

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/521

30<sup>th</sup> April 2024

### 1.0 BACKGROUND INFORMATION

On behalf of Tanzania Civil Aviation Authority (TCAA), Public Service Recruitment Secretariat (PSRS) invites dynamic, proactive, experienced and suitable qualified Tanzanians to fill **nine (9)** vacant posts mentioned below.

### 1.1 TANZANIA CIVIL AVIATION AUTHORITY (TCAA)

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 for in the Annexes of the International Civil Aviation Organization (ICAO). The Authority is also responsible for economic regulation of activities of persons and institutions providing air transport services and aeronautical airport services. Additionally, the Authority provides air navigation services in United Republic of Tanzania and upper spaces of Rwanda and Burundi.

#### 1.1.1 AERODROME AND GROUND AIDS DEVELOPMENTAL INSPECTOR (CIVIL)- 2 POSTS

#### 1.1.2 REPORTS TO: CHIEF AERODROMES AND GROUND AIDS INSPECTOR

#### 1.1.3 DUTY STATION: TCAA HEAD OFFICE – DAR ES SALAAM

#### 1.1.4 DUTIES AND RESPONSIBILITIES

- i. To conduct guided safety oversight of aerodromes including certification and licensing of aerodromes;
- ii. To assist assessment of applications for the initial and renewal of Aerodrome certificates and licenses; and

- iii. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.1.5 QUALIFICATIONS AND EXPERIENCE**

Holder of Bachelor Degree in Civil Engineering from a recognized institution and registered by the Engineers Registration Board (ERB) as a Professional Engineer with at least 7 (Seven) years working experience in the field of pavements, buildings and structures.

#### **1.1.6 SALARY SCALE - TCAA SS 9.**

#### **1.1.7 AIRWORTHINESS DEVELOPMENTAL INSPECTOR (MECHANICAL) – 1 POST**

#### **1.1.8 REPORTS TO: CHIEF AIRWORTHINESS INSPECTOR**

#### **1.1.9 DUTY STATION: TCAA HEAD OFFICE – DAR ES SALAAM**

#### **1.1.10 DUTIES AND RESPONSIBILITIES**

##### **AIRWORTHINESS**

- i. To assist in enforcement of regulatory requirements and report deficiencies to the Supervisor;
- ii. To assist in accident/incident and complaint investigations;
- iii. To assist in recertification of air operators and Approved Maintenance Organizations;
- iv. To assist in the review of manuals (maintenance, flight) and other documents associated with certification requirements of air operators for accuracy and compliance with Civil Aviation Regulations;
- v. To assist in conducting inspections and evaluation of Approved Maintenance Organizations under supervision of a qualified inspector;
- vi. To assist in evaluation of applications for issue/renewal of certificates of airworthiness;
- vii. To assist in evaluation of applications for AME license issue/extension applications in accordance with procedures in Airworthiness Orders as specified in the Civil Aviation (Personnel Licensing) Regulations and Annex 1 to ICAO convention;
- viii. To assist in carrying out continuous programmed surveillance to aircraft operations, air operators and approved maintenance organizations and make appropriate recommendations to the supervisor;
- ix. To assist in carrying out accident and incident investigations in accordance with procedures; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

## **AIRCRAFT MAINTENANCE PERSONNEL LICENSING**

- i. To assist in carrying out processing of applications for licenses, rating, certificates and validations in line with standards and procedures ;
- ii. To assist in developing and reviewing personnel licensing requirements and Civil Aviation Regulations;
- iii. To assist in providing an efficient and secure record system that maintains up to date records of licensing and certification actions;
- iv. To assist in preparing and review of syllabi for license and rating examination for aircraft maintenance engineers and aviation repair specialists, defining the qualifying conditions and standards;
- v. To assist in preparing and marking examination question papers for licenses and ratings;
- vi. To assist drafting and promulgating of examination schedules ;
- vii. To assist in verifying foreign licenses for conversion or validations;
- viii. To assist in investigating possible violations of legislation and regulation with respect to personnel licensing as per set procedures and initiate enforcement actions;
- ix. To assist in carrying out processing of applications and base inspections for Approved Training Organizations in line with standards and procedures; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

