Advisory Circular

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UGANDA

GUIDANCE ON DEVELOPMENT OF JOB DESCRIPTIONS FOR AIS AND CARTOGRAPHIC STAFF.

1.0 PURPOSE

This Advisory Circular (AC) provides information and guidance on the development of job descriptions for technical staff providing Aeronautical Information Services (AIS) and Aeronautical Cartography Services (ACS) within the Air Navigation Service Provider (ANSP). This guidance material has been designed to provide a standardized framework for developing comprehensive job descriptions that accurately reflect the unique requirements of each position.

2.0 REFERENCE

2.1. Regulation 28 of The Civil Aviation (Certification of Air Navigation Services) Regulations, 2022

2.2. Regulation 270 of The Civil Aviation (Aeronautical Charts) Regulations, 2022

2.3. Regulation 18 of The Civil Aviation (Aeronautical Information Services) Regulations, 2022

2.4. ICAO Doc 10066 – PANS AIM

2.5. ICAO Doc 8126 – AIS Manual

2.6. ICAO Doc 8697 – Aeronautical Chart Manual

3.0 GUIDANCE AND PROCEDURES

3.1. Background

3.1.1. Effective job descriptions are essential for ensuring that the AIS and ACS have the right people in the right roles to support the safe and efficient operation of the aviation industry. Accurate job descriptions provide a clear understanding of the key functions, duties, and responsibilities of each position, which is critical for recruiting, training, and retaining the right talent.

3.1.2. Regulation 28 of The Civil Aviation (Certification of Air Navigation Services) Regulations, 2022 requires the ANSP to develop job descriptions for all technical staff involved in the provision of the air navigation services. This requirement is reiterated in Regulation 270 of The Civil Aviation (Aeronautical Charts) Regulations, 2022 that requires the aeronautical cartographic service provider (ACSP) to develop job description for all technical staff involved in cartographic services and aeronautical charts production.

3.1.3. The AIS objective is to ensure the flow of aeronautical data and aeronautical information necessary for global Air Traffic Management (ATM) system safety, regularity, economy, and efficiency in an environmentally sustainable manner. In order to achieve this objective, it is crucial that the AISP and ACSP tasked to provide this data and/or information have adequate and competent human

resources whose roles, functions and responsibilities are clearly developed and defined in the form of Job Descriptions for each cadre in the organisation. The developed Job Descriptions should be aligned to the overall objectives, functions, and activities of the AIS and aeronautical cartography function.

3.1.4. The AISP and ACSP should ensure that job descriptions, training programmes, training plans and training records are developed, documented, maintained and continuously improved based on the ICAO competency framework. The job descriptions shall comprise the duties, responsibilities, and qualifications required for the person undertaking the job.

3.1.5. This guidance material provides a framework for developing job descriptions that accurately reflect the specific requirements of each position, and includes information on the key functions, duties, and responsibilities associated with each role. By following this guidance, we can ensure that the developed job descriptions accurately reflect the specific requirements of each position, which will ultimately assist to attract and retain the right talent for these critical roles in the aviation industry.

3.2. AIS Functions, Duties and Responsibilities

3.2.1. The AIS is responsible for the collection, dissemination, and management of aeronautical information essential to air navigation. The AIS is a critical component of the aviation industry, ensuring that pilots and other aviation personnel have access to the most up-to-date and accurate information necessary for safe and efficient flight operations.

3.2.2. It is the responsibility of the AIS to provide aeronautical data and aeronautical information necessary for the safety, regularity and efficiency of air navigation.

3.2.3. The AISP should develop job descriptions for each position to ensure that the functions and activities of AIS are aligned to the requirements of The Civil Aviation (Certification of Air Navigation Services), (Aeronautical Charts) and (Aeronautical Information Services) Regulations, 2022.

3.2.4. The AISP should consider Human Factor principles and regulatory requirements when developing staffing rosters.

3.2.5. As a guide, the job descriptions for AIS staff should include roles in the following functions:
a) Flight Planning.
b) NOTAM management.
c) Pre-flight and Post-flight information management.
d) Aeronautical Information Products Management.

