



THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF WORKS, TRANSPORT AND COMMUNICATION  
TANZANIA CIVIL AVIATION AUTHORITY



VACANT POSITIONS

The Tanzania Civil Aviation Authority, (TCAA) was established by the enactment of the Tanzania Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) to regulate the civil aviation industry in the United Republic of Tanzania in order to ensure effective implementation of Standards and Recommended Practices (SARPs) as provided in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of the activities of persons and institutions providing air transport services and aeronautical airport services. In addition the Authority provides air navigation services in Tanzania.

To meet this mandate of regulating and overseeing the functions of the aviation industry in an efficient, sustainable and cost-effective manner, TCAA invites applications from suitably qualified Tanzanian Citizens to fill in the following vacant positions;

**A. DIRECTOR GENERAL'S OFFICE**

**A.1. JOB TITLE: PRINCIPAL CIVIL AVIATION TRAINING CENTRE (1 POSITION)**

**Reporting:** Reports to the Director General

**Main Function of the job:**

To manage the Civil Aviation Training Centre and ensure that the College provides quality and effective training services in compliance with national and international standards.

**Duties and Responsibilities:**

1. To advise the Director General on all matters relating to the Civil Aviation Training Centre (CATC).
2. To develop annual budget for the Civil Aviation Training Centre and ensure effective utilization of allocated resources

3. To determine training requirements of Civil Aviation Training Centre personnel.
4. To prepare and submit monthly training reports as appropriate
5. To ensure CATC conducts training, research and consultancy
6. To ensure that training facilities are available and in operation
7. To develop courses, curricula and explore new courses according to customer needs.
8. To ensure CATC has all relevant certification for national and international recognition
9. To promote and market CATC.
10. To act as a secretary of the CATC advisory board
11. To perform any other related duties as may be assigned by the Director General

**Minimum Qualifications:**

Bachelor Degree in Education or aviation related fields. Must be registered as a technical instructor by National Accreditation Council for Technical Education (NACTE). Masters degree in relevant field is an added advantage

**Minimum experience:**

Must have a working experience of at least 8 (eight) years in related field

**Salary:** Within salary grade of TCAA SS.11

**B. DIVISION OF SAFETY REGULATION**

**B.1 JOB TITLE: AIRWORTHINESS DEVELOPMENTAL INSPECTOR (I POSITION)**

**Reporting:** Reports to the Chief Airworthiness Inspector

**Main function of the job:**

To conduct safety oversight in accordance with the Civil Aviation (Airworthiness) Regulations under supervision of a qualified Airworthiness Inspector. The incumbent will undergo training for inspectorate functions under the ITS protocol or equivalent system / To process applications for aviation personnel licenses, authorizations, examinations, training and any other personnel license matters in line with approved regulations and standards.

**Duties and Responsibilities:**

The recruited candidate will undergo training to qualify and be assigned job functions in the airworthiness inspectorate section which includes the following duties:-

1. To conduct Surveillance of aircraft for certificate of airworthiness renewals and reparation of detailed reports on inspections and surveillance activities
2. To conduct routine surveillance of work performed in the hangars, workshops and repair facilities of approved airworthiness organizations
3. To review of continued airworthiness documents (maintenance manuals, flight manuals)
4. To report defects noted to aircraft operators/owners and approved airworthiness organizations for remedial actions
5. To monitor airworthiness certification to ensure that they are carried out by persons who are properly authorized and that certifications made are for the purpose and in accordance to the requirements of the applicable airworthiness regulations
6. To familiarize with the contents of all airworthiness directives, service bulletins and similar documents in respect of the aircraft, power plants and equipment and monitor extent of implementation
7. To monitor the implementation of the relevant airworthiness regulations issued by the authority
8. To perform any other related duties as assigned by Supervisor

#### **Minimum Qualifications**

Bachelor Degree in either aeronautical, mechanical, electrical, electronic or telecommunication or equivalent academic qualifications. He/she must possess aircraft maintenance engineer's licenses, ratings or appropriate approvals, commensurate with their job responsibilities, i.e, Category A and C (mechanical) Licenses with airframe and power plant ratings, category X or R (Avionics) License with ratings in Electrical, Instrument or Radio.

