

## VACANCIES

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation in the country. It manages Entebbe International Airport (EIA) and thirteen (13) other upcountry aerodromes. UCAA carries out its work in conformity with International Civil Aviation Organization (ICAO) Standards and Recommended Practices (SARPs). The Authority now plans to recruit suitably qualified Ugandans of impeccable integrity and commitment to fill the position in its establishment in the Directorate of Safety, Security and Economic Regulation as detailed below:

**JOB REF** : CAA/ADV/INT/24/2019

**VACANCIES** : 03

**SALARY GRADE** : 11

**JOB TITLE:** SENIOR AIRWORTHINESS INSPECTOR (SAWI) –AVIONICS

**REPORT TO** PRINCIPAL AIRWORTHINESS INSPECTOR -AVIONICS

**JOB PURPOSE:** To ensure that all Aircraft in Uganda, Air Operators, Aircraft Maintenance Organizations and Engineering personnel maintain Avionic Airworthiness and safety standards at the highest possible level.

### **PRINCIPAL ACCOUNTABILITIES**

<b>S.NO</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
1.	Airworthiness Inspection	<ul style="list-style-type: none"><li>• Surveys and Inspects aircraft to ensure avionics airworthiness comply with specifications recommended by the manufacturer and ICAO</li><li>• Develops and conducts exams for assessing suitability and technical competence of pilots, and flight maintenance engineers, to assist in issuing/extension or validation of their licenses.</li><li>• Critically surveys maintenance and training organizations in so far as the inspection, training and airworthiness of aircraft are concerned</li><li>• Approves maintenance schedule submitted by operators and periodical surveys of schedules in use.</li><li>• Examines and reports on local modifications preparatory to final approval.</li></ul>

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> <li>• Investigates defects and incidents in airborne equipment and prepares defect reports.</li> <li>• Prepares and assesses examination papers for types of aircraft specified by Principal Airworthiness Inspector and conducts complementary oral examinations when required.</li> </ul>
2.	Human Resource Management	<ul style="list-style-type: none"> <li>• Supervises, motivates and trains Airworthiness Inspectors – Avionics</li> </ul>
3.	Carries out any other lawful assignment allocated by the immediate Supervisor.	<ul style="list-style-type: none"> <li>• The jobholder is cooperative and readily responds to any adhoc tasks assigned to him.</li> </ul>

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

1. An honours Degree in Mechanical, Electrical or Aeronautical Engineering and/**OR**
2. Aircraft maintenance engineer's license in Avionics (X), (R) or related categories.
3. Atleast 3 years' experience in Aircraft Maintenance or Inspections in a reputable Civil Aviation or Airline.
4. Must be computer literate
5. Good knowledge of relevant ICAO standards and practices.
6. Relevant working experience in Civil Aviation Organization will be an added advantage;
7. Experience in supervisory management is an added advantage.
8. Should be under 55 years of Age.

**JOB REF** : CAA/ADV/INT/25/2019

**VACANCIES** : 05

**SALARY GRADE** : 11

**JOB TITLE:** SENIOR AIRWORTHINESS INSPECTOR– (AIRFRAME & POWERPLANTS  
("A" & "C"))

**REPORT TO:** PRINCIPAL AIRWORTHINESS INSPECTOR

**JOB PURPOSE:** Under the guidance of the PAWS to put in place mechanisms to ensure that all aircraft on the CAA register meet Airframe and Power Plants requirements for Airworthiness.

