

GUYANA CIVIL AVIATION AUTHORITY
JOB DESCRIPTION/ JOB SPECIFICATION

JOB TITLE: AVIATION SAFETY INSPECTOR - ANS

DIRECTORATE: Aviation Safety Regulation

DEPARTMENT: ANS/AGA

JOB SPECIFICATION

ROLE

Provide effective regulatory safety oversight of the Air Navigation Services system through audits, inspections and other surveillance activities of the facilities in order to enhance safety and efficiency of air navigation in Guyana's airspace. To also monitor equipment and personnel, and to review and approve manuals and other documentation produced by the ANSP to ensure compliance with the applicable Civil Aviation Regulations and requirements.

QUALIFICATIONS AND EXPERIENCE

Essential:

- A minimum of eight (8) years' experience as a Controller working in an ANS environment with at least three (3) ratings in the field for which the license is obtained..

Desirable:

- A Diploma or Degree in Management, or Aviation, or in a related field from a recognized tertiary institution.
- Training in auditing, and investigation techniques, and quality control would be an asset.
- Training in Safety Management, Risk Management, and Crisis Management would be an asset.
- Computer literate and proficient in working with the MS Office Suite.

SPECIFIC KNOWLEDGE REQUIRED

- Working knowledge of the Guyana Civil Aviation Act and Air Navigation Services Regulations including Rules of the Air.
- Working knowledge/familiarity with ICAO Annexes 1 through 19.

SKILLS AND ATTRIBUTES

Skills:

- Experience in technical training, including understanding and use of visual aids, training devices and aircraft flight simulators.

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- Demonstrated analytical skills, including the ability to adopt a systematic approach to problem solving in a complex technical environment and to exercise sound professional judgment under pressure.

Competencies:

- **Professionalism:** Demonstrate pride in work and in achievements; demonstrates professional competence and mastery on subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- The ability to establish and maintain professional working relationships with industry and department personnel.
- The ability to assist in establishing and maintaining the public image of the department as a competent and professional regulatory body.
- **Teamwork:** The ability to work effectively both independently and in a multi-disciplinary team environment; collaborate with colleagues when necessary to achieve organizational goals; solicits input by valuing ideas and expertise of others.
- **Communication:** Well-developed interpersonal and representational skills; and ability to speak and write effectively at all levels, generating reports, presentations, letters, documents, manuals, etc.
- **Planning and Organizing:** Develops clear goals and objectives that are consistent with organizational strategies; identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- A willingness to commit to corporate objectives regarding the safety regulation function, including a demonstrated ability to adapt positively to, and facilitate change.

WORKING CONDITIONS

- Based at Head Office but required to work at service provider's facilities, carrying out inspections, audits, investigations, and general surveillance.
- Normally required to work weekdays 08:00 hrs. to 16:30 hrs., but may be required to work outside of these days/hours at times when carrying out surveillance activities and investigations.
- Will be required from time to time to travel to training facilities overseas for formal and specialized training.