



**RWANDA**

**CIVIL AVIATION AUTHORITY**

**ADVISORY CIRCULAR  
RCAA-AC- MET 001C**

## **GUIDANCE ON DEVELOPING JOB DESCRIPTION FOR TECHNICAL STAFF PROVIDING METEOROLOGICAL SERVICES FOR AIR NAVIGATION**

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### **1.0 PURPOSE**

The purpose of this Advisory Circular is to guide Meteorological Service Provider in developing job descriptions for technical staff providing meteorological services for air navigation.

This Advisory Circular provides guidelines to ensure job descriptions for the technical staff are aligned to the overall objectives, functions and activities of meteorology described in Rwanda Civil Aviation Technical Standards for Aeronautical Meteorological Services (RCATS-MET001).

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## **2.0 References**

2.1 Part 24 of Rwanda Civil Aviation Regulations

2.2 Rwanda Civil Aviation Technical Standards for Aeronautical MET Services (RCATS-MET001)

2.3 ICAO DOC. 8896- Manual of Aeronautical Meteorological Practice

2.4 WMO No.732 - Guide to practices for Meteorological Offices serving aviation

## **3.0 Introduction**

Meteorological services shall be provided for the safety, regularity and efficiency of air navigation. This is achieved by supplying users with meteorological information necessary for the performance of their respective functions. Air navigation services provider in Rwanda is responsible for the provision of meteorological service to meet the needs of air navigation.

The regulation requires that the RCAA prescribes rules, requirements, procedures or standards of designation of such service provider. The regulations further require that the services provided by the designated MET service provider be in accordance with conditions prescribed by the RCAA. The Rwanda Civil Aviation Technical Standard for Aeronautical Meteorological Service prescribes standards for meteorological services provided for air navigation.

## **4.0 Functions and Activities of Meteorological Services for air Navigation**

In order to meet the objectives of meteorological services for air navigation, the Meteorological Service provider shall establish and implement a properly organized system comprising procedures, processes and resources necessary for the timely

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provision of meteorological information. The Air navigation service provider shall in this regard establish one or more aerodrome and/or other meteorological offices, which shall be adequate for the provision of meteorological services required to satisfy the needs of air navigation. The designated Meteorological service provider shall develop job descriptions for technical staff providing meteorological services for air navigation in order to ensure that their functions and activities are aligned to the requirements of the regulations and the RCATS for Aeronautical MET service.

## **5.0 Job descriptions of Meteorological Technical Staff**

As a general guide, the duties and responsibilities of Meteorological Technical Staff providing meteorological services for air navigation shall include the following;

- a) Prepare and/or obtain forecasts and other relevant information for flights; the extent of responsibility to prepare forecasts shall be related to the local availability and use of en-route and aerodrome materials received from other offices;
- b) Prepare and/or obtain forecast of local meteorological conditions;
- c) Maintain a continuous survey of meteorological conditions over the aerodromes;
- d) Perform and record routine and non-routine observations;
- e) Provide briefing, consultation and flight documentation to flight crew members and/or other flight operations personnel;
- f) Supply any other meteorological information to aeronautical users which may be required;
- g) Display the available meteorological information;
- h) Exchange meteorological information with other meteorological offices ;
- i) Supply information received on pre-eruption volcanic activity, volcanic eruption or volcanic ash cloud to the ATS Units, AIS Units and Meteorological Watch Offices.

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- j) Supply information received concerning the accidental release of radioactive materials into the atmosphere within his area of responsibility to the air traffic providers for dissemination;
  - k) Keep watching on meteorological instruments and devices on daily basis.

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Director Flight Safety Services  
Rwanda Civil Aviation Authority