



RS FORM 2 - JOB DESCRIPTION

SECTION A - POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Ministry of communication & Aviation

DIVISION/SECTION: CAA SOLOMON ISLANDS **DUTY STATION:** Honiara/Henderson Airport

POSITION NUMBER (HRMIS): 289-00016

MINISTRY VACANCY REF: MCA01/2023

POSITION TITLE: Personnel Licensing Officer

POSITION LEVEL: 10/11

SALARY RANGE: \$2,599.16-\$3,023.64

THIS POSITION REPORTS TO: Director of Civil Aviation

THIS POSITION SUPERVISES:

The Personal Licensing Officer (PEL) system as a core surveillance mechanism of the aviation industry under Civil Aviation Authority of Solomon Islands..

SECTION B - SCOPE OF DUTIES

The Ministry of communication & aviation, is mandated to promote a safe and secure aviation services and infrastructure that are vital to achieve the sustainability of rural and urban livelihoods. The challenges ahead are significant.

The CAASI supports the Ministry of Communication and Aviation to do this by undertaking safety oversight to promote and achieve a safe, secure, integrated and sustainable civil aviation system

This position will contribute to the corporate functions and objectives of this Ministry by undertaking the necessary processes mandated by Annex 1 (Personnel Licensing) to the ICAO Convention and relevant CARs.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

Manages CAASI's personnel licensing functions with regards to pilots, engineers and air traffic controllers IAW Annex 1 and CARs

- Manages granting and renewals of pilots, engineer's and air traffic controller licenses;
- Grants approvals for Remotely Piloted Aircraft Systems operations;
- Administers air legislation system for pilots, engineers and ATC

- Manages application for renewals of aviation participant medicals
- Grants permits for arriving and overflight aircraft
- Manages PEL Filing system and records;

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. a well maintained and updated PEL Filing System
2. effective management of aviation participants' licences to ensure currency and accuracy
3. effective administration of exams when due;
4. maintain effective currency of medical certificates
5. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E - QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma in Civil Aviation Management and relevant Aviation field of trainings

Desirable Qualifications

- Certificate in Civil Aviation Management

Capabilities Requirements

- Age 25- 40 years
- Microsoft Office literate and Microsoft Excel

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC1. Having completed Diploma in science/aviation management with grades above average
- KSC2. At least five years' experience in an aviation related role
- KSC3. Comprehensive and in-depth understanding of ICAO SARPs and civil Aviation legislation
- KSC4. Competent with use of computer programs ie MS word, excel etc
- KSC5. Disciplined and safety conscious
- KSC6. Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: **\$2,599.16**

Annual Salary: **\$67,578.16-\$78,614.64**

Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- Special duty allowance: 32.5%
- Housing allowance of 15 %

Other incentives and increment as per General Order

SECTION H - APPROVAL (Business use only)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

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Permanent Secretary/Responsible Officer

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Date Approved

Additional Comments: