



Ministry of Transport, Infrastructure  
Housing, Urban Development and Public Works

## KENYA CIVIL AVIATION AUTHORITY

### JOB OPPORTUNITIES

The Kenya Civil Aviation Authority is responsible for providing regulatory oversight, air navigation services and aviation training in Kenya. The Authority is seeking to recruit qualified Kenyan citizens to fill the following vacant positions in its establishment:

**1. JOB TITLE      CHIEF OFFICER - STATE SAFETY PROGRAMME  
COORDINATOR - KCAA SCALE 6 - REF: ASSR/SSP/02/21  
(1 POST)**

Department:	Planning and Coordination
Reports To:	Director Aviation Safety and Security Regulation
Job Purpose	To develop, implement, maintain and constantly improve strategies and processes to ensure that all aviation activities will achieve the highest level of safety performance, while meeting both national and international standards.

### Scope of work/duties/responsibilities

- Developing general rulemaking and specific operational policies that build upon safety management principles, based on a comprehensive analysis of the State's aviation system;
- Consulting with all segments of the aviation industry on issues regarding regulatory development;
- Supporting the management of safety in the State through an effective safety reporting and communication system;
- Interacting effectively with service providers in the resolution of safety concerns;
- Ensuring that within the CAA, sufficient resources are allocated and personnel have the proper skills and are trained for discharging their responsibilities, both safety related and otherwise;
- Conducting both performance-based and compliance-oriented oversight activities, supported by analyses and prioritized resource allocation based on safety risks;
- Complying with and, wherever possible, exceeding international safety requirements and standards;
- Promoting and educating the aviation industry on safety management concepts and principles;
- Overseeing the implementation of SMS within aviation organizations in

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- coordination with line managers and ensuring that all activities under oversight achieve the highest safety standards;
- ❑ Establishing provisions for the protection of safety data, collection and processing systems (SDCPS), and ensuring that provision of essential safety-related information on hazards is encouraged and that there is a continuous flow and exchange of safety management data between the CAA and service providers;
  - ❑ Establishing and measuring the realistic implementation of the SSP against safety indicators and safety targets which are clearly identified;
  - ❑ Promulgating an enforcement policy that ensures that no information derived from any SDCPS established under the SSP or the SMS will be used as the basis for enforcement action, except in the case of gross negligence or wilful deviation.

## **Qualifications**

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- ❑ A bachelor's degree in any of the following disciplines: aviation, aeronautical engineering, physics, geography, mathematics or equivalent qualification from a recognized institution.
- ❑ Commercial pilot license (CPL) or air craft maintenance engineer's license or air traffic control license.
- ❑ Certificate in government safety inspectors course (PEL, OPS, AIR, ANS or AGA);
- ❑ A certificate in compliance and enforcement procedures;
- ❑ A certificate in ICAO integrated safety management system;
- ❑ Training in safety management principles and practices;
- ❑ Training in aviation quality management system;

## **Experience**

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- ❑ Five (5) years general work experience gained in one of the sub -activities of the aviation industry in government or service provider at a responsible level.
- ❑ Experience in a safety oversight environment at a senior level.

## **Knowledge and skills**

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- ❑ Working knowledge in training management, aircraft operations, air traffic services, airworthiness and aircraft maintenance organizations.
- ❑ Good understanding of safety oversight legislation, policies, operations and processes.
- ❑ Good written and verbal communication skills.
- ❑ Good interpersonal skills;
- ❑ Ability to relate to all levels, both inside and outside the organization;
- ❑ Good analytical skills;
- ❑ Leadership skills and an authoritative approach;
- ❑ Proficiency in computer applications.

**2. JOB TITLE HEAD OF DEPARTMENT- AVIATION SAFETY & SECURITY TRAINING, EASA - KCAA SCALE 6 - REF: EASA/AS/12/21 - (1 POST)**

Department/section	Aviation Safety and Security Management
Reports To:	Registrar – Academics Affairs
Job Purpose	To plan, direct and organize the development and implementation of Aviation Safety & Security programmes and courses to meet industry needs.

**Scope of work / duties / responsibilities**

- Planning and approving targets, budgetary guidelines and use of resources for the development and implementation of Aviation Safety & Security programmes;
- Coordinating with other faculties/ departments as may be necessary for efficient and profitable delivery for Aviation Safety & Security programmes;
- Devising strategies to retain students and maintain recurrent revenue base;
- Evaluating the long term capability requirements, systems, equipment and human resources, of the faculty/department against the School's Strategic Plan and determines plans and initiatives to be taken;
- Identifying industry needs and students career needs in order to develop innovative faculty programmes that increase both student intake and revenue from industry;
- Coordinating with the Registrar Academics and other departments as may be necessary to resolve staff issues, including disciplinary matters, appointments, contracts, promotions etc in the Aviation Safety & Security faculty;
- Liaising with stakeholders/organizations as may be necessary for realization of the faculty objectives.
- Coordinating with the Quality Management department to implement quality systems;
- Performing any other duties as may be assigned by the Registrar, Academic

**Qualifications**

- A master's degree in an aviation related field.
- A Bachelors degree in any of the following fields: Engineering, Aviation management, Humanities and social Sciences, Education, Physics, Information Science or any other relevant and equivalent qualification from a recognized institution.
- A valid license or certificate of competency in the area of specialization in accordance with the national and international standards and regulation, where applicable.
- Instructor Training Course.
- Train the trainer's course.
- Certificate in Curriculum Development.
- Training in management or leadership

## Experience

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- Ten (10) years relevant work experience.
- Four (4) years' experience in a senior Aviation Safety/Security oversight role.

## Knowledge and skills

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- Knowledge of relevant ICAO standards and national requirements applicable to training institutions.
- Knowledge of quality systems in higher learning institutions and applicable ICAO requirements.
- Knowledge and application of course and training methodology design.
- Leadership and supervisory skills
- Knowledge of industry trends and needs.
- Good interpersonal and communication skills.
- Understanding of examination administration and management.
- Proficiency in computer applications.

### 3. JOB TITLE **SENIOR HUMAN RESOURCE OFFICER - EMPLOYEE RELATIONS AND WELFARE - KCAA SCALE 7** **REF: HR/06/21 - (1 POST)**

Department:	Human Resources and Administration.
Reports To:	<b>Chief Human Resource Officer - Employee Relations and Welfare</b>
Job Purpose	To coordinate activities that ensure harmonious employee relations through the application of appropriate HR policies, legislation, welfare programs and equitable reward systems.

### Scope of work/ duties/ responsibilities

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- Coordinating staff welfare activities such as medical scheme, staff insurances, staff associations, union issues, safety at workplace, employee's satisfaction surveys; sports, staff wellness and welfare programs;
- Implementing the organization's remuneration and compensation policies;
- Overseeing and verifying the accuracy of payroll entries;
- Following up on staff grievance to ensure timely addressing;
- Processing staff claims, allowances, benefits and final dues;
- Participating in recruitment and selection processes in the Authority;
- Collecting and collating data for Human Resource metrics and reporting;
- Updating medical details, National Hospital Insurance Authority (NHIF) and National Social Security Authority (NSSF) records;
- Collecting and collating data in relation to HIV/Aids Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse, WIBA, OSHA;
- Processing cases for Human Resource Management Advisory Committee
- Preparing periodic progress reports;
- Disseminating human resource management policies, laws, regulations,

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- procedures and systems;
  - Verifying and ensuring regular updates of the Human Resource Information System;
  - Initiating workplace programs in tandem with emerging HR trends;
  - Performing any other duty as assigned by the Chief Employee Relations and Welfare Officer.

### **Qualifications**

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- A degree in Human resources management or equivalent qualification from a recognized institution,
- OR**
- A degree in related social sciences such as Business Administration; Organizational Development and Management or Labour Management from a recognized university with a Diploma in Human Resource Management.
- Masters degree will be an added advantage.
  - Possession of CHRP qualifications will be an added advantage.
  - Certificate in supervisory course lasting not less than two (2) weeks from a recognized institution;
  - Membership to a recognized professional body in good standing;

### **Experience**

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- At least six (6) years' experience in HR management in a comparable organization two (2) of which must be at a supervisory level.
- Experience of human resource management in the public sector will be an added advantage.

