

**GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION**

1. Ministry: MICT		
2. Position Title: Director of Aviation	3. Salary Level: L4	4. Division: Civil Aviation Division
5. Reports To: Secretary	6. Direct Reports: CAAK Board	
7. Primary Objective of the Position: To ensure the safety of all aviation activities by exercising responsibilities under the Aviation Act to control entry into, and operation within the civil aviation system through granting, suspending, revoking, or imposing conditions on aviation documents; and to take any action to enforce the provisions of the Act and the Rules; including inspections and monitoring.		
8. Position Overview		
9. Financial: 50,000	10. Legal: Civil Aviation Act 2024, Security Act 1990, ICAO Annex19, USOAP SAAQ and CMS Protocol Questions, State Safety Plan (SSP), Policy/Procedures Manual.	
11. Internal Stakeholder: <ul style="list-style-type: none"> • Air Kiribati Limited • KOIL • Kiribati Meteorological Services • Airport Kiribati Authority • MICT 	12. External Stakeholder: <ul style="list-style-type: none"> • International Civil Aviation Organisation HQ • Pacific Aviation Safety Office • Asia Pacific Regional Office • FAOC holders • Development partners including DFAT 	
13. Without referral to Manager: <ul style="list-style-type: none"> • Oversight aviation safety and security within the Republic of Kiribati. • Continuous monitoring of aviation activities and rules using predictive and proactive approaches to ensure safety standards are maintained. • Provides advice to Honourable Minister and Secretary. • Plan, supervise, and monitor the work of subordinates. • Evaluate job performance and complete performance appraisals of subordinates. • Provide guidance on Act, policies and procedures. 	14. To be referred to Managers/Supervisors: <ul style="list-style-type: none"> • Direct the daily operations and coordinates aviation safety and security ICAO compliance, risk management, and public safety concerns. • Investigate and analyse aviation and related incidents and provides corrective recommendations. • Issues non-compliance reports and requirements for Corrective Action Plans. • Prepares and presents information related to aviation activities and public comment. 	

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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<ul style="list-style-type: none"> • Develop training programmed for Civil Aviation personnel in accordance with ICAO Standards and Recommended Practices (SARPs). • Prepares CAAK for routine and ICVM audit of safety oversight effectiveness in accordance with ICAO USOAP and CMA. • Provides oversight of aviation security to ensure standards and practices are in compliance with local and international rules and procedures. • Ensures all aviation and related activities are conducted in compliance with the required standards. • Ensures all aviation and regulatory issues are dealt with appropriately to promote safety and security. • Responsible for clearance and endorsement of operational budget and needs for the CAAK Office • Advise on the workforce needs and restructure of the Office including capacity building programs to meet obligations under the Act and Regulations • Provide advice on long term plan, reform, and strategic direction of the CAAK Office • Represents the Ministry on national policy panels related to Search and Rescue, frequency management, public health, security, national emergency planning and biosecurity. 	<ul style="list-style-type: none"> • Coordinates and firms contracted for aviation related infrastructure improvement projects and ensures compliance of contractors and stakeholder with aviation regulations, environmental and safety requirements. • Prepares ad presents aviation related policy and working papers for consideration by cabinet. • Develops public relations strategies. • Receives and mediated to conclusion public complaints. • Prepares the Division’s operating budget, staffing, and personnel-related matters. • Represents Kiribati at International and regional aviation meetings and forums. • Develops Divisional Operational Plans • Prepares and promulgated documents and plans required for the effective management and regulation of aviation safety. • Budget • Develops and delivers training for aviation personnel on regulatory compliance with Government, Regional, and International laws and procedures. • Coordinated emergency activities and implements emergency Plans; acts as liaison with Federal and State agencies during emergency operations. • Training proposals for divisional staff.
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15. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)

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

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
<ul style="list-style-type: none"> • Management of Aviation Division 	<ul style="list-style-type: none"> • Allocating of resources (staff, transport, assets, and consumables) • Manage all divisional staff. • Train and monitor staff; conduct disciplinary actions, as warranted; promote teambuilding; adhere to safety standards; ensure staff provides superior customer service. • Manage aviation regulatory activities, including security, facilities, environmental compliance parking, ground transportation and general aviation programs. • Coordinates emergency activities and implements emergency plans acts as liaison with Regional and Local agencies during emergency operations 	<ul style="list-style-type: none"> • Budget reports prepared and presented accurately and on time. • Progress report provided by Head of Section for individual staff on a weekly basis. • Complaints lodged by the public. • Reports provided by ICAO regional office.
<ul style="list-style-type: none"> • Aviation Regulatory Compliance 	<ul style="list-style-type: none"> • Ensure aviation rules and procedures are correctly applied 	<ul style="list-style-type: none"> • Review of noncompliance reports following internal and external audit.
<ul style="list-style-type: none"> • Aviation Operational Plan Implementation 	<ul style="list-style-type: none"> • Coordinates the development and submission of project proposals to achieve the Aviation Operational Plan and MOP goals. • Supervise the implementation of approved projects, including budget expenditure and acquittal. • Regular liaison with Ministry on the implementation of the projects for updates and advice. 	<ul style="list-style-type: none"> • Reduction of findings during audits
<ul style="list-style-type: none"> • Implementation of Aviation Policies and Procedures 	<ul style="list-style-type: none"> • Assist CAAK team in the implementation of the aviation rules, recommended practices and procedures to achieve compliance at all levels. 	<ul style="list-style-type: none"> • Reduction of findings during audits

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<p>16. Key Challenges</p> <ul style="list-style-type: none"> • This position is very demanding, and the incumbent must have the stamina to working hours and may be required to attend night meetings after regular working hours, and be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying hours. • The roles require a proactive approach to managing the growth and changes in the Kiribati aviation sector. • This is a technical position and requires someone possessing thorough knowledge of the methods and practices employed in directing and supervising regulatory personnel and operations for effective and requirements to attain highest level of safety and security for operations. • The post is required to routinely liaise with Regional, International and Local Agencies such as ICAO, airline operators and others for coordination on required information relating to aviation safety and security issues. • Compliances with safety and security is the major requirement for this position, hence there is a need for the position holder to learn and read all related documents, regulations, and procedures for effective and efficient performance. • The position may be exposed to political pressure when enforcing the Act such as revoking license, etc • The position is the Head of the Office and managing people is a always a difficult responsibility 	<p>17. Selection Criteria:</p> <p>Personal Qualification Requirement (PQR):</p> <ul style="list-style-type: none"> • Masters in aviation management • Postgraduate in Aviation Management • Bachelor’s Degree from an accredited college or university with major course work in personnel Management, Public Safety, Aviation or related field and two years professional experience in operations and regulatory training and supervision or an equivalent combination of education and experience prefer knowledge and actual experience in aviation management, operations, maintenance. <p>A valid driver’s license is required.</p> <p>Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none"> • Ability to lead, motivated and supervise staff. • People Management Skills • Project Management Skills • Ability to implement the NCS, Aviation Regulations and other GoK policy and procedures. • Fluency in both English and Kiribati language. • Competent with Microsoft Word, Microsoft Excel, Email, and Internet facilities.
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- Motivated, team player, strong analytical skills, coaching and mentoring,

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