATM system/equipment, and/or maintenance procedure.
- d) Preparation of maintenance plans for air navigation system and facilities.
- e) Management of CNS personnel and budgetary requirements;
- f) Preparation and implementation of training programmes for CNS personnel including on-job-training;
- g) Evaluation of staff performance and identify training needs;
- h) Conduct training to ensure achievement of training for specific functions to meet the operational needs.

3.3.2 The ANSP shall develop the minimum qualifications and experience requirements for all the CNS job positions and clearly indicate the hierarchal reporting structure of the CNS operations.



DIRECTOR SAFETY, SECURITY AND ECONOMIC REGULATION