**PRINCIPAL ACCOUNTABILITIES**

<b>S.NO</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
1.	Airworthiness Inspection	<ul style="list-style-type: none"><li>• Surveys and Inspects aircraft to ensure Airframe and engines airworthiness comply with specifications recommended by the manufacturer and ICAO</li><li>• Develops and conducts exams for assessing suitability and technical competence of pilots, and flight maintenance engineers, to assist in issuing/extension or validation of their licenses.</li><li>• Critically surveys maintenance and training organizations in so far as the inspection, training and airworthiness of aircraft are concerned</li><li>• Approves maintenance schedule submitted by operators and periodical surveys of schedules in use.</li><li>• Examines and reports on local modifications preparatory to final approval.</li><li>• Investigates defects and incidents in airborne equipment and prepares defect reports.</li><li>• Prepares and assesses examination papers for types of aircraft specified by Principal Airworthiness Inspector and conducts complementary oral examinations when required.</li></ul>
2.	Human Resource Management	<ul style="list-style-type: none"><li>• Supervises, motivates and trains Airworthiness Inspectors</li></ul>
3.	Carries out any other lawful assignment	<ul style="list-style-type: none"><li>• The jobholder is cooperative and readily responds to any adhoc tasks assigned to him.</li></ul>

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
	allocated by the immediate Supervisor.	

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

1. An honours B.Sc. Degree in Mechanical, Electrical or Aeronautical Engineering OR
2. An Aircraft Maintenance Engineer's License in "A" & "C", Airframe and power plants.
3. Atleast 3 years' experience in Aircraft and Power Engines Maintenance or Inspections in a reputable Civil Aviation or Airline.
4. Must be computer literate
5. Good knowledge of relevant ICAO standards and practices.
6. Relevant working experience in Civil Aviation Organization will be an added advantage;
7. Experience in supervisory management is an added advantage.
8. Should be under 55 years of Age.

**JOB REF** : CAA/ADV/INT/26/2019

**VACANCIES** : 03

**SALARY GRADE** : 11

**JOB TITLE:** SENIOR FLIGHT OPERATIONS INSPECTOR (SFOI) –AF/PP

**REPORTS TO:** PRINCIPAL FLIGHT OPERATIONS INSPECTOR

**JOB PURPOSE:** To participate in enforcing adherence to ICAO Flight Operation Procedures by Flight Crews and Air Operators

**PRINCIPAL ACCOUNTABILITIES**

<b>S.NO</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
	Airworthiness	<ul style="list-style-type: none"><li>• Supports the Flight Safety Standards Manager and Principal Flight Operations Inspector in budgeting activities</li><li>• Administers relevant Aviation Regulations</li><li>• Reviews operational procedures submitted by Air Operators and produces a report for presentation to the Principal Officer</li><li>• Distributes Aeronautical Information Circulars as advised by the Principal Inspector.</li><li>• Participates in preparation for oral and written examination of Pilots, Inflight personnel, instructors and Aviation Examiners</li><li>• Participates in investigating violations of Rules of the Air, Air Traffic Services Contravention, Onboard Air Safety and Security, Low Flying and Near Misses</li></ul>
8.	Human Resource Management	<ul style="list-style-type: none"><li>• Supervises the flight standards officers and inflight inspectors</li></ul>
9.	Carries out any other lawful assignment allocated by the immediate Supervisor.	<ul style="list-style-type: none"><li>• The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him.</li></ul>

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

1. Pilot with at least a CPL license.
2. An ATPL license will be an added advantage

3. Must be computer literate.
4. Should be well conversant with relevant ICAO SARPs.
5. Bachelor's Degree or its equivalent qualification from a recognized institution will be an added advantage.
6. Should be under 55 years of Age

**JOB REF** : CAA/ADV/INT/27/2019

**VACANCIES** : 01

**SALARY GRADE** : 10

**JOB TITLE:** CABIN SAFETY INSPECTOR

**REPORTS TO:** PRINCIPAL FLIGHT OPERATIONS OFFICER

**JOB PURPOSE:** To ensure passenger safety on board aircraft. To maintain Regulations, standards, policy and inspection criteria on issues relating to safety and emergency equipment on board passenger carrying aircraft, passenger related operational procedures, cabin crew training and cabin crew manuals.