#### **Minimum experience:**

Must have (3) three years working experience in an Aircraft Maintenance Organization as aircraft maintenance engineer.

**Salary:** Within salary grade of TCAA SS.7

### **B.2. JOB TITLE: CHIEF AVIATION SECURITY INSPECTOR (1 POSITION)**

**Reporting:** Reports to the Director Safety Regulation

**Main function of the job:**

To manage the Aviation Security section and ensure effective provision of aviation security oversight in compliance with national and international standards.

**Duties and responsibilities:**

1. To advise the Director Safety regulation on all matters relating to Aviation Security
2. To develop annual budgets for the Aviation Security Section and ensure effective utilization of allocated resources
3. To determine training requirements for Aviation Security Section personnel
4. To ensure security compliance by the industry with the Tanzania Civil Aviation aerodrome and security regulations
5. To review security programmes for airports, aircraft operators, airline caterers and air cargo handling agents for approval.
6. To carry out inspections, audit Inspectors' training system, surveys and tests to evaluate the effectiveness of security practices and procedures of airports, aircraft operators, in-flight caterers and air cargo handling agents and provide guidance.
7. To review existing security policies, manuals and recommend measures for improvement.
8. To perform any other duties as may be assigned by the Director Safety Regulation

**Minimum Qualifications:**

Holder of a Bachelor Degree in any field with background in security or military related tasks. Must have Aviation Security Inspector Trainings set out under the National Civil Aviation Security Training Program (NCASTP) and National Civil Aviation Security Quality Control Programme (NCASQCP). Must have undergone a course in Crisis Management and have a good understanding of National and International Aviation Security Legislation.

**Minimum experience:**

Must have a relevant working experience of at least eight (8) years in security related duties.

**Salary:** Within salary grade of TCAA SS.11

**B.3 JOB TITLE: AVIATION SECURITY DEVELOPMENTAL INSPECTOR (2 POSITIONS)**

**Reporting:** Reports to the Chief Aviation Security Inspector

**Main function of the job:**

To conduct aviation security oversight activities of the Civil Aviation industry in accordance with Civil Aviation regulations under the supervision of a qualified Aviation security inspector. The incumbent will undergo initial training in Basic airport security, Quality control, AVSEC management and Inspectors training

in accordance with the National Civil Aviation Security Training Program (NCASTP).

**Duties and responsibilities:**

The recruited candidates will undergo training to qualify and be assigned job functions in the aviation security section which includes the following duties

1. To assist in assessing security programmes for airports, aircraft operators, airline caterers and air cargo handling agents’.
2. To assist in drafting of security manuals, policies and procedures and or review and amendments to the existing ones.
3. To assist in enforcement of regulations through monitoring the compliance by airport operators, aircraft operators, airline caterers and air cargo handling agents with the Tanzania National Civil Aviation Security Programme (NCASP).
4. To assist in ensuring that identified deficiencies are rectified with the objective of protecting the civil aviation against acts of un law full interference
5. To assist in reviewing regulations depending on the changing environment
6. To assist in conducting surveys, audits, inspections and tests to assess the effectiveness of security practices and procedures
7. To assist in conducting investigations following aviation security incidents
8. To perform any other related duties as may be assigned by supervisor

**Minimum Qualifications:**

Holder of a Bachelor Degree in any field with a background in security, military or aviation security related tasks.

**Minimum experience:**

Must have a relevant working experience of at least four (4) years in security related duties.

**Salary:** Within salary grade of TCAA SS.6

**C. DIVISION OF ECONOMIC REGULATION**

**C.1. JOB TITLE: DIRECTOR ECONOMIC REGULATION (1 POSITION) - RE ADVERTISED**

**Reporting:** Reports to the Director General

**Main function of the job**

To ensure that air transport services are provided in a smooth, orderly and competitive manner.

