

# GUYANA CIVIL AVIATION AUTHORITY

## JOB SPECIFICATION/DESCRIPTION

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<b>JOB TITLE:</b>	<b>LICENSING INSPECTOR</b>
<b>DIRECTORATE:</b>	Aviation Safety & Security
<b>DEPARTMENT:</b>	Personnel Licensing & Technical Records
<b>REPORTS TO:</b>	Manager Licensing and Technical Records

### **JOB SUMMARY**

#### **ROLE**

Carrying out regulatory and surveillance functions related to the personnel licensing mandate of the Authority so as to ensure that license holders (Pilots, Maintenance Engineers, Air Traffic Controllers, Flight Dispatchers, etc.) maintain compliance with the Civil Aviation Regulations and requirements of Guyana. To ensure that Aviation Training Organization are certified or approved; to maintain the Guyana Aircraft Register and databases for all instruments of approval issued by the Authority; and to collaborate with other safety inspectors on matters requiring personnel licensing enforcement, as required.

#### **QUALIFICATIONS AND EXPERIENCE**

##### **Essential:**

- Holder of a Commercial Pilot's License, or an ATC License, or an Aircraft Maintenance Engineering License, with at least three (3) ratings and with a minimum of five (5) years experience in the discipline for which the privileges of the licence was exercised.
- A Bachelor's Degree in Management, or Aviation Management, along with an ATC Licence with a minimum of two (2) ratings and three (3) years experience in the discipline for which the privileges of the licence was exercised.

##### **Desirable:**

- Certificate in Safety Management System
- Experience in an approved aviation training organization.

#### **SPECIFIC KNOWLEDGE REQUIRED**

- Familiarity with Civil Aviation Licensing Procedures and Standards.
- Working knowledge of the Guyana Civil Aviation Act and Regulations as they relate to Personnel Licensing and Aircraft Registration.
- Working knowledge of the relevant ICAO Annexes (1, 2, 7, & 19).

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### SKILLS AND ATTRIBUTES

#### Skills:

- Experience in technical training, including understanding and use of visual aids, training devices and computer-based training platforms.
- 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 visit an ANSP, ATO, and/or an operator's facilities, carrying out inspections, audits, investigations, and general surveillance activities.
- Normally required to work weekdays; but may be required to work outside of these days/hours at times when carrying out certification, surveillance activities and/or investigations.

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- Will be required from time to time to travel to training facilities overseas for specialized training.

**WORKING HOURS**

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| ▪ Monday to Thursday | 8:00 a.m. – 4:30 p.m. |
| ▪ Friday             | 8:00 a.m. – 3:30 pm   |