



31 JUL 2018

Kigali,

No: 12.06/014.66/2018

JOB VACANCY ANNOUNCEMENT
Rwanda Civil Aviation Authority (RCAA)
B.P: 1122
Opening date: 31/07/2018
Closing date: 10/08/2018

RE: CORRIGENDUM

Reference is made to the Imvaho Nshya No. 4572 where RCAA invited qualified candidates to apply for the underlisted posts. This corrigendum therefore serves to amend the advert as underlisted:

1. Deadline has extended to Friday, August 10th, 2018 at 5 P.M
2. A copy of the required degree or diploma and certificates or its equivalence from the Higher Education Council (HEC).
3. **Additional posts;**
A) **Aviation security Inspector -(AVSEC)**

Job requirement:

- Coordinating with the operator(s) on matters related to the conduct of security oversight.
- Coordinating the development of the interim findings and security oversight report.
- Preparation of the documentation for the security oversight, development of a security oversight plan, logistics of the security oversight.
- Communicating and clarifying security oversight requirements.
- Planning and carrying out assigned responsibilities effectively and efficiently.
- Documenting all audit findings and observations.
- Filling in relevant files all confidential documents and notes pertaining to security oversight.
- Cooperating with and assisting the lead inspector at all times during the preparation, conduct and completion of the security oversight.
- Reviewing the national legislation relating to civil aviation security and facilitation.
- Reviewing civil aviation security Regulation and Technical Guidance Materials in line with new amendment of ICAO Annex 9 & 17 .
- Provide reference knowledge in the field of aviation security and facilitation for staff and airport operators, airlines and other stake holders.

Qualifications:

- Bachelor's degree in aviation discipline, security or its equivalent.
- Certification in aviation security program management (AVSEC) or similar experience.
- Experience of 5-7 years in aviation security.
- Knowledge of ICAO Convention and annexes.
- Deep knowledge in international aviation regulations and standards.

B) Foreign Air Operator(s) Permit Inspector

Job requirement:

- Receiving, processing and issuing of foreign air operator's permit authorizing landing and overflight on the territory of the Republic of Rwanda (Rwandan airspace),
- Processing overflight or landing permits for both scheduled and non scheduled commercial passenger flights and cargo freighter(s).



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- Experience of 5-7 years in aviation security
- Knowledge of ICAO Convention and annexes
- Deep knowledge in international aviation regulations and standards

NB: Other terms and factors in the initial advert remain constant (unchanged)


Silas UDAHEMUKA
Director General
Rwanda Civil Aviation Authority



PREVIOUSLY ADVERTISED AND STILL OPEN AS PER CORRIGENDUM

Vacancy 1: 3 Airworthiness Inspector trainees

Report To	Head Airworthiness Inspectorate
Main Job Purpose	The Airworthiness Inspector trainee shall be responsible to the Head Airworthiness Inspectorate and ultimately to the Director General for Civil Aviation.
Main Responsibilities	<ul style="list-style-type: none">• Report to and assist the Head Airworthiness Inspectorate in executing inspection and audit programs for the initial and continuing airworthiness certification of aircraft and continuation of issue and approval of continuing airworthiness management organizations aircraft maintenance organizations and aircraft maintenance training and examination organizations.• Perform inspections and audits of organizations and aircraft meeting national and international requirements and regulations;• Perform inspections on foreign registered aircraft as may be required by the Directorate in its participation of international inspection programs;• Assist in the development of internal procedures and circulars;• Perform any specific tasks related to airworthiness and aircraft maintenance that the Head Airworthiness Inspectorate may require;• Follow-up of occurrence reporting;• Attend international fora in the field of airworthiness and maintenance as required;• Ensure that the Airworthiness Inspectorate records and databases are kept in an orderly and systematic manner;• Carry out duties related to registration of aircraft.• The Airworthiness Inspector trainee shall be able to manage the assigned tasks efficiently and within the required timeframes.• The Airworthiness Inspector trainee shall be able to work in a team and show good qualities of self-control during inspections and audits.• The Airworthiness Inspector trainee shall be able to conduct proper oversight and audits and produce reports of an acceptable quality

