Civil Aviation Authority of Botswana

Home   **About CAAB**   **Projects**   **Careers**   **News**   **Useful Links**   **Sitemap**   **Contact Us**

Search

Home » » » » Senior Inspector | ATM & AIS

Senior Inspector | ATM & AIS

Airports

Safety and Security

Aviation Organisations

Regulatory Services

Air Services

Commercial

CAAB Directorates

Fees and Charges

Legislation

Translate this website

Regulations

Aeronautical Information Services

Aeronautical Information Circulars

Download Forms

Vacancy No. 31 of 2013

Purpose of the Job

To assist principal air navigation services inspector to perform duties and functions as required by the director aviation safety so as to ensure that Air Traffic Services provided in the Gaborone FIR is in compliance with the requirements stipulated by the Civil Aviation authority of Botswana.

Position Requirements

Education: Successfully completed and rated in aerodrome, approach, approach radar, area and area radar with government inspectors course (GSI) an added advantage

Professional/Technical:

Experience:

At least 3 years in Aviation related organisation including holding a senior position at ATC, or at least 5 years as an Aeronautical Information Services Officer

Competencies

• Good Communication and interpersonal skills

• Good problem solving skills

• Proactive and decisive

• Innovative and initiative

Core Areas of Responsibility

• assist principal air navigation services inspector to develop Primary Aviation Legislation to regulate Air Traffic Management and Search & Rescue (SAR) in Botswana

• Assist principal Air navigation services inspector (PANSI)to develop Required Operating Regulations for the Basic Aviation Legislation and amend as necessary to maintain required safety in the provision of Air Traffic Management and SAR in Botswana

• Perform all activities necessary to assist the PANSI in monitoring implementation of relevant SARPS contained in ICAO Annex 2, Annex 5, Annex 11 and Annex 12 in Botswana and update as necessary.

• Publish Guidance Materials and other necessary Documents issued by ICAO related to Air Traffic Management,and SAR inspectorates in Botswana and update as necessary.

• Identify and advise the training needs of the incumbent and the staff working under the incumbent to the PANSI

• Review all Manuals, Written Procedures and Handbooks issued by the ANS directorate with regard to ATM/SAR and update when required.

• Identify and advise PANSI the relevant guidance and reference materials, documents, annexes and other useful publications relating to ATM and SAR, which should be available in the ANS directorate.

• Take necessary action to certify Air Traffic Service Providers in Botswana in accordance with applicable regulations Standards, written procedures and other relevant directives issued by the CAAB.

• Take necessary action to issue, renew, amend, suspend or cancel Air Traffic Service provider Certificates as the case may be.

• Maintain continued surveillance/Safety Oversight on Certified Air Traffic Service Providers and SAR facilities in Botswana in order to ensure that they maintain required safety standards specified by the CAAB.

• Follow proper procedures to take enforcement actions in accordance with available regulations in case of safety violations made by the Air Traffic Service Providers.

Salary Scale: Band 6 (P186,147 – 222,462 per annum)

Suitably qualified candidates are invited to submit application letters, with detailed curriculum vitae and certified copies of certificates on or before **19th JULY 2013** to:

Director, Human Capital and Administration

Civil Aviation Authority of Botswana

Plot 61920

Fairgrounds Office Park

P O Box 250

Gaborone

We regret that only shortlisted candidates will be contacted.

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