UGANDA CIVIL AVIATION AUHORITY

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

JOB REF   : UCAA/ADV/EXT/10/2023

POSITION   : **AIR TRAFFIC MANAGEMENT OFFICER - TRAINEE**

REPORTS TO   : AIR TRAFFIC MANAGEMENT SUPERVISOR/OJT

SALARY LEVEL   : 9

VACANCIES   : 07

JOB PURPOSE   : To acquire and apply technical skills in the field of Air Traffic Control under the supervision of a qualified Air Traffic Controller.

PRINCIPAL ACCOUNTABILITIES

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Undertaking job orientation.	• Undergoes on-job orientation to appreciate the different functions within the Directorate of Air Navigation Services and how they interact or relate with the air traffic control function
2.	Reading widely to acquaint self with relevant Aviation Industry and ICAO regulations	• Acquaints self with the operations of ICAO, the African and Indian Planning and Implementation Regional Group (APIRG), the Uganda CAA and the Directorate of Air Navigation Services.
3.	Technical training at an Approved Training Organization (ATO)	• Attends and passes relevant technical training course in air traffic control at ATO

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
4.	On the Job Training	• Undergoes On the Job Training process under the supervision of a suitably qualified air traffic controller and over all supervision of the ATMS/OJT • Trainee demonstrates correct application of the technical skills acquired from the ATO under the supervision of a suitably qualified air traffic controller and over all supervision of the ATMS/OJT
5.	Carries out any other duties assigned by Supervisor.	• The job holder remains open and flexible towards taking up ad hoc assignments delegated to him by the immediate supervisor.
6	SMS	• Performs the safety responsibilities of trainee detailed in the UCAA Aviation Safety Handbook

PERSON SPECIFICATIONS	
Essential Requirements	1. A BSc. honors degree from a recognized university biased towards any of the following disciplines;- 　a) Physics/Mathematics/Geography/Statistics/Computer science, ICT, Engineering and surveying, and 2. A Principal pass (A - C grades) in Mathematics and/or Physics at A' level 3. A credit in English Language, Mathematics, Physics and Geography at O' Level 4. Twenty-six (26) years or less at the time of the deadline for submission of the application. Must submit a copy of the National Identification Card with the application.
Desirable Requirements	1. Ready to stay in Entebbe and work shifts including; day, night, weekends and public holidays. 2. Ready to accept posting to any upcountry aerodrome as and when required. 3. Ready to undergo medical examination.
Knowledge	Knowledge, background and experience in flight operations management activities
SPECIAL SKILLS AND ATTRIBUTES: Should be computer literate.	

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).

3) An email verification OTP (One Time Password) will be sent to your Email.

4) Copy and paste the verification.

5) Log in with your Email and password.

6) Create a CV by filling in all the required information 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 being very sincere while responding to the application questionnaire.

9) Physical/hard copy applications will not be accepted.

Note:

a) For any inquires or assistance, please contact: +256-312-352000.
b) Applications are to be received not later than **5:00 pm** on **4th December 2023**. 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