



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION
TANZANIA CIVIL AVIATION AUTHORITY



VACANT POSITIONS

The Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the civil aviation industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. In addition the Authority provides air navigation services in Tanzania.

To meet this mandate of regulating and overseeing the functions of the aviation industry in an efficient, sustainable and cost-effective manner, TCAA invites applications from suitably qualified Tanzanian Citizens to fill in the following vacant positions;

A. DIRECTOR GENERAL'S OFFICE

1. PROCUREMENT OFFICER II (1 POST)

REPORTS TO: PROCUREMENT MANAGER

Basic Function:

To assist in procurement of goods, works, non-consultancy and consultancy services.

Duties and Responsibilities

1. To assist in procurement processing of goods, works, non-consultancy and consultancy services.
2. To assist in processing orders for procurement of goods and services requested by user departments and make follow up of overdue orders.
3. To assist in preparing monthly and quarterly reports for submission to Public Procurement Regulatory Authority (PPRA)
4. To perform any other related duties as assigned by supervisor.

Qualifications

Bachelor Degree in Procurement and Supplies /Logistics and holder of Certified Procurement and Supplies Professional (CPSP) or its equivalent. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB)

Salary: Within salary grade of **TCAA.SS.6**

B. DIVISION OF SAFETY REGULATION

1: JOB TITLE: CHIEF FLIGHT OPERATIONS INSPECTOR (I POST)

REPORTS TO: DIRECTOR SAFETY REGULATION

Main function of the job

To manage the Flight Operations section in order to provide effective and efficient safety oversight of aircraft operators, flight crew and approved training organizations in compliance with national and international standards.

Duties and Responsibilities

1. To advise the Director Safety Regulation on all matters relating to flight operations activities
2. To develop annual budgets for the flight operations section and ensure effective utilization of allocated resources
3. To determine training requirements of flight operations inspectors
4. To ensure development and amendment of operating regulations and technical guidance material in the field of flight operations as deemed appropriate
5. To develop schedules of safety oversight inspection for the flight operations section
6. To conduct inspections, certifications, surveillance and updating of air operators' certificate register.
7. To conduct adhoc inspections of Air operator's, proficiency checks of flight crew and approval of flight simulators.
8. To perform any other duties as may be assigned by supervisor.

Qualifications

A formal academic qualification and holder of Airline Transport Pilot License (ATPL) with total flying hours of not less than 3000 , and type rating on at least two aircraft types above 5,700 kg in the Tanzania CAA register one of which must be a heavy aircraft type. ATPL holders, who have attended at least one formal course under the Instructor Training System (ITS) protocol or an equivalent system, will have an added advantage.

Minimum Experience

At least 8 (eight) years working experience as a Pilot in a recognized Organisation (5) five of which should be in a senior position. Experience in quality control and assurance functions will be an added advantage.

Salary: Within salary grade of **TCAA.SS.12**

2. CHIEF AIRWORTHINESS INSPECTOR (1 POST)

REPORTS TO: DIRECTOR SAFETY REGULATION

Main function of the job

The primary responsibility of this function is to manage the airworthiness section and to ensure that safety oversight activities are maintained with the objective of enhancement of air safety and compliance to international and national standards.

Duties and Responsibilities

1. To advise the Director Safety Regulation on all matters relating to airworthiness activities
2. To develop annual budgets for the Airworthiness section and ensure effective utilization of allocated resources
3. To determine training requirements of Airworthiness inspectors
4. To review the Airworthiness Procedures to ensure they are kept updated and effective by reference to current information gathered from manufacturers, design State authorities, accident/incident safety recommendations, shortfalls from inspections/surveillance reports, defect reports and any other industrial good safety practices.
5. To ensure that the Civil Aircraft Register is maintained current with correct appropriate data as per ICAO Standards and Recommended Practices.
6. To conduct inspections, certifications, surveillance, investigation and updating of aircraft maintenance organisation register.
7. To perform any other related duties may be assigned by supervisor

Qualifications

Bachelor Degree in the field of aeronautical, mechanical, electrical or electronics and telecommunication engineering; except for aeronautical engineering, they should have attended and passed a recognized training in aircraft maintenance engineering.

Or

Possession of Aircraft Maintenance Engineer's License with ratings or appropriate approvals i.e., Category A (Airframe), C (Engines), category X (Electrical, Automatic Pilot, Compass Compensation and Adjustments) or Category R (Radio).

Experience

At least 8 (eight) years working experience in aircraft maintenance engineering in recognized Aircraft Maintenance Organizations or Airworthiness Inspector, (5) five of which should be in a senior position. Experience in quality control and assurance functions will be an added advantage.

Salary: Within salary grade of **TCAA.SS.12**

3. CHIEF AIR NAVIGATION SERVICES INSPECTOR (1 POST)

REPORTS TO: DIRECTOR SAFETY REGULATION

Main function of the job

To manage Air Navigation Services Inspection section in order to provide effective and efficient safety oversight of Air Navigation Services provision in compliance with national and international standards.

