



GOVERNMENT OF INDIA
CIVIL AVIATION DEPARTMENT
OFFICE OF DIRECTOR GENERAL OF CIVIL AVIATION
Opposite: Safdurjung Airport New Delhi -110003.

Dated: 10th May 2010

PUBLIC NOTICE

Subject: Vacancy Notice - Posts of Regional Programme Coordinator (RPC), Regional Aerodrome Certification and Safety Expert (RACSE) and Regional Flight Operations Expert (RFOE) of COSCAP-SA

Applications are invited for the posts of Regional Programme Coordinator (RPC), Regional Aerodrome Certification and Safety Expert (RACSE) and Regional Flight Operations Expert (RFOE) in COSCAP-SA. Qualification Requirements and duties for each job description are provided in the attachments.

All interested are advised to apply to DGCA so that the applications can be forwarded to ICAO by the closing date of 31st May 2010.

Director General of Civil Aviation



COSCAP-South Asia

JOB DESCRIPTION

Title : **Regional Programme Coordinator (RPC)**

Post : **11-06**

Duty Station : **Programmed Based (The Programme Office is presently located at Colombo, Sri Lanka)†**

Starting Date : **15 July 2010**

Duration : **Initially for 12 months under Special Service Agreement (SSA) with ICAO, extendable up to a period of three years.**

Qualification Requirements:

1. Tertiary education at a recognized University or equivalent qualifications in the field engineering, science, commerce or business administration;
2. A minimum of 15 years of working experience at a senior position in a civil aviation administration or a commercial airline, with proven track record;
3. Working experience in drafting aviation legislation, regulations and implementing standards and thorough knowledge about the States' obligations for Safety Oversight functions would be an asset;
4. Sound Knowledge on States' obligation arising out of the implementation SARPS associated with Personnel Licensing, Aircraft Operations, Airworthiness, Air Traffic Services, Aerodromes, Aircraft Accident Investigation, Safe Transport of Dangerous Goods would be an asset;
5. Working experience in introducing organizational reforms in creating effective organizations with sufficient financial and administrative flexibility would be an asset;
6. Experience in the development, conduct and/or implementation of Human Resource Development Programmes in the field of safety oversight in civil aviation would be an asset;
7. Sound knowledge in the impact and organization of the Eight Critical Elements for creation of an effective safety oversight system;

8. Sound knowledge in development and implementation of Safety Management Systems and State Safety Programme would be an asset;
9. Completed an accredited quality system auditor training course or have practical experience in aviation system auditing;
10. Fluency in English language together with a demonstrated ability to produce well structured planning documents, briefing papers and comprehensive reports.
11. Computer literacy
10. Initiative, tact, sound judgment and ability to maintain harmonious working relationships.

Duties:

As Regional Programme Coordinator, the Officials shall perform the following services in Colombo, Sri Lanka under the direction of the Director, Technical Cooperation Bureau, and ICAO;

1. Coordinate and manage the Cooperative Development of Operational Safety and Continuing Airworthiness Programme – (COSCAP-South Asia) in accordance with the instructions of the Technical Cooperation Bureau and the directives of the Steering Committee;
2. Prepare, design and/or implement the Annual Work Plan / Programmes of the COSCAP-South Asia in liaison with the Member States, Regional Experts attached to the Programme, ICAO Regional Office and other regional cooperative programmes in the field of civil aviation as and when required;
3. Identify the training needs of the Member States in the fields coming under the purview of the Programme and arrange necessary training programmes and related activities in consultation and or coordination with the ICAO Regional Office, donor agencies and other sister COSCAPS in the Asia and Pacific Region to satisfy the States' requirements;
4. Maintain close and continuing dialogue with Member States to ascertain their requirements and respond to such requirements appropriately within the resources available to the Programme in liaison with the TCB;
5. Review the Mission Reports and other reports of the Regional Experts and take necessary follow up actions in liaison with the States concerned;
6. Supervise the work programme and activities of the Regional Experts and ensure unimpeded realization of the outcomes, outputs and objectives of the Programme and perform administrative duties and function on all staff attached to COSCAP-South Asia;
7. Ensure development of new guidance material and/or review and update the existing guidance material to support the safety oversight functions and activities of the Member States;

