

UGANDA CIVIL AVIATION AUTHORITY

VACANCY

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation industry in Uganda. 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 a suitably qualified Ugandan of impeccable integrity and commitment to fill the position of **Director General** in its establishment as detailed below:

JOB REF : CAA/ADV/EXT/06/2021
POST : **DIRECTOR GENERAL**
REPORTS TO : Board of Directors
SALARY LEVEL : Exec 1
VACANCIES : 01

JOB PURPOSE: The Director General directs the profitable operation and development of the Uganda Civil Aviation Authority within the framework of the direction and policies determined and agreed to by the Board.

PRINCIPAL ACCOUNTABILITIES

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Communicates the Vision and Mission to the Board and Enterprise	<ul style="list-style-type: none">• Sets the Vision , Mission and Values of the organization and ensures that alignment exists in the entire organization
2.	Provides Professional Management and Steers the Authority on Sound Commercial Principles in accordance with Policies and Decisions made by the Board.	<ul style="list-style-type: none">• Provides Professional Management:<ul style="list-style-type: none">- Delegates effectively through clear Job Objectives.- Delegates both responsibility and Authority through effective empowerment.- Establishes clear management policies and principles.

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
		<ul style="list-style-type: none"> - Strictly adheres to established principles and policies. - Communicates effectively. - Builds and leads teams. - Leads by example. • Steers the Authority on Sound Commercial Principles: <ul style="list-style-type: none"> - All business decisions add value and move UCAA forward. • Meets key Business Objectives i.e.: <ul style="list-style-type: none"> - Profitability - Revenue Growth - Market Share Growth (Market goes beyond borders) - Human Resource Development - Owner's Equity Growth - Public Responsibility
3.	Steers the Development of Civil Aviation Industry with a view to Promoting Efficient Safe and Reliable Aviation Services.	<ul style="list-style-type: none"> • Steers the Development of Civil Aviation Industry: <ul style="list-style-type: none"> - Creates the vision for growth. - Sets strategies for business developments • Promotes Efficient Aviation Services. • Promotes Safe Aviation Services <ul style="list-style-type: none"> - UCAA has well maintained equipment and facilities. - UCAA embraces comprehensive Regulatory regime. - UCAA retains proficient safety staff. • Promotes Reliable Aviation Services: <ul style="list-style-type: none"> - Ensures that there is an attractive aviation business environment in Uganda. • Ensures a liberal air transport regime.
4.	Ensures that UCAA acquires Financial Resources, Capital Facilities and Infrastructure to conduct its business and implement its Plans for Growth	<ul style="list-style-type: none"> • Ensures profitable operation. • Ensures continuous liquidity. • Ensures effective borrowing of resources. • Ensures effective and efficient capital expenditure planning and implementation.

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5.	Controls the Resources and Operations of the Authority	<ul style="list-style-type: none"> • Assumes ultimate accountability for all strategic and operational activities as well as for the authority's assets.
6.	Formulates and gains agreement for major plans, i.e. the Business Plans and estimates of income and expenditure.	<ul style="list-style-type: none"> • Ensures the preparation of strategic and operating plans that are appropriate as to vision for growth, challenging and realistic are developed, presented to the Board and to other stakeholders and approval obtained. • Ensures that the plans are effectively implemented and are ultimately achieved.
7.	Ensures that all decisions of the Board are implemented.	<ul style="list-style-type: none"> • Motivates own reports and other managers to ensure that Board decisions are implemented timely and are enthusiastically enforced in order to realize their intended goals.
8.	Establishes and gains Directors' and Senior Managers commitment to: <ol style="list-style-type: none"> 1. Business performance indicators 2. Individual objectives for senior managers. 3. Effective leadership to ensure that functional objectives are implemented and met regularly. 	<ul style="list-style-type: none"> • Gains commitment to business performance indicators, namely: <ul style="list-style-type: none"> - Revenue Plan and Growth - Profit Plan and Growth - Owners' Equity Plan Growth - Market Share Plan and Growth - Customer satisfaction Plans Growth - Employee Satisfaction - Employee Development. • Sets S.MAR T. objectives for every Director and immediate report at least once every year. • Motivates all immediate reports through: <ul style="list-style-type: none"> - Incentive schemes - Regular feedback - Recognition such as written congratulations
9.	Develops and implements management structures, policies, procedures and processes to enable UCAA direct and control all critical aspects of the business and responds effectively and efficiently to changes in the business environment	<ul style="list-style-type: none"> • Conceptualizes, develops and implements structures, policies, procedures and processes to enable control of all critical aspects of the business. • Conceptualizes, develops and implements structures, policies, procedures and processes to enable UCAA adapt to changes in social, economic and business environment.
10.	Ensures that the Authority acquires a human resource force with appropriate	<ul style="list-style-type: none"> • Ensures appropriate recruitment policies, procedures, processes and practices.

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	knowledge, skills and experience at all levels, and that the human resource is trained, developed, mentored and motivated in order to ensure that they meet their set objective and remain loyal to UCAA.	<ul style="list-style-type: none"> • Ensures appropriate career path development policies, procedures and practices. • Ensures effective staff training, coaching and development. • Ensures staff motivation through: <ul style="list-style-type: none"> (i) Job satisfaction. (ii) Career development (iii) Effective delegation; and (iv) Reward
11.	Develops and maintains effective relationships with the Government, major clients and partners, financial institutions, key suppliers and other stakeholders and the general public in order to ensure their support for the overall good and benefit of UCAA.	<ul style="list-style-type: none"> • Establishes and maintains an effective relationship with the Government. • Establishes and maintains an effective and, - productive relationship with the Board. • Establishes and maintains an effective public relations function in order to ensure portrayal of the best possible image of UCAA and in order to maintain an effective relationship with the general public. • Establishes and maintains work practices that motivate the most competitive suppliers to keep UCAA in their preferred customer list. • Maintains and continuously up-dates customer care policies and practices.
12.	Carries out any other duties that may from time be delegated by the Board, the Ministry and any other Senior Officer of Uganda Government, while in the line of the jobholders' duty.	Carries out any delegated duties:- <ul style="list-style-type: none"> (i) In the Aviation Industry. (ii) That have to do with Airports and - Aerodromes. (iii) That have to do with ICAO and other related Regulatory bodies. (iv) That relate to international relations and agreements within the Aviation Industry.

MINIMUM REQUIREMENTS

1. A Master's degree in Engineering, Commerce, Business Administration, Social Science, Aviation Management, Development Studies, Economics, or an MBA or Law from a recognized University.
2. Exposure to Civil Aviation Management or Air Law Training

3. Should have relevant Management experience of at least 10 years, 6 of which should be at Senior Management level reporting to a Chief Executive Officer;
4. Prior service in Management of a successful business enterprise would be an added advantage.
5. Should have Experience in:-
 - a. Engaging high level Government officials.
 - b. Conducting meetings
 - c. Preparing concise reports
6. Proven leadership ability with excellent performance record in a highly competitive business enterprise
7. Must be a seasoned People Manager with demonstrable prior experience and success in overseeing Staff productivity and Performance Management.
8. Should be between 35 to 55 years of Age.

HOW TO APPLY: -

A well written cover letter with a detailed C.V 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 Chairman Board of Directors
Uganda Civil Aviation Authority
P.O. Box 5536,
KAMPALA**

To be received not later than **5:00 pm, 15th April, 2021.**

Only shortlisted candidates will be contacted.

UCAA is an equal opportunity employer.

Note: Please indicate your (day time) phone