**PRINCIPAL ACCOUNTABILITIES**

<b>S.NO</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
1.	Cabin Safety Inspection process	<ul style="list-style-type: none"><li>• Conduct inspections to ensure compliance with CAA regulations and to ensure that the national cabin safety is applied as mandated, in the interest of aviation safety.</li><li>• Conducts assessments and surveillance of operations to validate compliance with the Civil Aviation regulations.</li><li>• Evaluate operators' submissions and recommend for approval or denial as per regulations and guidance documents.</li><li>• Establishes and approves standard checklists for dangerous goods incidents in the passenger cabin during flight</li></ul>
3.	Carries out any other lawful assignment allocated by the immediate Supervisor.	<ul style="list-style-type: none"><li>• The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him.</li></ul>

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

1. A Bachelor's degree.

2. A Cabin Crew Member Certificate is essential
3. At least 5 years as a Cabin Attendant in a reputable organization.
4. Computer literate as appropriate
5. Excellent written language skills
6. Should be under 55 years of Age.

**JOB REF** : CAA/ADV/INT/28/2019

**VACANCIES** : 01

**SALARY GRADE** : 11

**JOB TITLE:** SENIOR LICENSING OFFICER –PERSONNEL

**REPORTS TO:** PRINCIPAL LICENSING OFFICER (PLO)

**JOB PURPOSE:** To discharge responsibilities normally organized around five major functional areas: Examinations (flight crew, aircraft maintenance personnel, air traffic controller, etc) licensing, training, regulatory and administration.

**PRINCIPAL ACCOUNTABILITIES**

<b>S.NO</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
1.	Planning, budgeting and review process	<ul style="list-style-type: none"><li>• Participates and makes contributions to ensure that Business Plan provisions contain adequate allocations for the department’s requirements</li></ul>
2.	Licensing Aviation Personnel	<ul style="list-style-type: none"><li>• Maintains an up-to-date, efficient and secure personnel record system for licensing, certification, designation, approval and authorization actions.</li><li>• Participates in setting and scheduling of examinations both practical and oral;</li><li>• Processes all license forms and prepares licenses for official signatures;</li><li>• Administers language proficiency examination, as required;</li><li>• Coordinates with the medical examiner of UCAA in aspects related to medical examination and the issuance of medical assessments, in compliance with the civil Aviation (Personnel Licensing) Regulations;</li><li>• Evaluation of foreign licenses and certificates, and military pilot qualifications, and taking appropriate action, including consultation with the State of Issue;</li></ul>
4.	Human Resource Management	<ul style="list-style-type: none"><li>• Supervises the section’s staff and ensures correct manning levels in accordance with operating standards</li></ul>

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> <li>Proposes input in attraction, retention, motivation and staff development.</li> </ul>
5.	Carries out any other lawful - assignment allocated by the immediate Supervisor.	<ul style="list-style-type: none"> <li>The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him.</li> </ul>

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

1. An honours Degree in Mechanical, Electrical or Aeronautical Engineering and/OR
2. Aircraft maintenance engineer's license.
3. Atleast 3 years' experience in Aircraft Maintenance or Inspections in a reputable Civil Aviation or Airline.
4. Must be computer literate
5. Good knowledge of relevant ICAO standards and practices.
6. Should be under 55 years of Age.

**JOB REF** : CAA/ADV/INT/29/2019

**VACANCIES** : 01

**SALARY GRADE** : 10

**JOB TITLE:** LICENSING OFFICER –PERSONNEL

**REPORTS TO:** PRINCIPAL LICENSING OFFICER - PLO

**JOB PURPOSE:** To participate in the licensing of air traffic services officers, pilots, aircraft maintenance engineers, in compliance with relevant ICAO Annexes.