### **1.1.11 QUALIFICATIONS AND EXPERIENCE**

- Holder of bachelor's degree in one of the following fields: - Aeronautical, Mechanical or Aircraft Maintenance or electrical- mechanical from a recognized institution. Must have (3) three years working experience in an Aircraft Maintenance Organization in Aircraft Maintenance Engineering-Mechanical.
- Aeronautical Engineers should possess a certificate in basic training in Aircraft Maintenance Engineering-Mechanical.
- For equivalent professional qualifications they should possess license on Aircraft Maintenance Engineering- Mechanical (Category A or C) with airframe and power plant ratings.

### **1.1.12 SALARY SCALE - TCAA SS 10.**

### **1.1.13 AIRWORTHINESS DEVELOPMENTAL INSPECTOR (AVIONICS) – 1 POST**

### **1.1.14 REPORTS TO: CHIEF AIRWORTHINESS INSPECTOR**

### **1.1.15 DUTY STATION: TCAA HEAD OFFICE – DAR ES SALAAM**

### **1.1.16 DUTIES AND RESPONSIBILITIES**

#### **AIRWORTHINESS**

- i. To assist in enforcement of regulatory requirements and report deficiencies to the Supervisor;
- ii. To assist in accident/incident and complaint investigations;
- iii. To assist in recertification of air operators and Approved Maintenance Organizations;
- iv. To assist in the review of manuals (maintenance, flight) and other documents associated with certification requirements of air operators for accuracy and compliance with Civil Aviation Regulations;
- v. To assist in conducting inspections and evaluation of Approved Maintenance Organizations under supervision of a qualified inspector;
- vi. To assist in evaluation of applications for issue/renewal of certificates of airworthiness;
- vii. To assist in evaluation of applications for AME license issue/extension applications in accordance with procedures in Airworthiness Orders as specified in the Civil Aviation (Personnel Licensing) Regulations and Annex 1 to ICAO convention;
- viii. To assist in carrying out continuous programmed surveillance to aircraft operations, air operators and approved maintenance organizations and make appropriate recommendations to the supervisor;
- ix. To assist in carrying out accident and incident investigations in accordance with procedures; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

#### **AIRCRAFT MAINTENANCE PERSONNEL LICENSING**

- i. To assist in carrying out processing of applications for licenses, rating, certificates and validations in line with standards and procedures ;
- ii. To assist in developing and reviewing personnel licensing requirements and Civil Aviation Regulations;
- iii. To assist in providing an efficient and secure record system that maintains up to date records of licensing and certification actions;

- iv. To assist in preparing and review of syllabi for license and rating examination for aircraft maintenance engineers and aviation repair specialists, defining the qualifying conditions and standards;
- v. To assist in preparing and marking examination question papers for licenses and ratings;
- vi. To assist drafting and promulgating of examination schedules ;
- vii. To assist in verifying foreign licenses for conversion or validations;
- viii. To assist in investigating possible violations of legislation and regulation with respect to personnel licensing as per set procedures and initiate enforcement actions;
- ix. To assist in carrying out processing of applications and base inspections for Approved Training Organizations in line with standards and procedures; and
- x. To perform any other related duties as may be assigned by immediate supervisor.

#### **1.1.17 QUALIFICATIONS AND EXPERIENCE**

- Holder of bachelor's degree in one of the following fields:-Electrical, Electronic or Telecommunication or equivalent academic qualifications from a recognized institution. Must have (3) three years working experience in an Aircraft Maintenance Organization on Aircraft Maintenance Engineering.
- Aeronautical Engineers, they should have attended relevant basic training in Aircraft Maintenance Engineering-Avionics.
- A candidate should possess Category X or R a license or for equivalent professional qualifications they should possess (B2-Avionics) Aircraft Maintenance Engineer's Licenses with Electrical, Instrument or Radio ratings.

