

DRAFT
NC
SACBM – PERSONNEL LICENSING OFFICER - EXPERT
CRITERIA

Experience – CORE (EC)

- A minimum of 5 (or 10) years experience as a Personnel Licensing Inspector/Officer in the examination of airmen and other civil aviation personnel and in the administrative procedures for the issuance of personnel licenses
- A minimum of 5 (or 2) years management experience in a Civil aviation regulatory Authority responsible for Personnel Licensing, including familiarity with records and filing systems for the issue, renewal, maintenance of competency, and medical requirements for civil aviation licensing
- Experience in the development of examinations and conducting written examinations for all types of licenses

Experience – ASSETS (EA)

- Experience as a flight crewmember,
- Experience as an AME/AML,
- Experience as an ATC,
- Experience as an FOO (Flight Operations Officer)
- Experience as a CCC (Certified Cabin Crew).
- Experience in the certification of Air Operators*/ATOs*/FTUs
 - a. Airplane;
 - b. Rotorcraft and/or
 - c. Other (please specify)
- Experience in the surveillance (i.e. Inspections and Audits) of AOC/ATOs/FTUs holders

- a. Airplane;
 - b. Rotorcraft and/or
 - c. Other (please specify)
- A minimum of 5 years experience as an instructor at a Civil Aviation Authority (CAA) (this has been split as 2 EAs)
- A minimum of 5 years Instructor experience with an Aviation organization and/ or technical institute in the field of: Personnel Licensing
- Experience in the preparation and organization of training programmes and courses in the field of Personnel Licensing
- A minimum of 3 years experience in the development and application of national regulations and guidance material (i.e. personnel licensing manual) relating to personnel licensing
- Experience in the approval of Safety Management Systems (SMS) and/or SSP with an emphasis on ATOs and FTUs (could have been a EC)

Knowledge – CORE (KC)

- Knowledge of ICAO Standards and Recommended Practices and related documentation as well as ICAO guidance materials (and State requirements) for Personnel Licensing (including recommended procedures for a State Personnel Licensing System)
- Knowledge of the requirements for personnel licensing of :
 - a. Flight Crew
 - b. Cabin Crew
 - c. Dispatchers
 - d. Maintenance (AMEs)
 - e. Designated Medical Examiners
 - f. Air Traffic Controllers &/or
 - g. Other
- Knowledge and understanding of established principles, practices and procedures relevant to the functions of personnel Licensing
- A good command of oral and written English is essential

Knowledge – ASSETS (KA)

- Knowledge of ICAO Universal Safety Oversight Audit Programmes /CMA (could be a KC)
- Knowledge of Train the trainer/instructional techniques
- Knowledge of functioning of an ab-initio flying training institute (if applicable)
- Knowledge of Functioning of ATOs
- Knowledge of Surveillance (Audits and Inspections) and Certification processes and procedures
- Knowledge of Safety Management Systems (SMS)
- Knowledge of State Safety Programs(SSP)

Baseline Initial / Recurrent PEL Course – CORE (BC)

- PEL Initial

Specialized Qualifications - ASSETS (SA)

- Cabin Safety
- Emergency Equipment and Drills
- Dangerous Goods
- Flight dispatcher
- Crew resource management
- Threat and error assessment
- Human factors

- Safety Management Systems /SSP(specialist)
- Accident/Incident Investigator - depending of specialization (i.e. OPS, ANS, AIR)
- Enforcement Investigator
- Special Events (Airshows, Balloon Festivals etc.,)
- Sports/ Recreational Aviation
- RPAS

Personal Suitability – CORE (PC)

- PC1 - Judgement/decision –making: Proven ability to take ownership of all responsibilities and to honour commitments, to exercise mature judgment, to recognize key issues and analyze relevant information, to make feasible recommendations and to take sound decisions.
- PC2 - Communication: Ability to write clearly and concisely and to present articulate verbal reports.
- PC3 - Teamwork: Ability to work with colleagues to achieve the project goals and maintain harmonious working relationships in a multinational environment.
- PC4 - Leadership, vision and management of performance: Demonstrated ability to plan and guide the work of a technical team in a multinational environment, to identified priorities and adjust them as required.
- PC5 - Client Orientation: Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.
- PC6 - Commitment to continuous learning: Willingness to keep abreast of new developments in professional field.
- PC7 - Technological awareness: Ability to use contemporary office automation equipment, software, databases.