

# UGANDA CIVIL AVIATION AUTHORITY

## EXTERNAL JOB ADVERTISEMENT

Uganda Civil Aviation Authority (UCAA) is a corporate body responsible for regulation of civil aviation 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 suitably qualified Ugandans of impeccable integrity and commitment to fill the following position in its establishment as detailed below: -

**JOB REF** : **UCAA/ADV/EXT/05/2022**

**POST** : **SENIOR LICENSING OFFICER**

**REPORTS TO** : Principal Licensing Officer

**SALARY LEVEL** : 11

**VACANCIES** : 01

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

<b>PRINCIPAL ACCOUNTABILITIES</b>	<b>SPECIFIC ACTIVITIES</b>
<b>1) Planning, budgeting and review process</b>	<ul style="list-style-type: none"><li>• Participates and makes contributions to ensures that Business Plan provisions contain adequate allocations for the department's requirements</li><li>• Participates in the preparation of annual budget inputs for the department</li></ul>

## 2) Licensing Aviation Personnel

- Maintains an up-to-date, efficient and secure personnel record system for licensing, certification, designation, and approval and authorization actions.
- Maintains lists of civil aviation authorities and designated examiners;
- Maintain PEL office library
- Maintain currency of a regulatory material and PEL documents in use by staff.
- Drafting and promulgating examination schedules in cooperation with other sections.
- Where paper examinations are provided, printing and collating examination papers and distributing them in order to meet published scheduled time.
- Handles routine correspondences in respect of requests for matters such as study guidance materials, dates of examinations, application forms and examination fees;
- Participates in setting of examinations both practical and oral;
- Dealing with public, when necessary, on matters related;
- Schedule examinations;
- Request for explanatory circulars and queries related to examination administration;
- License, ratings, approvals or examination application; and
- Requests for regulatory interpretation
- Maintains record of all licenses of applicants as per regulations;
- Handles routine correspondences with respect to applications for licenses or ratings, tests and any other routine clerical matters
- Processes all license forms and prepares licenses for official signatures;
- Reviews, evaluates and makes written tests
- Administers language proficiency examination, as required;
- Participates in working groups to review and recommend improvement to examination computerized systems
- Coordinates with the medical examiner of the CAA those aspects related to medical examination and

<p><b>3) Prepares conducts written and oral avionics exams leading to the grant, issue, extension and validation of aircraft maintenance engineers' license and pilots' ratings.</b></p>	<ul style="list-style-type: none"> <li>• Develops examination papers for assessing suitability and technical competence of pilots, and flight maintenance engineers, to assist in issuing/extension or validation of their licenses.</li> <li>• Conduct oral and written examinations.</li> </ul>
<p><b>4) Human Resource Management</b></p>	<ul style="list-style-type: none"> <li>• Supervises the section's staff and ensures correct manning levels in accordance with operating standards.</li> <li>• Proposes input in attraction, retention, motivation and staff development.</li> </ul>
<p><b>5) Carries out any other lawful assignment allocated by the immediate Supervisor.</b></p>	<ul style="list-style-type: none"> <li>• The jobholder is cooperative and readily responds to any ad hoc tasks assigned to him/her.</li> </ul>

**PERSON SPECIFICATIONS**

<p><b>Essential Requirements</b></p>	<ol style="list-style-type: none"> <li>1. Holds an Aircraft Maintenance Engineers Licence.</li> <li>2. Minimum of 4 years working experience in an aviation organization.</li> <li>3. Should be under 55 years of Age.</li> </ol>
<p><b>Desirable Requirements</b></p>	<ol style="list-style-type: none"> <li>1. A honors Degree in Mechanical or Electrical or Aeronautical Engineering or</li> <li>2. Instructor or examiner or experience.</li> <li>3. Aviation Safety Related Trainings.</li> <li>4. Knowledge of ICAO, IATA and Civil Aviation regulatory requirements.</li> </ol>
<p><b>Knowledge</b></p>	<p>Must be computer literate</p>

**SPECIAL SKILLS AND ATTRIBUTES:**

Leadership and managerial skills.  
Team work  
High level of integrity.

## **HOW TO APPLY:**

- 1) To view the above-mentioned job advertisements and apply, please enter the link <https://recruitment.caa.co.ug> into your browser (Preferably Microsoft Edge) to create an account and start the application process.
- 2) Sign up to create an account (New Users). Fill in all the required information.
- 3) An email verification OTP will be sent to your Email
- 4) Copy and paste the verification.
- 5) Log in with your Email and password
- 6) Create a CV before proceeding
- 7) Click Home and there you will see the advertised job. To apply, click the **“Apply”** button. Thereafter, an email message will be sent to **confirm** your application was successful.
- 8) Please note that falsification of information is an offense in UCAA. You are advised to only apply for the jobs where you meet the minimum requirements as indicated in the job description as well as be very sincere while responding to the application questionnaire.
- 9) Physical/hard copy applications will not be accepted.

**NB: The internal candidates who submitted applications need not re-apply.**

- a) For any inquiries or assistance, please contact TEL: +256-312-352000.
- b) Applications are to be received not later than **5:00 pm, 3<sup>rd</sup> October 2022**. It is the duty of the applicant to ensure that his/her application is received by the indicated date and late applications will not be entertained under any circumstances.
- c) In your CV please include contacts of two credible referees i.e. one professional (Past or present employer/supervisor) and the other for character assessment.

***We pledge to conduct a transparent recruitment process!***

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