



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): 289-00162 **MINISTRY VACANCY REF:** MCA03/2023

POSITION TITLE: Aviation Security and Facilitation Inspector

POSITION LEVEL: 11/12 **SALARY RANGE:** \$3,023.16-\$3,210.61

THIS POSITION REPORTS TO: Director of Civil Aviation

THIS POSITION SUPERVISES:

Aviation Security service providers and air operator security programmes.

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 oversight processes mandated by Annex 17 (Aviation Security) to the ICAO Convention and CAR 140,139,108 and 109.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Undertake audits of CAR Parts 140, 109, 108 and 139 service providers;
- Make recommendations to the Director of Civil Aviation on regulatory approvals,
- Conduct on-going surveillance on aviation security and facilitation;
- Liaison with other aviation security organizations;
- Liaise with Royal Solomon Islands Police Force on aviation security matters;
- Represent Civil Aviation Authority on CLAG, Aviation Security Committee meetings;

- Represent Civil Aviation Authority on regional aviation security organization meetings such as the CASP-AP and RASF.
- ICAO NCMC Focal Point for aviation security in Solomon Islands
- Other duties as directed by Director of Civil Aviation.

SECTION D - KEY DELIVERABLES

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

1. Delivery of core compliance annual audits and reports of security service providers as per CAASI Annual Surveillance Plan;
2. Delivery of security surveys, risk assessments and inspections at regular intervals based on risk assessment;
3. Maintain National Security Programmes in an updated manner to reflect Annex 17 SARPS
4. Effective participation and briefings at the ASC and NASC Committees;
5. Progressively updates USOAP PQs and CAPs on the ICAO Online Framework;
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma in Aviation Security Management

Desirable Qualifications

- Certificate in Civil Aviation Management
- Successfully completed the National Aviation Security Inspectors Course
- **Capabilities Required**
- Microsoft Office, Excel literate

SECTION F - KEY SELECTION CRITERIA

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

- KSC1. Having completed Diploma in aviation/security management with grades above average
- KSC2. At least 10 years' experience in an aviation security role
- KSC3. Comprehensive and in-depth understanding of ICAO SARPs, CAASI CARs and Aviation legislation
- KSC4. Competent with use of computer programs ie MS word, excel etc
- KSC5. Well versed with operations of SI National Aviation Security Programmes.

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: **\$3,023.64** Annual Salary: **\$78,614.64 - \$83,475.86**

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:



.....
Permanent Secretary/Responsible Officer



.....
Date Approved

Additional Comments: