



GUYANA CIVIL AVIATION AUTHORITY

VACANCY ANNOUNCEMENT

JOB TITLE: MEDICAL ASSESSOR

SUMMARY

ROLE

The incumbent is responsible for providing expert medical advice to the Director General, or his designate, to foster the establishment and maintenance of a well-organized medical assessment program to ensure the Guyana Civil Aviation Authority effectively administer its medical provisions for licensing responsibility in conformity with the applicable Civil Aviation Regulations and requirements of Annex 1 to the Chicago Convention.

ELIGIBILITY CRITERIA

- The Medical Assessor must be a Medical Doctor registered with the Guyana Medical Council or similar body in his/her country of residence
- Competent in evaluation and assessing medical conditions of flight safety significance

Education

- Bachelor of Medicine from an accredited Medical School/University
- Certificate in Aviation Medicine from an ICAO approved institution

Experience

- The applicant should possess a minimum of 5 years' experience in the practice of Aviation Medicine as a Civil Aviation Medical Examiner.
- Possess experience in a profession in which applicants for medical certification are employed. (The MA must, so far as possible, be aware of the conditions and are encouraged to acquire practical experience of these conditions. This experience may be attained through work experience, simulator experience, or on-site observation.)

SPECIFIC KNOWLEDGE REQUIRED

- A comprehensive knowledge of the Guyana Civil Aviation Authority Medical Assessment program.
- knowledge of applicable guidance published in ICAO Annex 1, ICAO Manual of Civil Aviation Medicine (DOC 8984) and Guyana Civil Aviation Medical Examiners Manual

SPECIALIZED SKILLS AND ATTRIBUTES

- Excellent communication (written and oral), and representational skills.
- The ability to establish and maintain good, professional, working relationships with Medical Examiners and Officers of the Authority.
- The ability to use contemporary office automation equipment, software, and databases.

KEY ROLES AND RESPONSIBILITIES

- The Medical Assessor (MA) is directly responsible to the Director Aviation Safety who oversees the administration of the Civil Aviation Medical Examiner system. (CAME)
- The MA conducts independent review of medical cases and the surveillance of Civil Aviation Medical Examiner as required in order that all concerned could have fair and impartial redress, if required.
- Interpret and provide expert advice to the DG and staff of the Authority.
- Review medical records submitted to the Authority, re-evaluate applicants' and holders of medical certificates for fitness and on occasion, visit and review the applicants' files and ensure the confidentiality system of the medical records held by the CAME.
- Evaluate and audit all Medical Examinations Reports on aviation personnel conducted by CAMEs and submit a report to the Authority.
- Audit and inspect the facilities, equipment and procedures of the CAMEs at the location of their practice and submit completed Audit Forms (CAME Office Facility Assessment Form – APPENDIX B, No. 3), to the Authority.
- Oversee and participate in the professional development of aviation medical officers responsible for medical assessment of licensing applicants.
- Develop aviation medicine education programmes for aviation personnel such as CAMEs, pilots, air traffic controllers, and the medical community.
- Analyse medical causes of aircraft accidents and incidents and provide expert testimony at inquests, court hearings and public inquiries.
- Monitor the requirements for, evaluate, and recommend Medical Practitioners as CAMEs.
- Assist in the formulation and the interpretation of aviation regulations used by CAMEs, pilots, air traffic controllers.
- Review existing regulations, standards and policies and makes recommendations on modifications, amendments or new regulations, standards and policies for management to make decisions on medical safety issues.

- Ensure CAMEs perform medical assessments with complete documentation in accordance with the GARs.
- Perform Medical Assessment Audits to ensure that the CAMEs meet applicable standards for good medical practice and aeromedical risk assessment.
- Determine the level and nature of medical information to be released to operations inspectors when required in the execution of their functions.
- Any other task as may be assigned by the DG, which are in keeping with the training, qualifications and experience of the MA.

Candidates satisfying the above criteria may submit their applications, updated CV and contact details of at least two unrelated referees on or before **Monday April 4, 2022** to:

**The Human Resources Manager
Guyana Civil Aviation Authority
73 High Street, Kingston, Georgetown.**

All applications should be submitted via email to: vacancy@gcaa-gy.org

Please note only short-listed applicants will be contacted.