**PRINCIPAL ACCOUNTABILITIES**

<b>S.NO</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
1.	Licensing management - Personnel	<ul style="list-style-type: none"><li>• Handles applications for issuance and/or renewal of licenses, certificates and validations</li><li>• Accurately/appropriately categorizes applications recorded in the register by various classes of licenses.</li><li>• Books candidates for technical examinations</li><li>• Ensures examination bookings by submitting to the institution CAA's duly filled forms indicating the exams to be attempted and corresponding fees.</li><li>• Books candidates for the scheduled exams before expiry of the booking period specified by the examining institution.</li><li>• Ensures adequate supply of application forms for all licenses, certificates and ratings.</li><li>• Participates in invigilating technical examinations.</li><li>• Keeps all files for and licensed personnel and classifies and categorizes files in the filing system.</li><li>• Processes licenses for issue and/or renewal for the signature of the Director.</li></ul>
2.	Carries out any other lawful - assignment allocated by the immediate Supervisor.	<ul style="list-style-type: none"><li>• The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him.</li></ul>

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

1. An honours degree from a recognized university or its equivalent;
2. Hold atleast one of the aviation Licenses issued and recognized by the authority eg. A PPL, AMEL ATC License, FOO license etc.
3. Atleast There (3) years' experience in a Civil Aviation organization or airline.
4. Must be computer iterate
5. Should be under 55 years of Age.

**JOB REF** : CAA/ADV/INT/30/2019

**VACANCIES** : 01

**SALARY GRADE** : 10

**JOB TITLE:** SAFETY RECORDS MANAGEMENT OFFICER

**REPORTS TO:** SENIOR SAFETY RECORDS MANAGEMENT OFFICER

**JOB PURPOSE:** To provide support to the Senior UCAA Flight Safety Standards & Licensing Documentation Centre/Library.

**PRINCIPAL ACCOUNTABILITIES**

<b>S.NO</b>	<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>DELIVERABLES</b>
1.	Corresponding with users of the Library	<ul style="list-style-type: none"><li>• Provides timely and accurate information to all users.</li></ul>
2.	Enforcing library used regulations	<ul style="list-style-type: none"><li>• Efficiently implements mechanisms, systems and regulations necessary to run the Documentation Centre/Library professionally.</li></ul>
3.	Cataloguing materials for ease of identification	<ul style="list-style-type: none"><li>• Cataloguing and classification of Documentation Centre/Library, files, books, ICAO docs, Service Bulletins, Airworthiness Directives and periodicals to ensure easy retrieval</li></ul>
4.	Maintaining and updating regulations on use of Library	<ul style="list-style-type: none"><li>• Maintains rules and Regulations to ensure smooth running of Documentation Centre/Library.</li></ul>
5.	Continuously reviewing rules of compliance	<ul style="list-style-type: none"><li>• Reviews the Documentation Centre/Library systems to ensure compliance to policies and procedures for the department.</li></ul>
6.	Updating records	<ul style="list-style-type: none"><li>• Implements and ensures systems tracking, and archiving of literature.</li></ul>
7.	Continuing access	<ul style="list-style-type: none"><li>• Ensures that adequate security is in place to safeguard all information in the library against loss and destruction.</li></ul>

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

1. Must be a holder of an honours Bachelor's Degree in Library and Information Science (BLIS)
2. Must have a minimum of 4 years extensive relevant work experience in a reputable organization with at least 3 years of practical experience in a similar position and preferably at a civil aviation authority or aviation training centre.
3. Should have good interpersonal skills
4. Ability to work within minimum supervision
5. Should have competency in the use and management of Records Management Software.
6. Should be between under 55 years of Age.

**HOW TO APPLY: -**

A well written application letter with a detailed CV and copies of **academic certificates** with the job reference number clearly marked at the top left hand corner of the envelope should be addressed to;

**The Director Human Resource & Administration  
Uganda Civil Aviation Authority  
Head Office  
P.O. Box 5536,  
KAMPALA**

To be received not later than **5:00 pm, 1/11/2019**  
Only shortlisted candidates will be contacted.

UCAA is an equal opportunity employer.

**Note: Please indicate your (day time) phone**