Qualifications	<ul style="list-style-type: none"> • Be Rwandan by Nationality • Below 35 years of age • Possess aeronautical licenses, certificates or academic degrees commensurate with their job responsibilities (e.g. engineering degrees, technician/engineer/mechanic certificate with airframe and power plant ratings, electronics technician ratings). • Experience involving the maintenance and repair of airframes, power plants, and systems of multi-engine aircraft of more than 12,500 pounds' maximum certificated takeoff weight maintained under an airworthiness maintenance and inspection program. • Aircraft maintenance experience in an AMO; air operator maintenance facility or military maintenance facility. • Experience involving the maintenance and repair of airframes, power plants, and aircraft systems with responsibility for certifying airworthiness. • Aircraft maintenance work experience within the last 3 years. • Broad air transport background of five years or more. • RCAA may also hire fresh graduates with academic technical qualifications in engineering and develop them to become Inspectors. Training in basic aircraft maintenance engineering course will be required for graduates in fields other than aeronautical engineering or aircraft maintenance engineering. Attachment in aviation industry (aircraft maintenance Organizations) to attain the minimum experience shall be arranged.
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Vacancy 2: 1 Aerodromes Operations Inspector

Report To	Director Flight safety services
Position summary	The Aerodrome Operations Inspector designs, develops and reviews aerodrome safety standards. He/she oversees the provision of airport services performed by any aerodrome operator in Rwanda in accordance with the applicable Laws, Regulations or RCAA Rules/directives/standards
Main Responsibilities	<ul style="list-style-type: none"> • Reviews the ICAO Annex 14 and associated documents and drafts or amend rules and regulations relating to the aerodrome operations to ensure that the regulatory framework, standards, policies,

	<p>guidelines and other regulatory and non-regulatory instruments, tools, processes and instructions governing aerodrome operations are current and in place to support adequate safety oversight functions.</p> <ul style="list-style-type: none"> • Verification of the aerodrome data in the aerodrome manual including details of Aerodrome Operations; • On-site verification and audits of aerodrome operating procedures, • Evaluates and recommends for approval/disapproval of requests to operate under conditions not previously authorized and prescribe additional conditions and limitations as appropriate.
<p>Qualifications requirements</p>	<ul style="list-style-type: none"> • A university degree in Civil engineering with 3 years of progressive experience in planning/design, coordinating, and supervising of technical aspects of construction projects and their maintenance must. • Knowledge of aerodromes operations is competitive advantage; • Experience in auditing techniques; • Be Rwandan by Nationality; • Be below 35 years;
<p>Other skills</p>	<ul style="list-style-type: none"> • Adapt to change and respond to challenges in a changing environment; • Perform collaboratively within a multi-disciplinary management team; • Make quality professional judgments, and to show initiative while working under pressure; • Possess qualities of initiative, tact, tolerance and ability to command respect; • Demonstrated ability to use modern computer software packages; • Demonstrated high degree of oral and written communication skills;

Vacancy 3: 1 Aerodromes Inspector (RFFS)