8. Maintain proper books, accounts and other related records and statistics in relation to the operation and execution of the Programme Office and respond to TCB instructions in regard to programme management;
9. Constantly review and update whenever necessary, the COSCAP-South Asia official website in order to provide the interested parties with complete, accurate and current information regarding the status of implementation of the Programme and to provide other pertinent and useful information for the promotion of aviation safety and efficiency;
10. Liaise with other regional cooperative programmes and sister COSCAP in Asia and Pacific region where necessary for the implementation of regional programmes aimed at enhancing aviation safety;
11. Maintain a close liaison with the donor agencies and keep them posted of the on-going activities and potential activities which such donors could take part; for the benefit of the Member States;
12. Plan, coordinate and conduct Steering Committee Meetings and other meetings of COSCAP-South Asia as and when required, maintain records of such meeting and take follow up action for the implementation of decisions/recommendations of such meetings;
13. Represent COSCAP-South Asia at State level, regional or international meetings or symposium, as and when required;
14. Perform any other task that will be required for the wellbeing of the Programme; and,
15. Keep a close and constant liaison with TCB and ICAO Regional Office in regard to the execution of the activities of Programme.

† Note- The Duty Station of the RPC will either be at the Programme Office or in the home country of the Expert, as may be determined by the Steering Committee depending on the exigencies of service of the Programme. Monthly salary of the Expert will accordingly be determined and adjusted in conformity with the ICAO rules and regulations for Field Services Personnel and special rules/conditions as may be approved by the Steering Committee.



COSCAP-South Asia

JOB DESCRIPTION

Title: **Regional Flight Operations Expert (RFOE)**

Post: **11-05**

Duty Station: **Programmed Based (The Programme Office is presently located at Colombo, Sri Lanka)†**

Starting Date: 15 September 2010

Duration: **Initially for 12 months under Special Service Agreement (SSA) with ICAO and extendable up to a period of three years.**

Qualification Requirements:

1. A minimum of 10 years of management experience in a substantial airline or with a Government Civil Aviation Administration, directly associated with responsibility for preparation or implementation of rules, regulations, operating manuals, guidance material on flight and ground procedures involving for flight safety, certification, surveillance and enforcement;
2. A minimum of 5 years experience as a Civil Aviation Inspector in a civil aviation administration;
3. Sound knowledge of ICAO Standards and Recommended Practices relating to Aircraft Operations, Safe Transport of Dangerous Goods and related documentation;
4. Knowledge of legal responsibilities and administrative procedures for the issuance of documents under State of Registry approval relating to supervision of flight operations will be an asset;
5. Considerable flight crew experience as a pilot-in-command on glass cockpit aircraft. Experience as a Government Flight Standards Inspector and qualification in EFIS equipped aircraft will be an added asset;
6. Holds or has held an ATPL (Aeroplane)
7. Reasonable level of knowledge of the requirements of personnel licensing, training, and maintenance of competency of flight and ground crews concerned with flight operations.

- Knowledge of aircraft inspection and airworthiness certification requirements will be a desirable asset;
8. Some experience in the preparation, approval and use of Flight Operations Manuals and/or Ground Operations Manual and other flight documentation would be desirable;
 9. Some experience in the preparation and approval of flight training and checking programmes or working experience as Designated Check Pilot would be an asset;
 10. Knowledge in development and/or implementation of Safety Management Systems (SMS) would be desirable.
 10. Computer literacy.
 11. Fluency in English language together with a demonstrated ability to produce well structured documents, briefing papers and comprehensive assignment reports.
 12. Initiative, tact, sound judgement and ability to maintain harmonious working relationships.

Duties:

1. Assist in the arrangement of workshops, seminars and training programmes for inspectors or counterpart staff attached to civil aviation administration in the COSCAP-SA member States.
2. Participate in COSCAP-SA arranged workshops, seminar and training courses with the intent to enhancing professional knowledge of self;
3. Assist the international experts /regional experts /national inspectors in the performance of flight operations certification functions on behalf of the Participant States, including certification and surveillance of airmen and approval of operations manuals, crew training and checking programmes, minimum equipment lists and the issuance of operating specifications. Also perform these functions independently when and as required;
4. Assist the international experts / regional experts /national inspectors in the development and execution of an annual, regional flight operations surveillance programme, including safety audits, ramp inspections etc in consonance with the programmes of each of the participant States. Also perform these functions independently when and as required;
5. Perform State Safety Oversight functions and duties for and on behalf of the Member States under delegated authority and supervision of the respective civil aviation administration;
6. During certification and missions to participant States or when requested to conduct a safety audit, provide on the job-training to flight operations inspectors from those States;
7. Together with the international experts /regional experts /national inspectors as determined, conduct training activity for initial / refresher courses on flight operations related subjects;

- 8 Provide requisite technical assistance to civil aviation administration of the Member States in one or more the eight critical areas involved in Safety Oversight as and when necessary;
9. Assist Member State to prepare for USOAP Audit and develop or implement subsequent Corrective Action Plans;
- 10 Perform other relevant duties assigned in the field of specialization.

