

**SIERRA LEONE CIVIL SERVICE
JOB DESCRIPTION
ASSISTANT DIRECTOR- AVIATION**

JOB DETAILS

Job Title: ASSISTANT DIRECTOR- AVIATION

**Supervisor/ManagerTitle: Deputy Director Of
Transport Policy and Research**

MDA: MINISTRY OF TRANSPORT AND AVIATION

Unit/Division/Directorate: TRANSPORT DIRECTORATE

Grade: 9

Job Summary

Under the guidance of the Director, Transportation, the job holder is responsible for the planning, coordination and implementation of Aviation operations including development of operating procedures. He/she will also assist with technical training, supervision of staff to ensure the effective achievement of the Ministry's goals and objective.

Key Duties

Duty/responsibility	Estimated Percentage of time (%)
Reviewing policies procedure in various airline manuals and make amendment to ensure contract compliance with all regulations	20%
Collaborates with SLAA and SLCAA in the preparation of contracts, lease negotiations, and establishment of field rules and regulations.	10%
Liaise with Departments/Agencies such as SLPA and SLCAA to ensure compliance with safety Action program (ASMP) and safety management system (SMS) process and to update the Ministry on their activities including new innovations and data collecting and	20%
Collaborate with the relevant authorities including SLAA and SLCAA in the investigation of aircraft accidents.	10%
Determines aviation safety/enforcement needs and supervises aeronautic safety education programs in collaboration with SLAA and SLCAA.	10%
Lead the planning and implementation of Aviation operations including development of operating procedures.	10%
Assist the Director with technical training, supervision of staff to ensure the effective achievement of the Ministry's goals	20%

Occasional duties

The jobholder may be required to:

- Attend workshops, seminars, meetings, conferences, etc.
- Perform such other duties directly related to the main duties listed above or related to the delivery of result in the roles assigned.

Judgement and Decision-Making

The job holder may proffer advice and making recommendations to the Director and other stakeholder on aviation safety/enforcement needs and related matters.

Educational Requirements

- A minimum of a Bachelor Degree in Aviation Management, Aviation Security Management, Law Enforcement, Social Sciences or an MBA or M.Sc. plus a full academic year professional qualification in Aviation management from an accredited institution.
- Proficiency in the use of Transportation management systems (such as Freightview, Transwide TMS, or UltraShip TMS)

Related Job Experience

A minimum of Six (6) years' proven experience working with the public sector three (3) of which must have been at supervisory level preferably with a specialization in Aviation management.

Competencies/skills

- Knowledge of aerodynamics, navigation, and meteorology.
- Thorough knowledge of the state laws, rules, and regulations related to flying aircraft, and licensing requirements related to airports.
- Thorough knowledge of aviation safety requirements and enforcement.
- Thorough knowledge of aviation inspection procedures and techniques and airport operations..
- Excellent customer service skills,
- Ability to work and interact with a variety of people
- Ability to conduct research and developing bankable proposals
- Excellent communication and presentations skills including Report writing skills
- Investigation skills
- People Management Skills
- Persuasive and negotiation skills
- Project management skills

Work environment

The job is mostly an office-based role with minor exposure to hazards and moderate exposure to physical activities due to prolonged use of computer. There is also an infrequent requirement to make an early start or late finish to work.