**Duties and responsibilities**

1. To ensure effective management of financial and human resources allocated to the economic regulation division
2. To advise the Director General on all matters relating to economic oversight of the civil aviation industry
3. To advise on formulation of Air Transport Policies and Regulations.
4. To enforce regulations and requirements and monitoring of the performance of the Industry.
5. To coordinate multilateral and bilateral air service agreements and negotiations.
6. To approve requests for air operators' schedules and operating permits.
7. To conduct and coordinate studies on aviation sector in order to determine trends of the industry and advise on developments and improvements
8. To ensure production of accurate timely, comprehensive and relevant air transport information for planning and decision making purposes
9. To perform any other related duties as may be assigned by the Director General

**Minimum Qualifications:**

Holder of a Bachelor Degree in any of the following disciplines; Economics, Air Transport, Statistics or Business Administration from a recognized University. Masters Degree in related field is an added advantage.

**Minimum Experience:**

Must have a relevant working experience of at least ten (10) years, five (5) of which should be in Managerial position.

**Salary:** Within salary grade of TCAA SS.13

**C.2. JOB TITLE: AIR TRANSPORT REGULATION OFFICER II  
(2 POSITIONS)**

**Reporting:** Reports to the Chief Air Transport Regulation.

**Basic Function:**

S/He will be responsible to ensure that all air transport and ground handling operators comply with regulations.

**Duties and Responsibilities:**

1. To assist in overseeing enforcement of regulations for provisions of air and ground handling services.
2. To assist in the implementation of air transport policies.
3. To assist in monitoring the performance of the industry
4. To assist in managing the implementation of bilateral Air Service agreements.
5. To assist in responding to complaints by operators and customers.
6. To perform any other duties as assigned by the supervisor

**Minimum Qualifications:**

Holder of a Bachelor degree in Economics/ Business Administration/Air Transport Management / Transport economics from recognized University.

**Salary:** Within salary grade of TCAA SS.6

**D. DIVISION OF AIR NAVIGATION SERVICES**

**D.1. JOB TITLE: DIRECTOR AIR NAVIGATION SERVICES (1 POSITION) – RE-ADVERTISED**

**Reporting:** Reports to the Director General

**Main function of the job:**

To provide air navigation services in the flight information region which includes Rwanda and Burundi airspace in order to ensure safe, orderly and expeditious air services.

**Duties of the Job**

1. To ensure effective management of financial and human resources allocated to the air navigation services division
2. To advise the Director General on all matters relating to air navigation services
3. To ensure efficient and effective provisions of air navigation services
4. To coordinate search and rescue missions.
5. To ensure the air space within the flight information region is appropriately equipped and maintained
6. To determine the cost of providing air navigation services and institute measures to recover the cost.
7. To effect continuous improvement and efficiency in the quality of air navigation services.
8. To plan and convene the civil and military coordination committee meetings.
9. To perform any other related duties as assigned by the Director General from time to time

**Minimum Qualifications:**

Holder of a Bachelor degree in any one of the following disciplines; Electronics and Telecommunications Engineering, Science, Business Administration with Basic Training in Air Traffic Management, Communication Navigation Surveillance or Aeronautical Information Management. Masters Degree in related field is an added advantage.

**Minimum Experience**

Must have a relevant working experience of at least ten (10) years, five (5) of which should be in Managerial position.

**Salary:** Within salary grade of TCAA SS.13

**E. DIVISION OF CORPORATE SERVICES**

**E.1 JOB TITLE: ESTATES OFFICER I (I POSITION)**

**Reports to:** Estate Manager

**Main function of the Job:**

To ensure the Authority's estates are properly managed

**Duties and Responsibilities:**

1. To assist implementation of Authority's civil works projects, management and maintenance of real estates including general improvement of environment and landscaping of the Authority's compounds.



2. To undertake regular equipment checks and maintenance of buildings' mechanical systems
3. To assist in preparing Bills of Quantities for Authority's civil works
4. To assist in supervision and execution of civil works and building contracts
5. To perform any other duties as assigned by supervisor

**Minimum Qualifications:**

Holder of a Bachelor's degree in Civil Engineering or its equivalent qualification from recognised Institution with at least 4 (four) years relevant working experience. He / She must be registered by Engineers Registration Board as a professional engineer

**Salary:** Within salary grade of TCAA SS.8

**E.2. JOB TITLE: PROCUREMENT OFFICER II (1 POSITION)**

**Reporting:** Reports to the Procurement Manager

**Main function of the job:**

To assist in procurement of goods, works, non-consultancy and consultancy services.

**Duties and Responsibilities:**

1. To assist in procurement processing of goods, works, non-consultancy and consultancy services.
2. To assist in processing orders for procurement of goods and services requested by user departments and make follow up of overdue orders.
3. To assist in preparing monthly and quarterly reports for submission to Public Procurement Regulatory Authority (PPRA)
4. To perform any other related duties as assigned by supervisor.

**Minimum Qualifications:**

Bachelor Degree in Procurement and Supplies /Logistics or its equivalent. Must be registered by Procurement and Supplies Professionals and Technician Board (PSPTB) under Graduate category.

**Salary:** Within salary grade of TCAA SS.6

**E.3. JOB TITLE: HUMAN RESOURCE OFFICER (1 POSITION)**

**Reporting:** Reports to the Human Resource and Administration Manager

**Main function of the job:**

To assist and provide support on human resource management

**Duties and responsibilities:**

1. To assist in updating records of staff qualifications, skills and competences in the Authority
2. To assist in processing staff leave forms
3. To assist in development of human resource policies and procedures
4. To assist in recommending recruitment, confirmation and promotion of staff
5. To assist in compilation and analysis of Performance Appraisals for staff
6. To promote good Industrial relations at work place
7. To assist in interpretation of labour laws and staff regulations
8. To deal with staff welfare
9. To perform any other duties as assigned by Supervisor

**Minimum Qualifications**

Holder of Bachelor degree in Human Resource Management or Public Administration from a recognised University

**Salary:** Within salary grade of TCAA SS.6

**E.4. JOB TITLE: ASSISTANT ACCOUNTANT II (1 POSITION)**

**Reporting:** Reports to the Chief Accountant or Manager of the respective Station

**Main function of the job:**

To assist in proper maintenance of financial and accounting records and preparation of financial statements.

**Duties and responsibilities**

1. To verify cash, cheques and bank deposit slips with the payments details before issuing receipts or payments in the system
2. To issue official receipts immediately and put revenue/expenditure code/sub vote accordingly.
3. To balance cash /Deposit slip in hand with amount receipted on daily basis or the amount of petty cash drawn with the amount of petty cash vouchers paid
4. To acknowledge receipts of cash/cheques collections in the system
5. To ensure payee sign the Petty cash voucher for the receipt of money or Cheque issuance register for the receipt of cheque.

6. To file Payment Vouchers in numerical sequence and ensure that all supporting documents and acknowledgment receipts are attached to Payment Voucher.
7. To ensure all Payment Vouchers, Receipts and Invoices are sequentially and properly prepared
8. To maintain cheque issuance register book for all cheques issued and Check list filled sequentially.
9. To effect petty cash payments and maintain Petty cash book
10. To perform any other related duties as may be assigned by supervisor

**Minimum Qualifications**

Holder of a Bachelor Degree in Accountancy or its equivalent from recognized Institution

**Salary:** Within salary grade of TCAA SS.6

**E.5. JOB TITLE: SUPPLIES ASSISTANT II (1 POSITION)**

**Reporting:** Reports to the Supplies Officer

**Main function of the Job:**

To properly manage functions of stores operations

**Duties and Responsibilities:**

1. To receive and issue goods from stores
2. To record stock movement
3. To issue gate passes
4. To ensure there is enough security of warehouse/ store
5. To ensure that material received from Suppliers conform to the perform to the product specifications as per official contracts
6. To forecast demand for materials and determine the economic order quantities
7. To undertake stock taking exercises
8. To prepare stores management reports
9. To perform any other related duties as may be assigned by Supervisor

**Minimum Qualifications:**

Holder of two years Diploma in Materials/Supplies Management or equivalent qualifications from a recognized Institution.