Duties and Responsibilities

1. To advise the Director Safety Regulation on all matters relating to Air Navigation Services
2. To develop annual budgets for the Air Navigation Services Inspection and ensure effective utilization of allocated resources
3. To determine training requirements for Air Navigation Services Inspectors
4. To develop and amend as appropriate operating regulations and technical guidance material in the field of air navigation services Inspection
5. To develop schedules of safety oversight inspection for the air navigation services Inspection section
6. To ensure effective and efficient oversight of air navigation system including air traffic services, air navigations services facilities and installations, aeronautical information services, aeronautical meteorology, flight procedure design and search and rescue
7. To develop a comprehensive safety oversight programme based on the approved business plan and ensure efficient utilization of allocated resources in the implementation of the safety oversight programme
8. To review air navigation regulations including periodical review of procedures manuals.
9. To conduct oversight of Approved Training Organizations (ATOs) providing training related to Air Navigation Services and Flight Procedure Design.
10. To perform any other related duties as assigned by supervisor

Qualifications

Bachelor Degree in any one of the following disciplines; Science, Electronics and Telecommunication engineering or Computer Science with Basic Training in Air Traffic Management, Communication Navigation Surveillance, Aeronautical Information Management or Aeronautical meteorological services. He/she must have undergone courses under Inspectors Training System (ITS) protocol and has shown potential to shoulder higher responsibilities.

Experience

Must have a relevant working experience of at least (8) eight years, five (5) of which should be in senior position

Salary: Within salary grade of **TCAA.SS.12**

4. AIRWORTHINESS DEVELOPMENTAL INSPECTOR (2 POSTS)

REPORTS TO: CHIEF AIRWORTHINESS INSPECTOR

Main function of the job

To conduct safety oversight in accordance with the Civil Aviation (Airworthiness) Regulations under supervision of a qualified Airworthiness Inspector. The incumbent will undergo training for inspectorate functions under the ITS protocol or equivalent system.

Duties and Responsibilities

Technical Administration

1. To assist in enforcement of regulatory requirements and report deficiencies to the Supervisor.
2. To assist in accident/incident and complaint investigations
3. To assist in recertification of air operators and Approved Maintenance Organisations

Certification

1. To assist in the review of manuals (maintenance, flight) and other documents associated with certification requirements of air operators for accuracy and compliance with Civil Aviation Regulations.
2. To assist in conducting inspections and evaluation of Approved Maintenance Organizations under supervision of a qualified inspector
3. To assist in evaluation of applications for issue/renewal of certificates of airworthiness
4. To assist in evaluation of applications for AME license issue/extension applications in accordance with procedures in Airworthiness Orders as specified in the Civil Aviation (Personnel Licensing) Regulations and Annex 1 to ICAO convention

Surveillance

1. To assist in carrying out continuous programmed surveillance to aircraft operations, air operators and approved maintenance organisations and make appropriate recommendations to the supervisor.

Investigation

1. To assist in carrying out accident and incident investigations in accordance with procedures
2. To perform any other related duties as may be assigned by Supervisor.

Qualifications

Bachelor Degree in either aeronautical, mechanical, electrical, electronic or telecommunication or equivalent academic qualifications. He/she must possess aircraft maintenance engineer's licenses, ratings or appropriate approvals, commensurate with their job responsibilities, i.e, Category A and C (mechanical) Licenses with ratings, category X or R (Avionics) License with ratings.

Experience

Three years working experience in an Aircraft Maintenance Organisation as an Aircraft maintenance Engineer, He should possess a high degree of integrity and be computer literate.

Salary: Within salary grade of **TCAA SS.7**

C. DIVISION OF AIR NAVIGATION SERVICES

1. CHIEF AIR TRAFFIC MANAGEMENT (1 POST)

REPORTS TO: DIRECTOR AIR NAVIGATION SERVICES

Main function of the job

To manage Air Traffic Management services section and ensure effective and efficient provision of air traffic services in compliance with national and international standards and recommended practices.

Duties and Responsibilities

1. To advise the Director Air Navigation Services on all matters relating to Air Traffic Management
2. To develop annual budgets for the Air Traffic Management and ensure effective utilization of allocated resources
3. To determine training requirements for Air Traffic Management officers
4. To maintain proper administration of ATS personnel in accordance with ATS policy.

5. To set up an efficient Search and Rescue (SAR) service in Tanzania in accordance with national SAR plan.
6. To perform any other duties as may be assigned by supervisor

Qualifications

Bachelor Degree in Science and an Air Traffic Control license with 4 ratings with a certificate of Aviation English Level 4 and has shown potential to shoulder higher responsibilities.

Experience

Must have a relevant working experience of at least (8) eight years, five (5) of which should be in senior position.

Salary: Within salary grade of **TCAA.SS.12**

2. CHIEF AIR NAVIGATION ENGINEER (1 POST)

REPORTS TO: DIRECTOR AIR NAVIGATION SERVICES

Main function of the job

To manage the Communication Navigation Surveillance section and ensure effective and efficient implementation of projects, installation and maintenance of CNS facilities as per ICAO standards and recommended practices.