Report to	Director Flight safety and services
Position Summary	<p>The Aerodrome Inspector designs, develops and reviews aerodrome safety standards. He/she oversees the provision of firefighting services performed by any aerodrome operator in accordance with the applicable Laws, Regulations or RCAA Rules/directives/standards by regular audits/inspections, desktop audits of documentation prior to field audit, quality assurance; and ensures compliance through enforcement where required.</p>
Main responsibilities	<ul style="list-style-type: none">• Reviews the ICAO Annex 14 and associated documents and drafts or amend rules and regulations relating to the aerodrome firefighting to assure that the regulatory framework, standards, policies, guidelines and other regulatory and non-regulatory instruments, tools, processes and instructions governing aerodrome firefighting are current and in place to support adequate safety oversight functions.• Reviews plans and designs of new aerodromes to ensure compliance with firefighting standards and practices.• Coordinates with other Inspectors (Flight Operations, ATS, etc.) in certification of aerodromes for issuance of certificates.• Makes recommendations on the certification requirements and operational and maintenance standards of aerodromes and heliports.• Evaluates and recommends for approval/disapproval of requests to operate under conditions not previously authorized and prescribe additional conditions and limitations as appropriate.• Conducts audits and regularly inspections to determine the adequacy of aerodrome firefighting activities in terms of Standard Operational Procedures (SOPs), practices, manpower numbers, equipment/facilities, and personnel training/development/licensing.
Qualification and job minimum requirements	<ul style="list-style-type: none">• A university degree in Electrical Engineering;• Experience in reviewing design, and approving Safety Management system as well as emergency plans documents;• Knowledge of planning/design, construction, maintenance and operations;• Experience in auditing techniques.

Knowledge of	<ul style="list-style-type: none"> • A thorough knowledge of Rwanda Civil Aviation Legislative requirements regarding Aerodromes, and an understanding of international and International Civil Aviation Organization standards and recommended practices relating to aerodrome operations. • A thorough knowledge of aerodrome operations will be a competitive advantage.
Ability To	<p>Possess qualities of initiative, tact, tolerance and ability to command respect.</p> <ul style="list-style-type: none"> • Adapt to change and respond to challenges in a changing environment. • Perform collaboratively within a multi-disciplinary management team. • Make quality professional judgments, and to show initiative while working under pressure. • Demonstrated ability to use modern computer software packages. • Demonstrated high degree of oral and written communication skills.

Vacancy 4: 1 Airworthiness Inspector trainee /CORSIA

Report to	Head of airworthiness
Main responsibilities	<ul style="list-style-type: none"> • To champion the Carbon Offsetting and Reduction Scheme for International Aviation (CORSIA) activities to address any annual increase in total CO2 emissions from international civil aviation (i.e. civil aviation flights that depart in one country and arrive in a different country) above the 2020 levels, taking into account special circumstances and respective capabilities; • To perform timely inspections, technical evaluations, observations of the operators operations to ensure ICAO requirements concerning CO2 emissions are properly followed • Coordinates Minimum Equipment List (MEL) approvals with the principal flight operation inspector. Takes enforcement action in instances of non-compliance with the MEL.

Qualifications	<p>Possess aeronautical or academic degrees commensurate with their job responsibilities (e.g. engineering degrees, technician/engineer/mechanic certificate with airframe and power plant ratings, electronics technician ratings).</p> <ul style="list-style-type: none"> • Be Rwandan by Nationality • Be below 35 years age
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Vacancy 5: 2 Aviation Safety Officer

Report to	Head of SSP and quality
Main responsibilities	<ul style="list-style-type: none"> • Reviews safety audits, surveys and inspections of any civil aviation operation. • Manages the compulsory and voluntary (confidential) accident/incident reporting systems. • Conduct investigations of safety events. • Analyses technical data for trends related to hazards, events and occurrences. • Acts as an information conduit to bring safety issues to the attention of management and to deliver safety information to the regulatory directorate staff. • Assists in the continuous improvement of the hazard identification and safety risk assessment schemes of the regulatory directorate and operators. • Builds and maintains an excellent working relationship with Safety Managers of service providers, including RCAA operational units. • Recommends new and updated Rwanda regulations for the implementation of SMS by operators and the State Safety Program by the Regulatory Services Unit. • Develops guidance material for SMS implementation by operators. • Provides training on SMS and SSP to Regulatory Services Unit staff and operators. • Develops a regulatory enforcement process that takes into account the non-punitive reporting system while ensuring proper legal action is taken in cases of willful disregard of regulations.