### **Knowledge and skills**

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- Knowledge and experience in payroll administration.
- Understanding of remuneration surveys and development of salary structures.
- Experience in administration of employee welfare schemes.
- Knowledge of Labour Laws.
- Good interpersonal and communication and counselling skills.
- Proficiency computer operations.

**4. JOB TITLE                      SENIOR LECTURER, AVIATION SAFETY - KCAA SCALE 7  
REF: EASA/AS/15/21 – (1 POST)**

Faculty/Department:	Aviation Safety & Security Management
Reports To:	Head of Department-Aviation Safety and Security Management
Job Purpose	To plan and organize the teaching activities within the department in line with the academic calendar; to perform teaching activities

### **Scope of work / duties / responsibilities**

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- Preparing course plans, schemes of work and lesson plans for the section;

- Evaluating the section's training programmes in terms of quality, student feedback, attendance rates, training man-hours etc;
- Coordinating with other sections/faculties on teaching facilities and equipment for the proper planning of course delivery;
- Participating in review of training manuals, standardization of course ware and other training materials in compliance with applicable regulations;
- Implementing quality management system and ensuring compliance to quality standards in the department;
- Setting up simulators, laboratories and classroom teaching aids;
- Researching on relevant field of study for upgrading/improving current courses and proposing new ones and teaching methods;
- Keeping track of, and reporting on, students' performance;
- Providing subject-matter expertise, advice and guidance as required by teaching staff, internal and external stakeholders, including the Authority;
- Delivering training in areas of specialization;
- Performing any other duties as may be assigned by the Head of Department - Aviation Safety and Security.

### **Qualifications**

- Bachelor's degree in the following disciplines: Aeronautical Engineering or any other relevant and equivalent qualification from a recognized institution
- A masters degree will be an added advantage.
- Valid AMEL license or equivalent certificate of competency in Aviation Safety Management from a recognized institution.
- Certificate in "train the trainer" course.
- Training in Curriculum Development.
- Instructor's Training course.
- Certificate in supervisory skills

### **Experience**

- A minimum of six (6) years relevant work experience in aviation safety oversight, two (2) years of which must be in a supervisory role;

### **Knowledge and skills**

- Knowledge of quality systems in higher learning institutions and applicable ICAO requirements
- Knowledge and application of course design, training methodology design.
- Knowledge of relevant ICAO standards and national requirement.
- Good written and verbal communication skills.
- Knowledge of examination administration and management
- Proficiency in computer applications.

## **5. JOB TITLE**

## **LECTURER I – AVIATION SAFETY - KCAA SCALE 8 REF: EASA/AS/15/21 – (3 POSTS)**

Faculty/Department:	Aviation Safety & Security Management
Reports To:	Head of Department Aviation Safety and Security Training
Job Purpose	To plan and manage courses and other training activities in

### **Scope of work / duties / responsibilities**

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- Conducting research on subject matter for continuous improvement and development of courses;
- Developing and reviewing programmes and course materials;
- Preparing course plans, schemes of work and lesson plans;
- Training delivery in the area of specialization;
- Setting up of simulators, laboratories, workshops and classroom teaching aids;
- Evaluating, assessing and examining trainees in compliance with relevant policies and guidelines, processing results;
- Managing courses which includes preparation of course plans, course evaluation and reporting;
- Providing subject-matter expertise, advising and offering guidance as required by teaching staff, internal and external stakeholders, including the Authority;
- Monitoring and evaluating instructor's performance;
- Ensuring integrity, accuracy and security of academic records; and
- Ensuring training manuals, methods, teaching aids and processes are compliant with national and international standards and regulations.
- Performing any other duties as may be assigned by the Head of Department –
- Aviation Safety and Security.

### **Qualifications**

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- Bachelor's degree in any of the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or equivalent qualification from a recognized institution;
- Professional Qualification in flight safety discipline (Licensing, Aerodromes Operations, Flight Operations, Flight Dispatch, Airworthiness, and Government Safety Instructor's Training Course).
- Valid licenses or certificates of competency in the area of specialization in accordance with the national and international standards and regulations:
  - (a) Aircraft Maintenance License with ratings related to the courses to be conducted;
  - OR
  - (b) Valid Flight Operations Officer's License (FOO) or valid Cabin Crew or Flight Dispatch Certificate/ License or Commercial Pilot License
- Certificate in "train the trainer" course.
- Instructor's Training course.