† Note- The Duty Station of the RFOE will either be at the Programme Office or in the home country of the Expert, as may be determined by the Steering Committee depending on the exigencies of service of the Programme. Monthly salary of the Expert will accordingly be determined and adjusted in conformity with the ICAO rules and regulations for Field Services Personnel and special rules/conditions as may be approved by the Steering Committee.



COSCAP-South Asia

JOB DESCRIPTION

Title : **Regional Aerodrome Certification and Safety Expert (RACSE)**

Post : **11-08**

Duty Station : **Programmed Based (The Programme Office is presently located at Colombo, Sri Lanka)†**

Starting Date : 15 July 2010

Duration : **Initially for 12 months under Special Service Agreement (SSA) with ICAO extendable up to a period of three years.**

Qualification Requirements:

1. Tertiary or technical qualifications in an aviation engineering discipline, civil engineering surveying or equivalent qualifications and experience in aerodrome regulatory activity at a senior level in a civil aviation administration.
2. A minimum of 10 years of experience in a civil aviation sub-discipline, preferably in airport planning/design, construction, or maintenance (At least 10 years experience in aerodrome operation, flight operation or Air Traffic Control will also be acceptable provided adequate training in the essential elements of aerodrome engineering relevant to aerodrome inspection has been undertaken.
3. A minimum of 5 years experience as an Aerodrome Inspector or Aviation Auditor (Aerodromes) in a civil aviation administration with hands on experience in the development of Aerodrome Rules and Regulations, guidance material for aerodrome certification and surveillance.
4. Detailed knowledge and understanding of established principles, practices and procedures relevant to aerodrome safety regulation function, including ICAO Aerodrome standards and recommended practices, as well as associated guidance material relating to the regulation of aerodromes.
5. Completed an accredited quality system auditor training course or have practical experience in aviation system auditing.
6. Sound understanding of the requirements to support a regulatory framework for aerodrome safety oversight.

7. Fluency in English language together with a demonstrated ability to produce well structured planning documents, briefing papers and comprehensive reports.
8. Sound Knowledge and experience in development / implementation of Safety Management Systems.
9. Computer literacy
10. Initiative, tact, sound judgement and ability to maintain harmonious working relationships.

Duties:

1. In close coordination with other members of the Programme Office Technical Staff and under the supervision of the Project Coordinator, prepare a suitable programme of technical assistance for Member States to particularly review:
 - relevant aspects of civil aviation legislation such as Acts, Regulations, Orders, other instruments containing mandatory requirements and supplementary material;
 - development of national aerodrome standards and systems of requirements for various categories or classes of land and water aerodromes;
 - staffing arrangements regarding resource availability, qualifications, training and experience;
 - regulatory procedures for certification including inspector handbooks;
 - regulatory procedures and programmes for continuing aerodrome operator surveillance and compliance and enforcement actions.
2. Conduct reviews of and report on aerodrome certification activity undertaken by national aviation authorities and provide technical assistance/advise where necessary.
3. During missions to States, review and evaluate the state of preparedness of regulatory authorities for future ICAO USOAP activity, with particular emphasis on compliance with Annex 14 Standards and Recommended Practices. Provide technical assistance to States with regard to demonstrating compliance to Annex 14.
4. Conduct pre-audit inspections for ICAO USOAP and assist with development and implementation of audit related action plans. Assess effectiveness of remedial actions proposed and implemented and assist where necessary.
5. Together with the Programme Coordinator and other Regional Inspectors as determined, conduct training activity for initial and/or refresher courses in the COSCAP-SA member States on concepts for aerodrome Safety Management Systems/ State Safety Programmes.
6. Assist with the development of an Aerodrome SMS manual.
7. In conjunction with the PC and Member States, determine where additional missions to States will be required and undertake such missions for the purpose of providing technical assistance and/or training as necessary.
8. As necessary and requested, undertake audits and perform State Safety Oversight functions for or on behalf of member States, under delegated authority of the State concerned.

9. Perform any other duties, as required, falling within the scope of competence of the expert.

† Note- The Duty Station of the RACSE will either be at the Programme Office or in the home country of the Expert, as may be determined by the Steering Committee depending on the exigencies of service of the Programme. Monthly salary of the Expert will accordingly be determined and adjusted in conformity with the ICAO rules and regulations for Field Services Personnel and special rules/conditions as may be approved by the Steering Committee.



