

GUYANA CIVIL AVIATION AUTHORITY
JOB DESCRIPTION/ JOB SPECIFICATION

JOB TITLE: AIRWORTHINESS INSPECTOR

DIRECTORATE: Aviation Safety & Security

DEPARTMENT: Airworthiness

JOB SPECIFICATION

ROLE

Provide regulatory safety oversight through inspections, audits, examinations and other certification and surveillance functions for the maintenance activities of all aircraft operators and Approved Maintenance Organizations in Guyana, and all Guyana air operators and Guyana aircraft operating outside of Guyana. Also, provide regulatory safety oversight functions for all persons engaged in providing aircraft maintenance services in Guyana and for Guyana's aircraft both locally and overseas, as per the Guyana Civil Aviation Regulations and requirements.

QUALIFICATIONS AND EXPERIENCE

Essential:

- Holder of a type-rated Aircraft Maintenance Engineer's Licence who has exercised the privileges of such Licence for at least eight (8) years;
- At least five (5) years' experience in a managerial or senior supervisory position in an Approved Maintenance Organization, or an Air Operator's aircraft maintenance department.

Desirable:

- A Diploma or Degree in Management or an Aviation-related field from a recognized University would be an asset.
- Quality Control and Assurance for Airworthiness and Maintenance will be an asset.
- Safety Management System (SMS) will be an asset.
- Familiarity with processing MORs, manual amendments, Service Bulletin, Airworthiness Directives, Release to Service, etc. will be an asset.

SPECIFIC KNOWLEDGE REQUIRED

- Working knowledge of the Guyana Civil Aviation Act and Regulations.
- Working knowledge of the relevant ICAO Annexes (1, 5, 6, 7, 8, 13, 16 & 19).

SKILLS AND ATTRIBUTES

Skills:

- Experience in technical training, including understanding and use of visual aids, training aid and devices.

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- Demonstrated analytical skills, including the ability to adapt to 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; solicit 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 technical and non-technical 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 an AMO, or at an operator's facilities, carrying out inspections, audits, investigations, and general surveillance.
- Normally required to work weekdays 08:00 hrs.to 16:30 hrs. (*Fridays: 08:00 – 15:30*) but may be required to work outside of these days/hours 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 or for carrying out various surveillance, certification, or investigation functions.