

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: Ministry of Information, Communication, Transport & Tourism Development		
2. Position Title: Aircraft Accident/Incident Investigation Analyst	3. Salary Level: 9-7	4. Division: Civil Aviation
Reports To: SMS/QMS Manager	6. Direct Reports: Director of Civil Aviation	
7. Primary Objective of the Position: To be responsible for the CAAK's safety investigations and reports, the drafting of safety recommendations, liaison with other government agencies and industry as required by the Director, and the provision of advice to the Accident/Incident Commission.		

8. Position Overview
9. Legal: Civil Aviation Act 2004, Security Act 1990, ICAO Annex 13.

Approved by:	Date of Issue:
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This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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10. Internal Stakeholders:

- SMS/QMS Manager
- Security Coordinator/Inspector
- Aviation National Coordinator
- Director of Civil Aviation

To be referred to Manager:

- Developing project documents for funding of investigation activities to ensure compliance with ICAO standards
- Investigation reports
- Liaison with other Kiribati government aviation agencies and the aviation industry
- Development and drafting of aviation safety recommendations for the Director
- Regular updates on the status of investigations

11. External Stakeholders:

- Kiribati Police Service
- Air Kiribati Limited
- Airport Services Kiribati
- Independent AIC

To be referred to Manager

- Safety oversight of operators and other relevant stakeholders
- Liaising with Kiribati government agencies and the aviation industry, and with international organizations as required by the Director.
- Safety recommendations for aviation operators with the need of a corrective action plan on different investigation scenarios.

12. KEY ACCOUNTABILITIES *(Include linkage to KDP, MOP and Divisional Plan)*

- **KDP/KPA:**
- **MOP Outcome:**
- **Divisional/Departmental/Unit Plan:**

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Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> To conduct safety investigations on aviation incidents not covered under Annex 13 Attachment C and AC12-1, Appendix A. 	<ul style="list-style-type: none"> To work in collaboration with Aviation Stakeholders on incidents and provide recommendations to help preventing recurrence. 	<ul style="list-style-type: none"> % of recommendations given vs CAPs
<ul style="list-style-type: none"> To monitor responses from aviation operators on safety recommendations associated with incident investigations been carried out. 	<ul style="list-style-type: none"> To ensure the effectiveness of proposed corrective actions by concerned Aviation operators against investigated incidents and safety recommendations. 	<ul style="list-style-type: none"> Percentage of CAPs submitted.
<ul style="list-style-type: none"> To notify an independent AIC to conduct investigations on serious incidents and aircraft accidents as in accords with Annex 13 provisions. 	<ul style="list-style-type: none"> To carry out assessment and analysis on the nature of accident/incident against Annex 13 and Rule Part 12, and send notifications to AIC where necessary. 	<ul style="list-style-type: none"> Nature of accident/incident assessed vs examples of accidents/incidents provided in Annex 13 and Rule Part 12 (AC12-1).

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<ul style="list-style-type: none"> To ensure all notifications sent to AIC are undertaken in accordance with the international requirements. 	<ul style="list-style-type: none"> To review the investigation plan submitted by the Commission before the commencement of an investigation, and ensure that the activity is to be carried out in accordance with Annex 13 requirements. 	<ul style="list-style-type: none"> Investigation plan against Annex 13 requirements.
<ul style="list-style-type: none"> Ensure independent AIC investigators have a sound understanding of the Civil Aviation Act 2004 as it relates to the AIC's mandate and powers. 	<ul style="list-style-type: none"> To provide a summary on Part VIII and Part IX of the Civil Aviation Act 2004 to the Commission. 	<ul style="list-style-type: none"> Regular updating of the Summary on Part VIII and Part IX of the Civil Aviation Act 2004, following changes/amendments.
<ul style="list-style-type: none"> Ensure that investigation and report records in the CAAK's investigation document filing system are complete and up-to-date. 	<ul style="list-style-type: none"> To develop a database for accidents and incident investigation records and update it on a regular basis. 	<ul style="list-style-type: none"> Monthly regular updating of the database and filed reports.

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13. Key Challenges	14. Selection Criteria
<ul style="list-style-type: none"> • Ability to make decisions in such a short period of time during absence of the DCA • Ensuring that AIC investigations and reports are timely and of international standard, always meeting or exceeding the requirements of ICAO Annex 13. • Maintaining a program of continuous improvement within the CAAK investigations area through the training and development of the aviation participants in all aspects of aviation safety investigation. • Filing reports on time 	<p>14.1 PQR (Position Qualification Requirement):</p> <p>Education:</p> <ol style="list-style-type: none"> 1. Degree in Aviation Management with good understanding in aviation safety requirements. 2. A professional qualification in aviation safety investigation (preferably at Diploma level) plus an airline transport license ATPL) or a licensed aircraft maintenance engineer (LAME) license or an air traffic controller license <p>Experience: Experience in reviewing and improving investigation reports, and in developing safety recommendations. Significant operational experience in the industry as a pilot, aircraft engineer, or air traffic controller.</p> <p>Job Training: nil</p> <p>Prerequisite: nil</p>

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14.2 Key Attributes (Personal Qualities):

1. Knowledge:

- Demonstrated sound knowledge of
- all aspects of aviation safety investigation in accordance with ICAO Annex 13 and supporting documentation including evidence gathering and preservation, accident site management, data management, investigation analysis, and stakeholder liaison and management;
- all aspects of aviation investigation report writing in accordance with ICAO Annex 13 and supporting documentation;
- operational aspects of the aviation industry.
- Computer lit

2 Skills:

- Excellent verbal and written communication skills
- An ability to foster teamwork and work successfully with people from a range of backgrounds
- Excellent planning and project management skills
- Good computer skills and use of Microsoft WORD and EXCEL, etc
- Active Listening
- Social Perceptiveness
- Monitoring

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3. Attributes

- o Efficient
- o Effective
- o Innovative
- o Transparent
- o Approachable
- o Cooperative
- o Fair and non-discriminative
- o hardworking and dedicated
- o consistent
- o considerate and interested in meeting people

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