

TOR for Flight Safety Expert/Advisor

Job Information:

Position Title: **Flight Operation Officer/Expert**
Job Location: **Bhutan Civil Aviation Authority, BCAA, MOIC, Paro**
Ministry: **Ministry of Information & Communications, Thimphu**
Duty Station: **Paro International Airport**
Duration: **One year initially.**

Major Duties & Responsibilities:

Under the direction of the Director General, BCAA and in close coordination with Flight Safety, Flight Safety Division, the Flight Safety Expert/ Advisor shall undertake the following:

Duties & Responsibilities:

- Strengthen the Safety Oversight System of Flight Operation Section and progressively improve the “Effective Implementation” (EI) by addressing the USOAP audit findings;
- Assist/advise the Flight Operation Section, FSD, in the performance of flight Operations certification functions, including certification and surveillance of airmen.
- Develop / amend operating regulations, standards / requirements and guidance material for Flight Operations (including Cabin Safety);
- Review & approval of all Flight Safety/ operation Manuals and other flight documentations;
- Develop Air Operator Certificate requirements, (AOCR) including the procedures in line with ICAO Doc 8335.
- Develop and execute annual Flight Safety Surveillance Programme, including safety audits, Ramp Inspections and certifications of Air Operators - OPS
- Develop Flight Operations Inspection Manual, including the checklist meeting the requirements of ICAO Doc 8335.
- Develop procedures for all the airports within Bhutan.
- Perform state safety oversight audit functions on behalf of BCAA Bhutan
- Implementation of Safety Management System (SMS) and State Safety Programme (SSP).
- Carry out flight & Cabin Safety Inspections, and
- Perform any other job as directed by the Director General BCAA.

Educational background/ Experience:

- A minimum of ten years of management experience in a substantial airline or with a Government Civil Aviation Administration directly associated with responsibility for preparation or implementation of rules, regulations, operating manuals, guidance material, on flight and ground procedures involving flight safety, certification, surveillance and enforcement.

- A minimum of five years' experience as a Civil Aviation Inspector in a civil aviation administration would be desirable.
- Sound knowledge of ICAO Standards and Recommended Practices relating to Aircraft Operations, Aircraft Accident Investigation, Safe Transport of Dangerous goods and related documentation.
- Knowledge of legal responsibilities and administrative procedures for the issuance of documents under State of Registry approval relating to supervision of flight operations would be desirable.
- Considerable flight crew experience as pilot-in-command on large aircraft is advantageous. Experience as a Government Flight Standards Inspector and qualification in EFIS equipped aircraft would be an added asset.
- Holds or has held an ATPL (Airplane).
- Sound knowledge of the requirement of personnel licensing, training, and maintenance of competency of flight and ground crews concerned with flight operations. Knowledge of aircraft inspection and airworthiness certification requirements would be desirable.
- Experience in the preparation, approval and use of Flight Operations Manuals and/or ground Operations manual and other flight documentation would be desirable.
- Experience in the preparation, approval of flight training and checking programmes or working experience as Designated Check Pilot would be desirable.
- Sound knowledge of States' obligations arising out of the implementation of ICAO SARPs; and in the impact and organization of the Critical Elements for creation of an effective safety oversight system.
- Sound knowledge in development and/or implementation of Safety Management System (SMS) and Safety Programme (SSP) are required.
- Completed an accredited quality system auditor training course or have practical experience in aviation system auditing,
- ICAO Universal Safety Oversight Audit programme (USOAP) auditing experience assisting States to prepare for an USOAP audit, and the development and implementation of USOAP corrective actions are desirable.
- Knowledge of the ICAO USOAP, CMA (Continuous Monitoring Approach) and tools such as the CMA Online Framework (OLF), ISTARs platform and Electronic Filing of Differences (EFOD) system.
- Fully conversant with all the ICAO Annexes.
- Fluency in English language (Minimum of ICAO English proficiency Level – 6) together with a demonstrated ability to organize meetings, produce well-structured documents, develop/amend rules, regulations, manuals, guidance materials and reports.

Language Skills

The work requires functional reading, writing and speaking abilities in English.

Competencies

- *Judgment/Decision-Making*: Demonstrated ability to take ownership of all responsibilities and commitments, to exercise a mature opinion, to recognize key issues and analyse relevant information, to formulate viable recommendations and make decisions.
- *Vision*: Identifies strategic issues, opportunities and risks.
- *Leadership*: Drives for change and improvement, does not accept the status quo, establishes and maintains relationships with a broad range of people to understand needs and gain support.
- *Managing Performance*: Monitor progress against milestones and deadlines.
- *Building Trust*: Operates with transparency, treats sensitive or confidential information appropriately.
- *Teamwork*: Ability to work with colleagues to achieve the project objectives and maintain harmonious working relations in a multinational environment.
- *Client Orientation*: Ability to establish and maintain partnerships with outside partners, to work and a Establish adequate regulatory policy, standards and requirements for airworthiness with regard to initial certification, ongoing surveillance and final termination of air operation in the Kingdom;
- Establish regulatory standards for the import of or exchange with other countries of aeronautical products and services;
- Formulate comprehensive procedures manual for guidance of Airworthiness Inspectors during surveillance functions;
- Plan and execute surveillance functions on Air Operators and Maintenance Organizations
 - *Communication*: Ability to write reports, rules & regulations, guidance materials, manuals and present oral /written reports.

Salary / Remuneration:

- Lumpsum salary package Ngultrum – 600,000.00 per month (Tax Inclusive)