COSCAP-SA

(15-Apr-2010)

Regional Experts

Terms and Conditions of Remuneration

Post: **(RPC) Regional Programme Coordinator** (Total duration 12 months)

-- NO-B, S-VIII of National Officer Category Salary Scale (New Delhi, INDIA) effective 1-Jul-2007

Net Salary: Indian Rupee 2,013,900 per year, equivalent to 167,825 per month
In US\$ 44,310 per year, equivalent to 3,693 per month

Post: **(RFOE) Regional Flight Operation Expert** (Total duration 12 months)

-- NO-B, S-V of National Officer Category Salary Scale (New Delhi, INDIA) effective 1-Jul-2007

Net Salary: Indian Rupee 1,790,190 per year, equivalent to 149,183 per month
In US\$ 39,388 per year, equivalent to 3,282 per month

Post: **(RATSSSE) Regional ATS Safety Expert** (Total duration 12 months)

-- NO-B, S-III of National Officer Category Salary Scale (New Delhi, INDIA) effective 1-Jul-2007

Net Salary: Indian Rupee 1,641,050 per year, equivalent to 136,754 per month
In US\$ 36,107 per year, equivalent to 3,009 per month

Post: **(RACSE) Regional Aerodrome Certification/Safety Expert** (Total duration 12 months)

-- NO-B, S-III of National Officer Category Salary Scale (New Delhi, INDIA) effective 1-Jul-2007

Net Salary: Indian Rupee 1,641,050 per year, equivalent to 136,754 per month
In US\$ 36,107 per year, equivalent to 3,009 per month

Post: **(RAWE) Regional Airworthiness Expert** (Total duration 12 months)

-- NO-B, S-III of National Officer Category Salary Scale (New Delhi, INDIA) effective 1-Jul-2007

Net Salary: Indian Rupee 1,641,050 per year, equivalent to 136,754 per month
In US\$ 36,107 per year, equivalent to 3,009 per month

Additional Information for Regional Professionals (RPs) remuneration:

The highest National Officers salary in the COSCAP-SA Region is in New Delhi (INDIA).

Annual salary is under a Special Service Agreement (SSA) Contract.

If the Regional Experts are not from duty station, they are entitled to foreign allowance equivalent to 20% of their Net Salary.

Dependency Allowances for children: US\$ 476 net per annum per child subject to a maximum of six children and US\$ 29 net per annum per spouse.

When on mission outside the COSCAP-SA Region, the experts are provided with Daily Subsistence Allowance (DSA) at full U.N. rate.

When on mission inside COSCAP-SA Region, DSA will be as follows:

- 50 percent of DSA if accommodation is provided;
- 70 percent of DSA if meals only are provided;
- 20 percent of DSA if accommodations and meals are provided.

When accommodation/meals are not provided, the experts will receive full DSA at UN rate.

Travel to/from duty station at the beginning and end of the assignment for an expert, spouse and dependent children provided by ICAO or by the Regional COSCAP-SA airlines (free of charge).

Monthly increment after each year of satisfactory service: US\$ 136 per month.

There are provisions for occupational (free of charge), non-occupational (optional), medical insurance (special conditions apply) and Malicious Acts Insurance Policy.

Medical examination and visas will be reimbursed by the project.

The Regional Experts (REs) will be entitled to 2.5 days of annual leave (AL) and two days of uncertified sick leave (SL) per each month of service, however they are not entitled to home leave.


The REs are not entitled to Assignment Grant and Separation Grant. However, certain amount could be advanced and paid to experts upon arrival at duty station. This amount will be recuperated from lump-sum salary. If required, similar decision can be taken in respect of Repatriation Grant, which can be put aside and paid upon repatriation.

Hazard pay – applied to REs as for International Professionals; i.e., US\$ 45.50 per day – presently applicable for INDIA (Indian administered side of the Line of Control in Jammu and Kashmir less Ladakh), PAKISTAN, SRI LANKA (all areas in the Northern and Eastern Provinces including the districts of Ampara, Batticaloa, Jaffna, Kilnochchi, Mannar, Mulaitivu, Trincomalee and Vavuniya) and subject to fluctuation.

The REs will be recruited under SSA Contract and they will get the status of "Official" of ICAO thus receiving entitlement for United Nations Laissez Passer (UNLP).

The proposed salaries and allowances for REs are subject to endorsement by the Steering Committee of COSCAP-SA and they may be revised.

V.Vahin
TCB consultant


V.Lenkov
TCB R/O