

UGANDA CIVIL AVIATION AUTHORITY

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/ 02/2026
POSITION	: AIR TRAFFIC MANAGEMENT OFFICER - TRAINEE
REPORTS TO	: AIR TRAFFIC MANAGEMENT SUPERVISOR/OJT
SALARY LEVEL	: 9
VACANCIES	: 10

JOB PURPOSE

The Air Traffic Control Trainee will undergo structured theoretical and practical training in the provision of air traffic services in accordance with the standards and recommended practices of the International Civil Aviation Organization (ICAO). Upon successful completion of training and assessments, the trainee will be deployed as a licensed Air Traffic Controller.

The role of an Air Traffic Controller

An Air Traffic Controller (ATC) is responsible for ensuring the safe, orderly, and expeditious flow of air traffic within assigned airspace or at an aerodrome, in accordance with national aviation regulations and the Standards and Recommended Practices of the International Civil Aviation Organization (ICAO).

The role involves issuing clearances and instructions to pilots, maintaining prescribed separation between aircraft, coordinating with adjacent control units, and managing emergency situations.

It requires high levels of concentration, sound judgment, effective communication skills, and the ability to perform reliably in a high-pressure, shift-based operational environment.

PRINCIPAL ACCOUNTABILITIES

S.NO	PRINCIPAL ACCOUNTABILITIES	DELIVERABLES
1.	Undertaking job orientation.	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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)	<ul style="list-style-type: none"> Attends and passes relevant technical training course in air traffic control at ATO
4.	On the Job Training	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> The job holder remains open and flexible towards taking up ad hoc assignments delegated to him by the immediate supervisor.
6	SMS	<ul style="list-style-type: none"> Performs the safety responsibilities of trainee detailed in the UCAA Aviation Safety Handbook

PERSON SPECIFICATIONS	
Essential Requirements	1. A Bachelor of Science honors degree from a recognized university biased towards any of the following disciplines;- Physics/Mathematics/Geography/Statistics/Computer science, ICT, Engineering and survey, 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.
General Knowledge and Cognitive Aptitude	1. Logical reasoning ability. 2. Situational awareness and problem-solving capacity. 3. Ability to process information quickly and accurately.
SPECIAL SKILLS AND ATTRIBUTES:	
1. Should be computer literate. 2. Ability to remain calm under pressure. 3. High level of concentration and attention to detail. 4. Strong communication and teamwork skills. 5. Good spatial awareness and multitasking ability. 6. Excellent command of spoken and written English. 7. Strong analytical, numerical, and problem-solving skills.	

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 to create an account and start the application process.
- 2) Sign up to create an account (New users).
- 3) Log in with your username and password.
- 4) Create a CV by filling in all the required information before proceeding.

- 5) Click Home and there you will see the advertised job. To apply, click the “Apply” button. Thereafter a popup message will appear **confirming** your application was successful.
- 6) 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.
- 7) Physical/hard copy applications will not be accepted.

For any inquiries or assistance, please contact: -

Head Office: +256 414 352000, +256 312 352000, +256 20 0452000

Applications are to be received not later than **5:00pm, 8th June, 2026.**

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.

We pledge to conduct a transparent recruitment process!