3.2.6. In developing the job descriptions for AIS technical personnel, the following functions, duties and responsibilities should be considered:

3.2.6.1. Functions:
a) Collection and processing of aeronautical information from various sources.
b) Publication and distribution of aeronautical information in various formats, such as charts, maps, and other publications.
c) Provision of aeronautical information to all users, including pilots, air traffic controllers, and other aviation personnel.
d) Maintenance of aeronautical databases, such as NOTAMs (Notice to Airmen) and AIPs (Aeronautical Information Publications).

3.2.6.2. Duties:
a) Updating and maintaining the accuracy and currency of aeronautical information.
b) Coordinating with other organizations and agencies to ensure the timely and accurate dissemination of aeronautical information.

c) Responding to requests for information from pilots, air traffic controllers, and other aviation personnel.

d) Maintaining a high level of situational awareness and alerting aviation users to changes in aeronautical information that could affect flight operations.

3.2.6.3. Responsibilities:

a) Ensuring that aeronautical information is disseminated in a timely and accurate manner to all users.

b) Maintaining the security and confidentiality of aeronautical information.

c) Adhering to established protocols and procedures for the collection, dissemination, and management of aeronautical information.

d) Ensuring that aeronautical information is accessible to all users, regardless of language, culture, or other factors.

3.3. Aeronautical Cartography Functions, Duties and Responsibilities

3.3.1. The ACS is responsible for the production, maintenance, and distribution of aeronautical charts and maps that are used in air navigation. The ACS provides critical information to pilots and other aviation personnel, enabling them to navigate safely and efficiently through the airways.

3.3.2. The ACSP is responsible for the provision of adequately uniform, up-to-date and accurate aeronautical charts that meet current aviation needs thus contributing to the safety, regularity, and efficiency of international air navigation.

3.3.3. The provision of the required aeronautical charts is dependent on an adequate cartographic establishment, experience in aeronautical cartography, adequate basic surveys, the availability of the data required for the topographic base and aeronautical overlays, awareness of the circumstances under which the charts require to be revised and related amendment cycles, appreciation of the nature of the demand, and familiarity with the division of responsibility for compilation and production of the charts and the machinery established for coordination of this activity.

3.3.4. The ACSP should develop job descriptions for each position to ensure that the functions and activities of aeronautical cartography are aligned to the requirements of The Civil Aviation (Certification of Air Navigation Services), and (Aeronautical Charts) Regulations, 2022.

3.3.5. The ACSP should consider Human Factor principles and regulatory requirements when developing staffing rosters.

3.3.6. In developing the job descriptions for Aeronautical Cartography technical personnel, the following functions, duties and responsibilities should be considered:

3.3.6.1. Functions:

a) Production and distribution of aeronautical charts and maps in various formats.

b) Maintenance of aeronautical databases, including chart and map databases, as well as other geospatial data.

c) Development of new charting products in response to changes in air navigation procedures, technology, and other factors.

d) Coordination with other organizations and agencies to ensure the accuracy and currency of aeronautical charts and maps.

3.3.6.2. Duties:

a) Ensuring that aeronautical charts and maps are accurate and up-to-date.

b) Managing the production process for aeronautical charts and maps, including quality control and assurance.

c) Coordinating with other aviation organizations to ensure that charting products are compatible with other aviation systems.

d) Providing guidance and support to other organizations and agencies on issues related to aeronautical charting.

3.3.6.3. Responsibilities:

a) Ensuring that aeronautical charts and maps are produced and distributed in a timely and accurate manner.

b) Maintaining the security and confidentiality of aeronautical charting information.

c) Adhering to established standards and procedures for the production and distribution of aeronautical charts and maps.

d) Ensuring that aeronautical charts and maps are accessible to all users, regardless of language, culture, or other factors.

3.4. General

3.4.1. Each officer should be required to have a signed Job Descriptions that his/her immediate supervisor endorsed.

3.4.2. The officers assigned to undertake various tasks should have the requisite qualifications and competencies.

UGANDA CIVIL AVIATION AUTHORITY

DIRECTOR

SAFETY, SECURITY AND ECONOMIC REGULATION

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Director Safety, Security and Economic Regulation.