### **Experience**

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- At least four (4) years' work experience in aviation safety oversight position
- Two (2) years' teaching experience.

### **Knowledge and skills**

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- Knowledge of quality systems in higher learning institutions
- Knowledge and application of course and training methodology design.
- Good written and verbal communication skills

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- Knowledge of examination administration and management
  - Proficiency in computer applications

**6. JOB TITLE      LECTURER I - AVIATION SECURITY - KCAA SCALE 8  
REF: EASA/AS/19/21 – (2 POSTS)**

Faculty/Department:	Aviation Safety & Security
Reports To:	Senior Lecturer, Aviation Security
Job Purpose	To plan and manage courses and other training activities in the section.

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**Scope of work / duties / responsibilities**

- Preparing course plans, schemes of work and lesson plans for the section;
- Conducting lessons in class.
- Carrying out research on subject matter for continuous improvement and development of courses.
- Participating in review of training manuals, standardization of course ware and other training materials in compliance with applicable regulations;
- Setting and marking examinations (written and practical) and complying with relevant policies and guidelines
- Keeping track of, and reporting on, students' performance;
- Complying with the quality management procedures and standards.
- Participating in the school's activities as required, such as, the students club, Integrity Committee, Training Needs Assessment Committee etc.
- Performing any other duty as assigned by the Senior Lecturer, Aviation Security.

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**Qualifications**

- Bachelor's degree in any of the following disciplines: Engineering, Aviation Management, Humanities and Social Sciences, Education, Physical Sciences, Information Science, or equivalent qualification from a recognized institution
- Valid license or certificate of competency in aviation security management from a recognized institution.
- Instructor's Training course
- Certificate in "train the trainer" course.

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**Experience**

- At least four (4) years' work experience in aviation security safety oversight position.
- Two (2) years' teaching experience.

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**Knowledge and skills**

- Knowledge of quality systems in higher learning institutions and applicable ICAO requirements
- Knowledge and application of course and training methodology design.
- Good written and verbal communication skills



- ❑ Knowledge of examination administration and management
- ❑ Proficiency in computer operations.

**7. JOB TITLE      ICT OFFICER (INFRASTRUCTURE AND SECURITY)  
KCAA SCALE 8 - REF: ICT/07/21 - (CONTRACT TERMS)**

Department:	Information Communication Technology
Reports To:	Chief ICT Officer- Operations and Support
Job Purpose	To develop and support ICT Infrastructure and Security systems as per KCAA needs.

**Scope of work/duties/responsibilities**

- ❑ Designing and implementing short and long term plans to ensure ICT infrastructure and security meets the established standards, existing and future capacity and capability requirements;
- ❑ Developing procedures and associated implementation, testing and training plans for infrastructure administration, security and data management;
- ❑ Participating in the planning, design, implementation, support and maintenance of ICT Infrastructure and security systems;
- ❑ Ensuring compliance to legal and regulatory requirements regarding ICT infrastructure and security.
- ❑ Developing, implementing, and maintaining the ICT infrastructure including server and network configuration, security, accessibility, connectivity, and backups;
- ❑ Monitoring datacenters, passive and active equipment and environment to resolve alerts and ensure optimal equipment performance conditions;
- ❑ Ensuring business continuity measures are implemented and kept up to date, including disaster recovery plans for critical systems;
- ❑ Conducting ICT systems, infrastructure and equipment administration by ensuring that configuration data backups are done regularly, verified for completeness as well as undertaking patch management;
- ❑ Coordinate and facilitate preventive maintenance of infrastructure and security systems to ensure they are secure and resilient;
- ❑ Maintaining hardware asset register detailing ICT equipment used by the Authority, and identifying, analyzing and managing associated information risks;
- ❑ Creating continuous awareness to the staff of the Authority and customers of latest cyber-security threats and implementing security measures to minimize risk to information assets.
- ❑ Ensuring that the ICT Service Desk operates efficiently and effectively;
- ❑ Performing any other duty as assigned by the Chief ICT Officer- Operations and Support

