

UGANDA CIVIL AVIATION AUTHORITY

EXTERNAL AND INTERNAL 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 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/01/2026**

POSITION : **SECURITY ASSISTANT -TRAINEE**

REPORTS TO : ASSISTANT SECURITY OFFICER

SALARY LEVEL : 7

VACANCIES : **110**

JOB PURPOSE : This position exists to ensure the protection and safety of passengers and crews; ground personnel, the general public; aircraft, airport facilities and navigational aids.

<i>S.NO</i>	<i>PRINCIPAL ACCOUNTABILITIES</i>	<i>DELIVERABLES</i>
1.	Access control	<ul style="list-style-type: none">• Ensures that only passengers whose flight is open for check-in are allowed into the check-in counters by checking their travel documents.• Only authorized staff are allowed into the restricted areas of the airport according to the specifications on their passes• Allows only vehicles which have a valid airside pass to access the airside• Ensure that only authorized visitors are allowed to areas they have been cleared to go.• Accepts contractors who have been cleared to access restricted areas to perform their duties.• Grants access to flight crew after presenting and verifying their crew cards.• Ensures that only deserving persons are granted access to the VIP lounge• Ensures access control is carried out fast without compromising security and avoid undue loss of time to clients

2.	Screening	<ul style="list-style-type: none"> • Examines bags entering airport restricted areas using the x-ray machine to detect prohibited items that may be concealed. <ul style="list-style-type: none"> ◦ Refer bags with a possible threat for physical search ◦ Hold bags with obvious threat in the x-ray tunnel before notifying the supervisor for an appropriate action and keep it away from the owner. ◦ Clear all bags with no threat • Examines bags physically in order to detect any concealed prohibited items • Refers bags to the checkpoint supervisor for appropriate action upon discovery of prohibited item. • Screens persons entering the airport restricted areas using the Walk-Through Metal Detector (WTMD) to detect prohibited items that may be concealed on the body that may be used to commit acts of unlawful interference against civil aviation • Uses the Hand-held Metal Detector to screen persons to detect prohibited items • Physically searches persons who may not need the use of the WTMD or HHMD or when the security situation dictates. • Checks all vehicles entering the restricted areas for prohibited items. • Refers all detected prohibited items to the checkpoint supervisor for appropriate action • Ensures that all screening equipment works to the required specifications by carrying out the standard equipment tests and report any equipment which does not work according to the acceptable standards to the supervisor for corrective action • Ensures speedy, timely and accurate screening without compromising security • Ensures proper care and use of equipment and other accessories at the checkpoint. • Reports to immediate supervisor any irregularities/incidents occurring at the area of deployment and enter record of the incidents in the logbook; write incident report where necessary.
3.	Patrolling	<ul style="list-style-type: none"> • Carries out foot patrols to discover items that may be hidden in the airport facilities that may be used to commit acts of unlawful interference against civil aviation • Uses vehicle to check the integrity of the perimeter fence • Report any areas of the fence that may have been broken to the supervisor who informs the relevant office for an appropriate action. • In case a prohibited item is discovered during patrols, follows the standard operating procedures in handling such items.

		<ul style="list-style-type: none"> Apprehends intruders who are discovered to have climbed over the perimeter fence and hands them over to AVPOL for proper management
4.	Facilitation	<ul style="list-style-type: none"> Ensures that visitors are issued with an authorization pass for them to perform their duties in restricted areas of the airport. Staff that have been cleared but have not been issued with an official airport pass are granted one day passes to access them to restricted areas. Contractors of various agencies at the airport who have been cleared to be facilitated with the necessary passes to enable them carry out their functions. Issues temporary airside passes to vehicles that have been authorized to do so like ambulances, delivery vans, etc. VIPs who deserve to be received at the apron are facilitated with a visitor pass for that purpose As a job holder handles ALL visitors to the airport, it is important that a security assistant displays good customer care to portray the good image of UCAA Maintains a high degree of professionalism, team work and discipline at all times. Maintains good internal and external relations with all airport users. Ensures quick and professional facilitation of passengers and other persons through security checkpoints without compromising security.
5.	Profiling	<ul style="list-style-type: none"> Observes passengers' behaviour to detect and identify any behaviour that is out of the normal Reports any such suspicions to the checkpoint supervisor for further investigation Subjects persons who show suspicious behaviour to further security measures such as screening
6.	Guarding	<ul style="list-style-type: none"> Safeguards UCAA property from theft and other avoidable losses by ensuring that gate passes are presented before anything can be taken out of the premises Protects UCAA clients' property from theft and pilferage Ensures that access to parked aircraft is regulated to allow only authorised persons Notifies the electrical section about the power failures in guarded areas so that it is restored Maintains alertness and an awareness of the security operational environment.
7.	Document verification	<ul style="list-style-type: none"> Checks all passengers' travel documents and only grants those with genuine documents to the restricted areas. Reports those with suspicious documents, through the checkpoint supervisor, to the airline, the immigration