	<ul style="list-style-type: none"> • Develops and oversees an enforcement process for infractions committed by staff of the RCAA operational sections. • Ensures proper separation of regulatory and operational functions of the RCAA by bringing conflict of interest situations to the attention of senior management. • Monitors Regulatory Directorate safety oversight processes to verify quality and effectiveness, makes recommendations to the Director Regulatory Services accordingly. • Consults with internal and external stakeholders to develop and proactively manage a range of aviation safety information and promotional activities. • Uses safety data to identify and develop safety promotion campaigns in response to identified aviation safety risk priorities
Qualifications	<ul style="list-style-type: none"> • Be Rwandan by Nationality • Degree from an accredited College or University in an aviation related field or equivalent related work experience. • Five (5) or more years of progressive experience in regulatory matters and an experience in civil aviation will an advantage. • Coursework or certification safety oversight, safety management systems, and regulatory programs are desirable.

Vacancy 6: 2 Drone inspector trainees

Report to	Head of Drone operations
Main responsibilities	<ul style="list-style-type: none"> • Ensures that the regulations, standards, policies, guidelines and other regulatory and non-regulatory instruments, tools, processes and instructions governing UAS operations are in place and current to support adequate safety oversight functions. • Evaluates and recommends for approve/disapprove requests permits/certificates to operate a UAS. • Determines the need for and establish work programs for surveillance and inspection of UAS operators within manpower and budget limitations to assure adherence to the applicable regulations.

	<ul style="list-style-type: none"> • Conducts investigations of UAS incidents and accidents. • Conducts studies on drone technology development and to educate drone owners/operators on safe and secure operations. • Update the existing UAS regulations in force so as to remain relevant to the technological advancement and to maintain efficiency of TGMS such as Advisory circulars (AC's) and any other publications that will guide the industry to compliance standards; • Prepare and continuously fill the entries of registered UAS(drones) in the RCAA UAS register book; • Issuance of activity permits and registration certificates to the UAS operators; • Prepare and submit biodata of different applicants (companies, institutions and different individuals) for registration of drones to the competent security vetting agencies before issuance of registration certificates and activity permits; • Prepare licenses, UAS operator certificate; registration certificates and issue activity permits to the UAS applicants after having an approval from competent security agencies; • Evaluate and recommend approval or disapproval requests of UAS activity permits and registration process; • Conduct investigations on incidents and accidents of UAS operations and submit reports; • Conduct continuous studies on evolving drone technology
Qualifications	<ul style="list-style-type: none"> • To be a Rwandan by Nationality; • Possess aeronautical Engineering or academic degrees commensurate with their job responsibilities (e.g. engineering degrees, technician/engineer/mechanic certificate with airframe and power plant ratings, electronics technician ratings).

Vacancy 7: Head Legal Affairs department

Report to	Director General
Main responsibilities	<ul style="list-style-type: none"> • The Head of Legal department provides legal (advisory) services and is responsible for Board affairs. • He directly oversees the Legal Department, which provides legal advice to various directorates, prepares Contracts and ensures ratification of international Conventions and Agreements. • Participation in the bilateral air talks for negotiating and reviewing the Air Services Agreement with foreign countries. • Advising the Government on matters relating to bilateral Air Services Agreement and on international air transport in general. • He assists RCAA management in interpreting relevant laws which are applicable in carrying out DCA's role in the aviation industry. • To draft or revise the legal documents such as notices, directives, contracts, agreements and memorandum of understanding to protect the interests of the Department. • To actively participate in drafting new laws/regulations or amendments to existing laws/regulations. • Collaborate with other RCAA departments to monitor and ensure compliance
Qualifications	<ul style="list-style-type: none"> • To be a Rwandan by Nationality; • Master's degree in Law with; • Strong organizational skills that reflect an ability to perform and prioritize multiple tasks in an energetic environment with multiple priorities. • Exemplary writing and editing skills, with proficiency in computer skills, • Excellent communication and analytical skills in both written and spoken English. • Ability to build strong working relations with stakeholders • Discretion in handling confidential matters. • Excellent judgment and ability to anticipate legal issues or risks. • Proactive approach to problem solving. • Overall broad legal knowledge and understanding of legal issues affecting educational institutions including safety laws, immigration laws, and labor and employment laws.