Duties and Responsibilities

1. To advise the Director Air Navigation Services on all matters relating to Communication, Navigation and Surveillance.
2. To develop annual budgets for the Communication, Navigation and Surveillance section and ensure effective utilization of allocated resources
3. To determine training requirements for Communication, Navigation and Surveillance section personnel
4. To ensure the integrity, reliability and availability of CNS facilities and services are provided as per national and international standards.
5. To evaluate failures and usage rates of spare parts to ensure sufficient stock levels of equipment and parts.
6. To plan and organize implementation of all CNS projects including installation and maintenance of CNS facilities as per ICAO standards and recommended practices.
7. To ensure flight calibration of radio navigation aids are carried out as per National and International standards.
8. To determine operational costs of all CNS equipment in order to prepare budgets and equipment replacement plan.
9. To perform any other duties as may be assigned by supervisor.

Qualifications

Bachelor Degree in Electronics and Telecommunications Engineering or equivalent with possession of systems or equipment Certificate in at least three of the following facilities; Communication (Voice and Data processing), Navigation and Surveillance. Masters Degree in Science, Business Administration and registration with Engineers Registration Board (ERB) is an added advantage.

Experience

At least eight (8) years working experience in maintenance of CNS facilities, five (5) of which should be in a senior position. Must have shown potential to shoulder higher responsibilities.

Salary: Within salary grade of **TCAA.SS.12**

C. DIVISION OF CORPORATE SERVICES

1 OFFICE ASSISTANT (1 POST)

REPORTS TO: Civil Aviation Manager Dodoma Airport

Basic Function:

She /He will be responsible for distribution and collection of files and other documents as well as dispatching letters to various offices in and outside the Station.

Duties and Responsibilities

1. To assist in organizing pre-meeting arrangements when needed.
2. To distribute mail internally to respective staff.
3. To photocopy documents, such as circulars and other publications.
4. To circulate files and documents internally to respective staff.
5. To dispatch letters to respective offices
6. To prepare and serve tea and refreshments in offices and during in house meetings.
7. To arrange meeting rooms as directed by Supervisor
8. To ensure offices are clean and neat at all times
9. To perform any other related duties as may be assigned by the supervisor from time to time.

Qualifications

Holder of a Secondary School Education Certificate with passes in Kiswahili and English languages.

Salary: Within salary grade of TCAA SS 1

Age limit: Not more than 45 years of age

2. OFFICE ASSISTANT (1 POST) ZANZIBAR

REPORTS TO: Civil Aviation Manager Abeid Aman Karume International Airport

Basic Function:

She /He will be responsible for distribution and collection of files and other documents as well as dispatching letters to various offices in and outside the Station.

Duties and Responsibilities

1. To assist in organizing pre-meeting arrangements when needed.
2. To distribute mail internally to respective staff.
3. To photocopy documents, such as circulars and other publications.
4. To circulate files and documents internally to respective staff.
5. To dispatch letters to respective offices
6. To prepare and serve tea and refreshments in offices and during inhouse meetings.
7. To arrange meeting rooms as directed by Supervisor
8. To ensure offices are clean and neat at all times
9. To perform any other related duties as may be assigned by the supervisor from time to time.

Qualifications

Holder of a Secondary School Education Certificate with passes in Kiswahili and English languages.

Salary: Within salary grade of TCAA SS 1

GENERAL TERMS AND CONDITIONS

- Successful candidates will be appointed initially on one year probation period and thereafter if successful on unspecified period contract depending on the age of the applicant.

- Legal Requirement: All employees of the Authority are required to observe the TCAA Code of Conduct.
- Other terms and conditions of service are as promulgated in the TCAA Staff Rules.
- TCAA is an equal opportunity employer. All are encouraged to apply
- Only successful candidates will be contacted.
- Shortlisted candidates will be required to meet their own costs for travel, accommodation and other matters in relation to the interview.

Mode of Application

Application letters should be accompanied with the following and send to the addresses below:

- Updated Curriculum vitae
- Copies of certificates including birth certificate,
- Contact address of candidates including telephone number(s) and email addresses if any
- Names and contact address of two referees, one referee should be work related from the current employer and,
- Applied post should be clearly marked on top of the envelope indicating the post applied for and sent to the address below, eg “**APPLICATION FOR THE POST OF**”
- Deadline for submission is two weeks after the first insertion i.e **19 April, 2016**

NOTE: Applications for all positions should be addressed to the Director General. Except for the positions of Office Assistants which should be addressed to the respective Regions through the following addresses;

Director General,
Tanzania Civil Aviation Authority,
Nyerere/Kitunda Road Junction,
Banana Area,
P.O. Box 2819,
DAR ES SALAAM

Civil Aviation Manager,
Dodoma Airport,
P.O.Box 250,
DODOMA

Civil Aviation Manager,
Abeid Aman Karume International Airport,
P.O.Box 1061,
ZANZIBAR