		<p>department and AVPOL for an appropriate action.</p> <ul style="list-style-type: none"> • Verifies airport passes to detect forged passes and apprehend those with access permits for further investigation • Checks all requests for passes and the subsequent authorization to detect any forgeries.
8.	Escorting	<ul style="list-style-type: none"> • Escorts UCAA property such as fuel from the pump station to the areas of distribution. • All official visitors to be escorted until such a time when they finish their official visits. • Accompanies all transit bags from screening area to the baggage sorting to prevent any unauthorized item from being introduced into the bags. • Escorts VIPs who are authorized to receive their dignitaries at the airside.
9.	Handle basic intelligence information	<ul style="list-style-type: none"> • All basic intelligence information that may be brought to your attention should be reported to the supervisor for further investigation • Gathers basic information that may relate to threats to civil aviation and pass that information to your supervisor for follow up action
10.	Emergency response	<ul style="list-style-type: none"> • Be an active member in times of emergencies by providing a buffer for the emergency response teams like fire department. • Cordons off areas of incidents so that evidence is not tampered with for investigators • Restricts access to emergency scenes to only emergency teams. • Coordinates communication from the Emergency Operation centre (EOC)
11.	Handle dangerous goods	<ul style="list-style-type: none"> • Upon discovery of dangerous goods, reports to the concerned airline operator for proper handling. • Ensures that the airline properly marks and labels the dangerous goods for safe transportation in the air.
12.	VIP handling	<ul style="list-style-type: none"> • Requests all VIPs entering the VIP lounge to register in the VIP register • Screens all VIPS and their hand luggage before accessing them to the lounge. • Advises VIPs on items that may be in their hand luggage that should be transported as checked baggage. • Reports any VIP who refuses to comply with security measures to the VIP supervisor and to your supervisor.
13.	Handle valuables	<ul style="list-style-type: none"> • Safeguards clients' valuables that may be entrusted to your care. • Ensure an up to date record of valuables entrusted to your care is maintained
14.	Issue permits	<ul style="list-style-type: none"> • Issues airport permits to all persons authorized to work at the airport according to their areas of

		<p>operation</p> <ul style="list-style-type: none"> • Issues Airside Driving Permits to drivers who have been tested by the transport and airside safety offices • Issues both permanent and temporary vehicle airside permits to vehicles that have been cleared to access the airside. • Issues contractor permits to authorized contractors • Keeps an inventory of all passes, both permanent and temporary, issued
15.	Carryout surveillance	<ul style="list-style-type: none"> • Carries out CCTV surveillance of facilities to detect any acts of unlawful interference to civil aviation • Uses physical observation to monitor restricted areas of the airport as well as public areas to detect unlawful acts • Reports any suspicious acts to his/her supervisor for appropriate action • Carries out 'sterilization'/check of the area of operation at the time of take-over of duties and as required by standard operating procedures (SOPs).
16.	Process permits	<ul style="list-style-type: none"> • Mans the pass production room to process airport passes to be issued to authorised persons in a timely manner • Ensures that the equipment needed in the production room is in good working condition and reports any malfunctions to technical officer for prompt correction. • Keeps an inventory of the equipment used in the production room • Ensures all access permits processing equipment and materials are properly used, handled and maintained.
17.	Basic vetting	<ul style="list-style-type: none"> • Scrutinizes documents presented for access requests to ascertain their authenticity before facilitating anyone with an airport pass • Uses basic interview questioning to establish the need to access before any visitor, staff or contractor issuing an airport pass.
18.	Staff meetings	<ul style="list-style-type: none"> • Attends departmental and organizational meetings whenever they are convened. • Participates in the implementation of resolutions made in the meetings that fall under his/her jurisdiction.
19.	Carrying out any other lawful assignment allocated by the immediate supervisor	<ul style="list-style-type: none"> • The jobholder is cooperative and readily responds to any adhoc tasks assigned to him/her.
PERSON SPECIFICATIONS		
Essential Requirements		<p>1) An Honors Degree in a relevant discipline with one years' experience in Security and or Operations in an Airport environment.</p> <p>OR</p> <p>Diploma in a relevant discipline with 2 years'</p>

	experience in security and or operations in an Airport environment.
	2) Must be a Ugandan citizen.
Desirable requirement	A background in security/Airport Operations is an essential requirement.
Age	Should be between 25 to 45 years.
Knowledge	Should have a good command of the English language and Computer Applications, communication and report writing skills.
SPECIAL SKILLS AND ATTRIBUTES: <ol style="list-style-type: none"> 1. Must be physically fit with respect to state of mind, eyesight, hearing and sense of smell. 2. Should have tolerance for stress and be able to work long hours. 3. Should have good interpersonal skills and customer care. 4. Should have tact and diplomacy. 	

IMPORTANT TO NOTE

Should be persons of high and unquestionable integrity and needless to emphasize any reported cases of questionable integrity both before and after interview as well as post appointment will lead to his/her cancellation from the process or termination of Employment.

HOW TO APPLY: -

Type-written applications with detailed CVs and copies of academic certificates and transcripts with the Job reference number clearly marked at the top left hand corner of the envelope should be sent to the address below, before close of business- **6th February 2026**. Please indicate your (day time) phone contact.

**THE DIRECTOR HUMAN RESOURCE AND ADMINISTRATION
UGANDA CIVIL AVIATION AUTHORITY (HEAD OFFICE),
ENTEBBE INTERNATIONAL AIRPORT,
P .O. BOX 5536
KAMPALA**

UCAA is an equal opportunity employer. It is the duty of the applicant to ensure that his/her application is received by the indicated date.

Late applications will not be entertained under any circumstances.