**Salary:** Within salary grade of TCAA SS.3

**E.6. JOB TITLE: RECORDS MANAGEMENT ASSISTANT II (1 POSITION)**

**Reporting:** Reports to Principal Administrative Officer

**Main function of the job:**

To manage in and outgoing mail and distribute them appropriate

**Duties and responsibilities:**

1. To assist in receiving all incoming mails/documents
2. To record all incoming mails/documents
3. To post or dispatch outgoing mails/documents
4. To perform any other related duties as assigned by supervisor from time to time

**Minimum Qualifications:**

Holder of a Diploma in Records Management from a recognized Institution

**Salary:** Within salary grade of TCAA SS.3

**E.7. RECEPTIONIST AND TELEPHONE OPERATOR II (I POSITION)**

**Reporting:** Reports to Principal Administrative Officer

**Main function of the job:**

To efficiently and effectively handle incoming/outgoing telephone calls and visitors of the Authority.

**Duties and responsibilities:**

1. To attend Authority visitors and notify personnel on visitor arrival
2. To maintain security and communication system
3. To receive messages and deliver to appropriate officers
4. To update telephone directory
5. To make and receive telephone calls
6. To perform any other related duties as may be assigned by supervisor.

**Minimum Qualifications:**

Holder of a certificate of Secondary Education with passes in English and Swahili subjects and a Telephone Operation/Front Office certificate. S/he must be Computer literate.

**Salary:** Within salary grade of TCAA SS.2

#### **E.8. JOB TITLE: DRIVER – (I POSITION)**

**STATION: KIGOMA**

**Reporting:** He will be reporting to Civil Aviation Manager – Kigoma.

**Main function of the job:**

His/her basic function is to drive vehicles, transporting staff, guests and goods.

**Duties and responsibilities:**

1. To drive staff and other passengers to destinations as directed by supervisor.
2. To ensure that the vehicle's tyres are of the required standards and the tool box is available.
3. To check fuel, engine oil brake fluid and water that they are of the
4. To ensure the vehicle is clean and neat at all times in order to maintain a good image of the Authority.
5. To maintain a logbook for all trips made by and ensure other users do the same.
6. To inform supervisor when there is need for a scheduled maintenance.
7. To undertake minor repairs and services to ensure that the car remains in a good working condition and report any problems to the supervisor.
8. To ensure that motor vehicle is properly safeguarded from theft, fire and any other risk and that parking premises are safe.
9. To perform any other duties as assigned by the supervisor.

**Minimum qualifications:**

Possession of secondary education certificate with passes in Kiswahili and English subject, class "C" valid driving license and Trade test grade III/CBET from a recognized Institution

**Minimum experience**

Three (3) years clean driving record in a reputable Organisation

**Salary:** Within salary grade of TCAA SS.2

**GENERAL TERMS AND CONDITIONS:**

- Successful candidates will be appointed initially under a one year probation period and thereafter upon confirmation, on a unspecified or specified period contract depending on the age of the employee.
- All employees of the Authority are required to observe the TCAA Code of Conduct.
- Other terms and conditions of service are as promulgated in the TCAA Staff Rules.
- TCAA is an equal opportunity employer.
- Applicants for the positions of Director Air Navigation Services and Director Economic Regulation who applied in the previous advertisement may re-apply
- Only successful candidates will be contacted.
- Shortlisted candidates will be required to meet their own costs of travel, accommodation and other matters in relation to the interview.

**Mode of Application**

Qualifying candidates should apply or lodge their applications at the address below enclosing:

- Updated Curriculum Vitae;
- Copies of certificates including birth certificate;
- Two recent passport size photographs;
- Contact address of candidates including telephone number(s) and email addresses; and
- Names and contact address of two referees, one of whom should be work related from the current employer.

All applications for respective positions should be clearly marked on top of the envelope e.g. “**APPLICATION FOR A POSITION OF .....**”

**Deadline for submission of applications is 4th January, 2017**

All applications must be forwarded to the undersigned address:

Director General  
Tanzania Civil Aviation Authority,  
Nyerere/Kitunda Road Junction,  
Banana Area,  
P.O. Box 2819,  
**DAR ES SALAAM**

Applications for the position of a Driver should be sent to the following address:

Civil Aviation Manager,  
Kigoma Airport,  
P.O.Box 363  
**KIGOMA**