

ASSOCIATION OF AFRICAN AVIATION TRAINING ORGANIZATIONS (AATO)

JOB DESCRIPTIONS AND ROLE PROFILES



“Committed to the provision and sustainability of aviation training excellence in Africa”

JOB DESCRIPTIONS AND ROLE PROFILES

Position:	SECRETARY GENERAL
Reporting to:	Council
Job Purpose:	To provide leadership for the association in developing Policy Guidelines for Aviation Training Organizations in Africa in order to facilitate their compliance with international and National Standards and Best Practices in Aviation training.

A. FUNCTIONS OF THE SECRETARY GENERAL:

The principal functions assigned to the Secretary-General explicitly or by inference to the Constitution will be grouped under the following Key Functions:

1. *General Administration and Executive Functions*

Majority of the Secretary-General duties will naturally be developed in a greater or lesser degree to members of staff but execution of these duties must be subject to supervision and control as the ultimate responsibility remains with the Secretary-General.

- a) The Secretary- General is the head of the Secretariat. The staffing of the Secretariat and the Terms of and Conditions of Service shall be determined by the Council upon written proposal/recommendations by the Secretary-General.
- b) The Secretary-General is responsible for the recruitment and assignment of staff making sure that those employed in respective functions represent that of a cross section of the geographical, linguistic and gender face of Africa. His leadership will largely determine the character and efficiency of the secretariat as a whole by creating and maintaining team spirit in the body of employees' recruited from different countries.
- c) Preparation of the Association's annual work plan and regular/quarterly performance reports to the Council and an Annual report to General Assembly of AATO member organizations.
- d) Communications to member organizations on decisions made by the Council

- e) Preparations of the agenda and the convocation of sessions, the provisions of necessary staff and the preparation of the minutes and other documentations
- f) Carry out the activities of the Association as approved by the Council from time to time

2. Technical Functions

The Secretary-General will be expected to provide technical assistance to Centers of Excellence in order for these centers achieve their overall objectives.

- a) Developing and implementing a system of designation for centers of excellence
- b) Supporting the accreditation of training organizations by states in Africa.
- c) Contributing to the development, adoption and implementation of standards, harmonized procedures and guidelines for aviation training by states

3. Financial Functions (Article 8)

Under the Constitution, the Secretary- General has wide responsibilities in connection with the financial administration of the Association and it will be assumed that under Article 8 of the Constitution, the Secretary- General will have the primary responsibility of preparing the budget for allocation of funds, control of administrative expenditure, collecting fees from members and being the overall *Custodian of the Association Funds and Assets*.

- a) Each Year the Secretary General shall prepare a draft budget for the next two financial years, which includes the budget referred to in Article 7.3(c) .The budget, shall be submitted for review the Council and approved by the Assembly.
- b) Each year the Secretary General shall prepare the financial statements for the past financial year. He or She shall have these statements audited by a chartered accountant, and shall submit them for review by the Council and approval by the Assembly.
- c) The revenues of the Association, as contained in the annual budgets. shall consist of:

- Start- up funds for the establishment and first year full operation of the Association granted by founding members, international, regional, States and aviation-related organizations.
- Membership and application fees for the different categories of members. These fees may be adjusted to take into consideration the size of the different members involved, according criteria; fees may be revised from time to time by the Assembly.
- Fees for specific services rendered by the Association, in a consultative capacity to individual members or third parties;
- Grants or Donations

4. *Political and Representational Functions(Advocacy)*

The Secretary-General will have an important advocacy role to play in the Association's relationship with industry players - (such as ICAO, AFCAC, ACI, AFRAA, IATA) and may undoubtedly be called upon from time to time in the exercise of duties to take decisions which may justly be called *political*. The Constitution will provide responsibility to the Secretary General who will be required to exercise of the highest qualities of political judgment, tact and integrity.

- a) Representation of African Training Organizations with Regional and Organizational institutions on matters related to aviation training in Africa.
- b) Preparation and communication on advocacy positions on issues of common interest for African Aviation Training Organizations.