#### **1.1.18 SALARY SCALE - TCAA SS 10.**

#### **1.1.19 AIR NAVIGATION TECHNICIAN II – 5 POSTS**

#### **1.1.20 REPORTS TO: CHIEF AIR NAVIGATION ENGINEER**

#### **1.1.21 DUTY STATION: SONGWE, KILIMANJARO, MWANZA, ZANZIBAR AND DODOMA**

#### **1.1.22 DUTIES AND RESPONSIBILITIES**

- i. To assist in performing maintenance on CNS/ATM equipment;
- ii. To assist in checking signal levels on transmission lines;
- iii. To monitor equipment's performance and carry out trouble shooting;
- iv. To check, record meter readings and carry out repair work of noncomplex equipment in order to maintain or restore service;

- v. To arrange common test instruments on working benches to facilitate the work; and
- vi. To perform any other related duties as may be assigned by immediate supervisor.

#### **QUALIFICATIONS AND EXPERIENCE**

- Holder of Diploma or FTC in the fields of Electronics Engineering, Electronics and Telecommunications Engineering from a recognized Engineering Institution.
- Candidate with the knowledge of ICT, Mechanics and Electrical is added advantage.

#### **1.1.23 SALARY SCALE - TCAA SS 5.**

### **3.0 GENERAL CONDITIONS**

- i. Applicants must attach an up-to-date Curriculum Vitae (CV) having reliable contacts; postal address/post code, e-mail and telephone numbers.
- ii. All applicants must be Citizens of Tanzania.
- iii. **People with disabilities are highly encouraged to apply and should indicate clearly in the portal for Public Service Recruitment Secretariat attention;**
- iv. Applicants should apply on the strength of the information given in this advertisement.
- v. Applicants must attach their certified copies of the following certificates: -
  - Postgraduate/Degree/Advanced Diploma/Diploma/Certificates;
  - Postgraduate/Degree/Advanced Diploma/Diploma transcripts;
  - Form IV and Form VI National Examination Certificates;
  - **Professional Registration and Training Certificates from respective Registration or Regulatory Bodies, (where applicable); and**
  - Birth certificate.
- vi. Attaching copies of the following certificates is strictly not accepted: -
  - Form IV and Form VI results slips; and
  - Testimonials and Partial transcripts.
- vii. An applicant must upload a recent Passport Size Photo in the Recruitment Portal.
- viii. An applicant employed in the Public Service should route his application letter through his respective employer.
- ix. An applicant who is retired from the Public Service for whatever reason should not apply.
- x. An applicant should indicate three reputable referees with their reliable contacts.

- xi. Certificates from foreign examination bodies for Ordinary or Advanced level education should be verified by The National Examination Council of Tanzania (NECTA).
- xii. Professional certificates from foreign Universities and other training institutions should be verified by The Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE).
- xiii. A signed application letter should be written either in Swahili or English and Addressed to Secretary, Presidents Office, Public Service Recruitment Secretariat,  
**P.O. Box 2320, Utumishi Building-University of Dodoma and Dr. Asha Rose Migiro Buildings - Dodoma.**
- xiv. Deadline for application is **13<sup>th</sup> May, 2024**;
- xv. Only shortlisted candidates will be informed the date of interview; and
- xvi. Presentation of forged certificates and other information will necessitate legal action;

**NOTE: All applications must be sent through Recruitment Portal by using the following address; <http://portal.ajira.go.tz/> and not otherwise (This address also can be found at PSRS Website, Click '**Recruitment Portal**')**

**Released by:**

**SECRETARY  
PUBLIC SERVICE RECRUITMENT SECRETARIAT**