	<ul style="list-style-type: none"> • Experience as a legal advisor, and able to attend to routine administrative labor law related tasks. • High degree of professional ethics, integrity, and responsibility • of progressive experience in the practice of law, preferably in a governmental setting or an equivalent combination of training and experience. A familiarity with aviation environment is a competitive advantage.
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Vacancy 8: Legal Officer

Report	Head Legal Affairs department
Main responsibilities	<ul style="list-style-type: none"> • As a member of the legal team, help ensure that the CAA receives first class, user-friendly and outcome-focused legal advice, • Drafting and vetting of various agreements contracts including Service Agreements, Leave & License Agreements, Lease, Tri-Party Agreement, Joint Venture, MOU, Indemnity bond, Power of Attorney, Legal Notices and other required legal documents. • Providing legal opinions on queries as and raised by other departments pertaining to legal point of view. • Get on con calls / meetings with customers / suppliers for contract negotiation or contract clauses etc. • Monitoring and handling litigation in various courts which includes Civil, Criminal proceedings, Consumer, Arbitration matters, etc. • Proper co-ordination with concerned Advocates and counsels for keeping proper track of legal cases. Attend and monitor court cases and guide and advise lawyers / management in the best interest of the Authority. • Maintaining MIS in the software for contracts / legal matters • Verify proposals and other documents sent to customers or vendors for any legal aspects and minimize risks / penalties on the Authority • Minimize risk of litigation against the Authority and manage critical and litigation to ensure NIL financial liability/loss to the Authority. • Ensure compliance / notices received from statutory and non-statutory authorities so that the liability on Directors / Senior Leadership team is minimal.
Qualifications	<ul style="list-style-type: none"> • Master's degree from an accredited law school.

	<ul style="list-style-type: none"> • At least three (3) years of progressive experience in legal matters in organization of similar size and complexity of operations. • Below 35 years • To be a Rwandan by Nationality;
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Vacancy 9: 2 IT Eng. / Software developers

Reporting	Head of IT
Main responsibilities	<ul style="list-style-type: none"> • Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. • Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. • Prepares and installs solutions by determining and designing system specifications, standards, and programming. • Improves operations by conducting systems analysis; recommending changes in policies and procedures. • Obtains and licenses software by obtaining required information from vendors; recommending purchases; testing and approving products. • Updates job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Protects operations by keeping information confidential. • Provides information by collecting, analyzing, and summarizing development and service issues. • Accomplishes engineering and organization mission by completing related results as needed. • Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

Qualifications	<ul style="list-style-type: none"> • Bachelor degree (A0) in Computer Science, Software development, Information Technology or any related field; • Full stack developer with proficient knowledge in PHP, Python, JavaScript, Java, Web services (RESTful API, SOAPS, etc), SQL, etc. • To have at least 2 years of hands on experience in programming / software development; • Below 35 years of age; • To be a Rwandan by Nationality;
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Vacancy 10: Senior Internal auditor

