

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information Communications Transport and Tourism Development		
2. Position Title: Air Transport Regulatory Specialist	3. Salary Level: L6-5	4. Division: HQ
5. Reports To: Secretary	6. Direct Reports: Director of Civil Aviation	
7. Primary Objective of the Position: To review and update all Kiribati Aviation legislations (current Act 2004 and Security Act 1990) in regards to new amendments to ICAO Annexes applicable to Kiribati and relevant agreements/ contracts involved in the CAAK.		
POSITION OVERVIEW		
9. Financial: Up to \$10,000	10. Legal: Civil Aviation Act 2004, Security Act 1990, ICAO Annexes, Kiribati Air Service Agreements.	
11. Internal Stakeholders: <ul style="list-style-type: none"> • Licensing Officers/Inspectors • Security Coordinator/Inspectors • Aviation National Coordinator • Director of Civil Aviation <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Providing legal advice when someone breaches aviation legislations 	12. External Stakeholders: <ul style="list-style-type: none"> • CEO/Clerk to Islands Council • Air Kiribati Limited • Airport Services Kiribati • Travel Agencies • Office of the Attorney General • High Court of Kiribati • Clerk to the House of Parliament 	

This is 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"> • Taking appropriate enforcement actions to violations to the legislations • Drafting of aviation bills for the relevant safety and security of the travelling public • Review other civil aviation and air transport legislations not yet registered, and arrange appropriate bills for Parliamentary approval • Review of ICAO annexes against Rules and proposed changes to Rules/Legislations • Review required ratifications appropriate to ICAO Chicago Convention and other relevant treaties and ensure legislations are formulated to implement them • Review of ASAs • Signing of approved bills • Consult and formulate civil aviation policies derived from ICAO policies for staff review • Developing project documents for funding of activities to ensure compliance with ICAO standards 	<p>To be referred to Manager</p> <ul style="list-style-type: none"> • Legal oversight of operators and other relevant stakeholders in the aviation system • Drafting and/or review of ASAs • Legal actions against operators over non-conformance • Ensure Travel Agents, Computer Reservation System and other associated regulations are formulated and enforced • Advising on timings of court hearings and court verdicts
<p>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</p> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: 	
<p>Key Result Area/Major Responsibilities</p> <ul style="list-style-type: none"> • To ensure ICAO Annexes are adopted into national legislations and propose filing of differences with ICAO on 	<p>Major Activities/Duties</p> <ul style="list-style-type: none"> • Maintenance of the civil aviation legislations to regulate civil aviation activities in Kiribati
	<p>Performance Measures/Outcomes</p> <ul style="list-style-type: none"> • Annual regular updating of aviation legislations

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<p>those standards Kiribati would not be able to comply with</p>	<ul style="list-style-type: none"> To enforce the Rules with assistance of Civil Aviation Act 2004 & Aircraft Security Act 1990 	<ul style="list-style-type: none"> Legal Adviser to the DCA and MICTTD before adaption and adoption of new regulations, rules and laws into Kiribati Civil Aviation Legislations 	<ul style="list-style-type: none"> Ensure the conduct of investigations are carried out under Rules and Act 2004 for any violation from clients 	<ul style="list-style-type: none"> Ensure all civil aviation programmes/activities are either signed or rejected, implemented under legislations by DCA 								
	<ul style="list-style-type: none"> Ensure enforcement are implemented to violations following inspections and adults or spot check inspections 	<ul style="list-style-type: none"> Relevancy of new Rules are identified and legal advice developed to Ministry for consideration, before instrument of adoption are developed for Minister's signature 	<ul style="list-style-type: none"> Proper investigations are carried when any client is found to have deficiencies in its system of operations 	<ul style="list-style-type: none"> All applications are reviewed to correctness and completion before aviation documents are developed: those incomplete or not meeting criteria are rejected; national programs meets and comply with ICAO and Asia Pacific Air Navigational Plan and Safety Plan are legally enforced 								
<p>10. Key Challenges</p> <ul style="list-style-type: none"> Ability to make decisions in such a short period of time during absence of the DCA Strict adherence to detail and thoroughness 							<p>11. Selection Criteria</p> <p>11.1 PQR (Position Qualification Requirement): Education: Bachelor of Laws (LLB)</p>					

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Approved by: <u>Pauline</u>	Date of Issue: <u>02/01/19</u>
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<ul style="list-style-type: none"> • Acting as the legal advisor to all administrative and legislative tasks of the division • Adherence to legislation 	<p>Experience: 3 years work experience</p> <p>Job Training: nil</p> <p>Prerequisite: nil</p>
<p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> 1. Knowledge <ul style="list-style-type: none"> ○ English Language ○ Advanced legal knowledge and rich legal background ○ Legal Drafting ○ Computer literate 2. Skills: <ul style="list-style-type: none"> ○ Excellent Interpersonal and communication skills ○ Active listening ○ Reading comprehension ○ Social Perceptiveness ○ Monitoring 3. Attributes 	

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	<ul style="list-style-type: none">○ Efficient○ Effective○ Innovative○ Transparent○ Approachable○ Cooperative○ Fair and non-discriminative○ hardworking and dedicated○ consistent○ considerate and interested in meeting people
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