B. ROLE COMPETENCIES:

- 1) *Judgment/Decision-making*: Proven ability to take ownership of all responsibilities and to honour commitments, exercise mature judgment, recognize key issues and analyze relevant information, to make feasible recommendation and to take sound decisions.
- 2) *Communication*: Ability to write clearly and concisely and to present articulate verbal reports.

- 3) *Team work:* Ability to work with colleagues across the spectrum of aviation industry in Africa to achieve the organization's goals and maintain harmonious working relationship in a multinational environment.
- 4) *Leadership, Vision and management:* Demonstrated ability to plan and guide the work of a multi-discipline team in a multinational environment, to identified priorities and adjust then as required.
- 5) *Client orientation:* Ability to establish and maintain partnership with external collaborators, to work and advocate effectively in a consensus-based system
- 6) *Commitment to continuous learning:* willingness to keep abreast of new developments in professional field.
- 7) *Technological awareness:* Ability to embrace office automation equipment, maintenance of software databases, etc.

C. ROLE PROFILE

- Masters (MBA, MSC) preferably in Aviation or equivalent professional qualification.
- PHD qualification will be desirable
- Experience in an Aviation Training Organization of at least 5 years
- Experience in aviation industry at Senior management level of at least 10 years

Note: Council to determine the age, geographical and gender balance as per international labour laws for all positions recruited in AATO.

Position: **TECHNICAL COORDINATOR**

Reporting to: Secretary General

Overall purpose of the Job: To deputize the Secretary General and provide overall technical and administrative support services to the Secretariat.

A. DUTIES AND RESPONSIBILITIES:

1. Establish and maintain a database of all ATOs.
2. Acts a liaison person with stakeholders
3. Advises the Secretary General on policies and guidelines applicable to ATOs
4. Undertakes lobbying and advocacy on issues of concern and interest to the ATOs
5. Acts as the quality assurance Officer of the Secretariat
6. Participates in the development of standards, harmonized procedures and guidelines for aviation training.
7. Coordinates the budgeting process of the Secretariat
8. Develops the Secretariat's annual work plan (programme of activities).
9. Conducts research on emerging trends in the industry that affect ATOs and make recommendations to the SG.
10. Perform such other tasks as assigned by the Secretary General

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- 6) *Commitment to continuous learning:* willingness to keep abreast of new developments in professional field.
- 7) *Technological awareness:* Ability to embrace office automation equipment, maintenance of software databases, etc.

C. ROLE PROFILE

- Masters (MBA, MSC) preferably in Aviation or equivalent professional qualification.
- Experience in an Aviation Training Organization of at least 5 years
- Experience in aviation industry at senior management level of at least 7 years

Note: Council to determine the age, geographical and gender balance as per international labour laws for all positions recruited in AATO.

Position: **TECHNICAL ASSISTANT**

Reporting to: Technical Coordinator

Overall Purpose of the Job: To deputise the Technical Coordinator in the provision of Technical and Administrative Supports services

A. DUTIES AND RESPONSIBILITIES:

1. Assists the Technical coordinator in the consolidation and updating of the ATO database
2. Participates in the development of guidelines applicable to ATOs
3. Participates in the budgeting process of the Secretariat
4. Implements the Secretariat's annual work plan (programme of activities).
5. Participate in Research activities on ATO matters.
6. Perform such other tasks as assigned by the Technical Coordinator.

Note: Council to determine the age, geographical and gender balance as per international labour laws for all positions recruited in AATO.

Position **ADMINISTRATIVE ASSISTANT**
Reports to: The Secretary General
Job Purpose: Provides internal administrative services to the Secretariat

A. DUTIES AND RESPONSIBILITIES:

1. Initiates, plans, coordinates and oversees all administrative support services i.e. office accommodation; security; registry; secretarial; transport; staff welfare and insurance of assets.
2. Establishes procedures and oversees their implementation in the administration section
3. Establishes the procedures for an efficient system of record keeping
4. Responsible for procurement of office materials
5. Maintains the inventory of assets and property register
6. Any other duty assigned by the Secretary General.

Note: Council to determine the age, geographical and gender balance as per international labour laws for all positions recruited in AATO.