**Qualifications**

- ❑ Bachelor’s degree in any of the following disciplines: Computer Science, Information Technology, Information Systems, Information Science, Business Information Technology or an equivalent qualification from a recognized institution.
- ❑ A certification in either CCNA, CISA, CISM, CISSP, ITIL, CEH, CCENT, IC DL, Linux or any other relevant professional qualification from a recognized institution
- ❑ Microsoft Certification e.g. MCP, MCSE

**Experience**

- ❑ At least five (5) years' experience in IT Infrastructure and System Security.
- ❑ Experience working with virtual environment e.g VMWARE.
- ❑ Practical experience with Storage and Backup Systems e.g. Dell EMC, NetApp, Veeam Backup and Replication.
- ❑ Experience of working with Cisco Switches, configuring LANs, Network Access Control, Checkpoint & Fortinet firewalls etc
- ❑ Experience working with network and ICT infrastructure monitoring technologies e.g Solarwinds.

**Knowledge and skills**

- ❑ Good understanding of Network design, implementation and performance tuning
- ❑ Strong organization and communication skills with an attention to detail
- ❑ Ability to work in a team environment
- ❑ Ability to troubleshoot hardware and software
- ❑ Strong analytical skills

**8. JOB TITLE HOUSEKEEPER – KCAA SCALE 8  
REF: EASA/ADM/12/21 - (1 POST)**

Department:	Administration
Reports To:	Assistant Registrar, Administration
Job Purpose	To ensure timely provision of hostel facilities to the EASA hostel users

**Scope of work / duties / responsibilities**

- ❑ Overseeing daily operations of the Hostel in keeping with the EASA’s business strategy to ensure that the school maximizes profits from the hostel.
- ❑ Ensuring that the hostel facilities are clean, well maintained and attractive to clients;
- ❑ Assisting with general conference preparation, which includes preparation of rooms, inspecting residence halls, preparation of information packets and inventory conference supplies and keys;
- ❑ Liaising with relevant departments such as procurement, ICT for provision of services to the hostel clients;

- Performing daily customer service operations such as handling guest check-in and check-out, explaining procedures, giving directions, and reporting specific needs/concerns of guests;
- Maintaining proper records of the hostel clients in line with the best industry practices;
- Monitoring the client experience, obtaining feedback and taking corrective action
- Coordinating water production and laundry services.
- Performing any other duties as may be assigned by the Assistant Registrar, Administration.

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### **Qualifications**

- A bachelor’s degree in Hospitality Management or equivalent qualifications from a recognized institution.
- Training in supervisory skills.
- Valid certificate of Health for food handlers
- Certificate in food safety/HACCP from a recognized institution.
- A member of Hostel Professionals Kenya (AHPK) or related professional bodies.

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### **Experience**

- At least four (4) years working experience in hospitality services, two (2) of which must be at a supervisory level in housekeeping.

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### **Knowledge and skills**

- People and self-management skills
- Be helpful, friendly, and willing to assist conference guests in any way possible.
- Supervisory skills
- Good organizational and report writing skills.
- Good interpersonal and communication skills.
- Proficiency in computer operations.

## **9. JOB TITLE                      ASSISTANT ENGINEER – KCAA SCALE 9 REF: ANS/ENG/28/21 – (3 POSTS)**

Department:	Engineering Services
Reports To:	Engineer CNS
Job Purpose	To install, repair and maintain aviation Communication, Navigation Surveillance (CNS) facilities

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### **Scope of work / duties / responsibilities**

- Reviewing compliance data on CNS facilities performance to enable development and implementation of corrective measures.
- Coordinating with the Senior Engineer – CNS in performing consultancy services for CNS.

- Installing, repairing and maintaining CNS facilities;
- Ensuring control of quality standards of repair and maintenance for CNS facilities;
- Performing any other duty assigned by the Engineer.

### **Qualifications**

- Bsc, BTech or BEng. Degree in electrical and electronics engineering, telecommunications engineering, or relevant degree in engineering from a recognized institution.
- Registerable with the Engineer’s Board of Kenya (EBK).
- Literacy in ICT, UNIX, LINUX and spreadsheets will be an added advantage.
- Below 30 years of age.

### **Experience**

- Relevant work experience will be an added advantage.

### **Knowledge and skills**

- Knowledge of CNS/ATM system will be an added advantage.

