

	<p align="center">TANZANIA CIVIL AVIATION AUTHORITY</p> <p align="center">DIRECTORATE OF SAFETY REGULATIONS</p> <p align="center">AIR NAVIGATION SERVICES INSPECTORATE</p>	<p>Revision: 3</p> <p>Advisory Circular</p>
<p>Document No.: TCAA/QSP/SR/AC/ANI - 22</p>	<p>Title: Job Description for AIS/ Aeronautical Charts staff</p>	<p>Page 1 of 3</p>

JOB DESCRIPTION FOR AIS/ AERONAUTICAL CHARTS STAFF

1.0 PURPOSE

- 1.1. The purpose of this Advisory Circular is to provide guidance to Aeronautical Information Services (AIS) and Aeronautical Chart service providers in developing job descriptions for technical staff that are aligned with the operational, safety, and quality requirements of ANS operations.
- 1.2. Under Part III of the Civil Aviation (Certification of ANSP) Regulations, Air Navigation Service Providers (ANSPs) are required to include in their respective manuals of ANS operations the personnel requirements and the corresponding responsibilities.
- 1.3. This guidance aims to ensure that technical staff roles, duties, and responsibilities are clearly defined, facilitating effective performance, compliance with regulatory standards, and consistent provision of aeronautical information services.

2.0 REFERENCES

- 2.1 The Civil Aviation (Certification of ANSP) Regulations, 2017
- 2.2 The Civil Aviation (Aeronautical Information Services) Regulations, 2025
- 2.3 The Civil Aviation (Aeronautical Charts) Regulations, 2017
- 2.4 ICAO DOC. 8126 – AIS Manual;
- 2.5 ICAO DOC 8697 - Aeronautical Charts Manual

3.0 INTRODUCTION

- 3.1 Aeronautical information shall be provided to ensure the safety, regularity, and efficiency of air navigation. This is achieved by supplying users with accurate and timely aeronautical information necessary for the performance of their respective functions. The Authority shall determine the type of aeronautical services to be provided in order to meet the needs of air navigation, including services covering areas over the high seas within the Flight Information Region (FIR).
- 3.2 In accordance with Regulation 8 of the Civil Aviation (Certification of ANSP) Regulations, the Authority shall designate a service provider to provide aeronautical services for air navigation. The Authority shall also prescribe the rules, requirements, procedures, and standards governing the designation of such service provider. Furthermore, the designated service provider shall ensure that the services provided are in compliance with the conditions prescribed by the Authority.
- 3.3 Under Regulation 8 of the Civil Aviation (Certification of ANSP) Regulations, the Authority shall designate a service provider to provide aeronautical services for air navigation and prescribes rules,

requirements, procedures or standards of designation of such service provider. The regulations further require that the services provided by the designated service provider be in accordance with conditions prescribed by the Authority.

4.0 FUNCTIONS AND ACTIVITIES OF AIS

- 4.1. To meet the objectives of aeronautical information services, the Air Navigation Service Provider (ANSP) shall establish and implement a properly organized system comprising procedures, processes, and resources necessary for the timely provision of aeronautical information. In this regard, the ANSP shall establish one or more Aeronautical Information Service offices that are adequate for the provision of aeronautical information services to support air navigation.
- 4.2. The designated ANSP shall develop and maintain job descriptions for technical staff providing aeronautical information services and aeronautical chart services, to ensure that their functions and activities are consistent with the requirements of the regulations and the operational needs of the service.

5.0 JOB DESCRIPTIONS OF AIS/AERONAUTICAL CHARTS STAFF

As a general guide, the duties and responsibilities of Aeronautical Information Services (AIS) and Aeronautical Charts staff shall include, but not be limited to, the following:

- a) Provision of aeronautical information services at operational positions to ensure the continuous flow of accurate and timely information/data necessary for the safety, regularity, and efficiency of air navigation;
- b) Management and supervision of AIS personnel, including oversight of budgetary and resource requirements;
- c) Preparation, implementation, and monitoring of training programmes for AIS personnel, including the supervision of on-the-job training (OJT);
- d) Evaluation of staff performance and identification of individual and organizational training needs;
- e) Administration and management of AIS operations within the designated Flight Information Region (FIR), ensuring that all AIS and Aerodrome units operate in accordance with the applicable Civil Aviation Regulations, Civil Aviation Circulars and other relevant procedures and standards.
- f) Processing and provision of flight plan information/data and crew briefing services to facilitate the safe and expeditious flow of air traffic and support Search and Rescue (SAR) operations;
- g) Maintaining close coordination with users of aeronautical information services, including operators, service providers, and other stakeholders;
- h) To ensure Pre-flight Information Bulletins for scheduled and non-scheduled flights are prepared and submitted on time.
- i) Validation and verification of aeronautical data and information received from various sources prior to publication, distribution, or storage in the aeronautical database;

Document No.: TCAA/QSP/SR/AC/ANI - 22	Title: Job Description for AIS/ Aeronautical Charts staff	Page 3 of 3
------------------------------------------	------------------------------------------------------------------	-------------

- j) Preparation, origination, and maintenance of NOTAM, ASHTAM, and SNOWTAM in accordance with requirements;
- k) Preparation and timely dissemination of Pre-Flight Information Bulletins (PIB) for scheduled and non-scheduled flights;
- l) Compilation, publication, and maintenance of the Aeronautical Information Products, including the AIP, AIP Amendments, Supplements, AICs and aeronautical charts;
- m) Implementation and maintenance of all aspects of the Quality Management System (QMS) within AIS and Aeronautical Charts operations;
- n) Ensuring that procedures for international telecommunication services are maintained for use in the Aeronautical Fixed Service (AFS) and Aeronautical Message Handling System (AMHS);
- o) Conducting monthly analysis of the performance of the AFTN/AMHS and preparing monthly and quarterly statistics on service quality, supervision, and reporting to the ICAO Regional Office as required.



Tanzania Civil Aviation Authority