Reporting	Director General
Main responsibilities	<ul style="list-style-type: none"> • Performing the full audit cycle including risk management and control management over operations’ effectiveness, financial reliability and compliance with all applicable directives and regulations • Obtaining, analyzing and evaluating accounting documentation, reports, data, flowcharts etc • Senior internal auditors head up the Authority’s auditing activities, keeping a close eye on the Authority’s activities towards goals achievements. • Examine books for inefficient practices and help come up with solutions that make the organization more effective. • Handle’s the Authority’s taxes and make sure it is in compliance with all relevant legislation. • Lead planned audits into the Authority, inspecting accounts, checking compliance with applicable laws, detecting ineffective or inefficient practices and verifying financial records • Organize and present meaningfully detailed reports to communicate the results of an audit to the Authority management • Supplement written reports with suggestions for changes in policy • Communicate with other departments to verify records and confirm Authority policies • Evaluate Authority inventory, records, worker statements, assets, payrolls, cash on hand, insurance, tax statements and annuities, and use the information to guide financial policy

	<ul style="list-style-type: none"> • Decide whether the Authority’s financial actions and policies reflect its intentions, and make judgment calls to improve the Authority’s trajectory if need be • Research state financial laws and examine the Authority’s books to ensure compliance, and inform management immediately if there is a discrepancy • Review past data, stay informed about new developments and be prepared to integrate changing books into a current policy
<ul style="list-style-type: none"> • Qualifications 	<ul style="list-style-type: none"> • Bachelor’s degree in accounting, finance or any another related field • CIA certification, CPA or other related certificates will be a competitive advantage • At least 3 years of experience in auditing, compliance or risk management • Mathematical, analytical, communication (written and oral), time management, decision making and leadership skills • Be Rwandan by Nationality

Vacancy 11: Treasury accountant

Reporting	Head of Finance
Main responsibilities	<ul style="list-style-type: none"> • Ensures the efficient management of the Authority’s bank accounts • Maintains and manages all financial records, Ensures the Authority’s banking operations; seeing to it that all funds are appropriately banked ensuring efficiency and returns • Ensures conformity of Authority’ bank account with IFR Standards. Reconciling of bank statements against the GL, and clearing accounts assigned • Provides inputs and advice to Authority. This could include recommending changes that will maximize revenue and profit • Ensures tax regulations are in compliance with established standards, regulations and laws, • Sees to it that the financial position of the Authority is well calculated daily, • Checks and verifies cash transactions; and also investigate and propose possible resolution for any discrepancies • Is responsible for interest and debt analysis, with provision of relevant information and report

	<ul style="list-style-type: none"> • Takes care of the cash management system of the Authority and their payment mechanism • Is responsible for following up on financial proceedings, and ensuring tasks are completed on schedule. Ensures the coordination of the statutory audit, year in year out, and resolve all possible queries • Generates periodic reports and assists in preparation of monthly, quarterly and annual financial statements for management and board;
	<ul style="list-style-type: none"> • Bachelor's degree in Accounting, Finance or in any closer relevant field • At least 5 years of experience in cash management • Proficiency in communicating with the management and staff of the RCAA • Be below 35 years of age • Be Rwandan by Nationality

Vacancy 12: Administrative Assistant to DG

Reporting to	Director General
Main responsibilities	<ul style="list-style-type: none"> • Answers general phone inquiries using a professional and courteous manner. • Directs phone inquiries to the appropriate staff members. • Replies to general information requests with the accurate information. • Greets clients/suppliers/visitors to the organization in a professional and friendly manner. • Sorts incoming mail, faxes, and courier deliveries for distribution. • Prepares and sends outgoing faxes, mail, and courier parcels. • Forwards incoming general e-mails to the appropriate staff member. • Forwards voice mail from the general mailbox to the appropriate staff member. • Purchases, receives and stores the office supplies ensuring that basic supplies are always available. • Codes and files material according to the established procedures.

	<ul style="list-style-type: none">• Updates and ensures the accuracy of assigned organization's databases.• Coordinates the maintenance of office equipment.• Takes minutes of meetings.• Uses computer software.• Codes and files documents according to established records management procedures.• To perform assigned other duties and responsibilities as required
Qualifications	<ul style="list-style-type: none">• Bachelor's degree in Arts, Public Administration or Equivalent with at least 3 years in a similar position.• Below 35 years of age;• Be Rwandan by Nationality