## **10. JOB TITLE      AERONAUTICAL TELECOMMUNICATIONS OFFICER III KCAA SCALE 10 – REF: ANS/ENG/22/21 - (17 POSTS)**

Department	Engineering Services
Reports To:	Senior Aeronautical Telecommunications Officer
Job Purpose	To perform routine maintenance tasks during the shift

### **Scope of work / duties / responsibilities**

- Collecting, recording and maintaining equipment status on a daily basis in logbooks and hourly serviceability report sheets;
- Inspecting, testing and measuring parameters of equipment on a daily basis
- Maintaining recording of tape transcripts, ensuring periodic change of tapes, and availing tapes for replaying;
- Performing routine and periodic maintenance operations including of equipment, tools and work environment;
- Performing equipment repairs upto card level under close guidance of the shift supervisor;
- Troubleshooting leased line faults and performing continuity tests with service providers.

### **Qualifications**

- Diploma in Telecommunications Engineering from Kenya National Examination Council or its equivalent.
- Higher Diploma in telecommunications engineering or equivalent will be an added advantage
- Kenya Certificate of Secondary Education mean grade C+ and at least C+ in English Language, Mathematics, Physics or Physical Science and at least C+

- in any other two subjects.
- Below 30 years of age.

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### **Experience**

- Experience in similar work environment will be an added advantage

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## **11. GRADUATE TRAINEES - AIR TRAFFIC CONTROLLERS (24 VACANCIES) REF: ANS/ATS/17/21**

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### **Qualifications:**

- A first degree from a recognized university.
- A secondary school mean grade of C+ and a minimum score of C+ in English, Geography, Mathematics and Physics.

Additionally, the candidates will be required to:

- Pass an aptitude test for Air Traffic Controllers.
- Pass ICAO Class III medical Test.
- Be aged between 18 and 28 years

**NB: Attach a copy of the national identity card as applicable**

## **12. JOB TITLE                      CONFERENCING ASSISTANT - KCAA SCALE 12 REF: EASA/ADM/13/21 – (1 POST)**

Department / Section:	Administration
Reports To:	Assistant Registrar - Administration
Job Purpose	To ensure successful conduct of all conferences and seminars held at EASA through timely provision of conferencing and seminar facilities to clients

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### **Scope of work / duties / responsibilities**

- Managing all the physical assets of the conferencing Unit;
- Facilitating, hosting and management of outdoor events in the school;
- Preparing for all aspects of assigned conferences to ensure successful meetings for the conference guests.
- Assisting with general conference preparation, which includes preparation of rooms, inspecting residence halls, preparation of information packets and inventory conference supplies and keys.
- Liaising with relevant departments such as procurement, ICT for provision of conferencing service.
- Performing daily customer service operations such as handling guest check-in and check-out, explaining procedures, giving directions, and reporting specific needs/concerns of guests.

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- Performing any other duties as may be assigned by the Assistant Registrar, Administration.

### **Qualifications**

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- A Diploma in any of the following: Food and Beverages, Hospitality Management or equivalent qualifications from a recognized institution.
- Valid certificate of health for food handlers.
- Certificate in food safety/HACCP from recognized institution.

### **Experience**

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- At least two (2) years working experience in an organization that provides hospitality services.

### **Knowledge and skills**

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- People and self-management skills
- Be helpful, friendly, and willing to assist conference guests in any way possible.
- Report writing skills.
- Good organizational and report writing skills.
- Good interpersonal and communication skills.
- Proficiency in computer operations.

**Interested candidates are required to submit their application letters quoting the job reference no. on the envelope and application letter, attaching copies of certificates, testimonials and a detailed CV with full contact details of three professional referees to the address below. The applications should be received not later than 9<sup>th</sup> November 2021.**

**Details of the job specifications can be obtained from the KCAA website at [www.kcaa.or.ke](http://www.kcaa.or.ke)**

**The Kenya Civil Aviation Authority is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply. Note, persons with disabilities are required to attach a copy of valid NCPWD membership card.**

**The Director General  
Kenya Civil Aviation Authority  
Aviation House - JKIA  
P. O. Box 30163 – 00100  
NAIROBI**

**Only shortlisted Candidates will be contacted.**