

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSTION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** Asst. Flight Safety Officer
- 1.2 Position Level:** S1
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.800.03
- 1.6 Job Location (*Complete as appropriate*):** Department of Civil Aviation,
Headquarters
Ministry: - Ministry of Information & Communications. **Department:** - Civil Aviation, **Division:** - Section: - Flight Safety. **Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Flight Safety Officer

- 2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

Purpose: The main purpose of this job is to develop a person towards becoming a Flight Safety Officer, also to assist the FSO in fulfilling the obligations of the Department to the public in terms of Safety.

Duties and Responsibilities	% of Time
<u>Certification of Air Operators and Maintenance Organization:</u> ▪ The Assistant Flight Safety Officer will not be assigned to carryout	70

<p>certification tasks. However, s/he may be nominated as a team member under the supervision of fully qualified and appropriately rated senior officers.</p> <ul style="list-style-type: none"> ▪ S/he may assist in the review of operations exposition and the procedure manuals and recommend conformity with regulations ▪ Assist in the evaluation of Minimum Equipment List (MEL) and Dispatch Deviation Guide (DDG) and advise its suitability ▪ Assist to Evaluate Air Operators training programs for Flight Crew and Ground Operations and submit recommendations ▪ Assist to Review Operators emergency evacuation and ditching demonstration and training ▪ Assist in the evaluation of operator’s minimum navigation performance specification 	
<p><u>Surveillance of Aircraft of Operators:</u></p> <ul style="list-style-type: none"> ▪ Participate as an observer when conducting audit on airline operations with the aim of gaining on the job experience ▪ Carry out, under the supervision of a qualified Flight Safety Officer, basic regulatory checks covering assessment of conformity of field practices with laid down regulatory requirements and submit report on the findings. 	10
<p><u>Licensing of Flight Crew Licensing:</u></p> <ul style="list-style-type: none"> ▪ Prepare pilot licenses and submit for signature ▪ Assist the Flight Safety Officer with preparation of required documentation for the conduct of license exams and tests ▪ Assist in the conducting of written examinations in aviation regulations. 	10
<p><u>General Office</u></p> <ul style="list-style-type: none"> ▪ General office work regarding enquiries etc ▪ Foreign aircraft clearances 	10

3. KNOWLEDGE AND SKILLS REQUIRMENTS:

3.1 Education: BSc

3.2 Training (requisite):

- Initial Introduction to the basic Air Navigation regulations both domestic and International
- Human factor Course (recommended)
- Dangerous Goods Course
- Initial Flight Operations Inspectors Course
- Aviation Safety Promotion Course
- Accident Investigation Course
- Joint Aviation requirement Course
- Personnel Licensing Course
- Accident Prevention Course
- ICAO Safety Oversight Audit Course

3.3 Length and type of practical experience required: Entry

3.4 Knowledge of language and other specialized requirements:

Proficiency in the English language is a must. Fluency in Dzongkha is desirable.

4. COMPLEXITY OF WORK: *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The main work at this point will be to familiarize and understand the regulations and standards and its applicability in the local concept. Initially the person might find it complex and technical, but as the individual builds up experience and understands the technicalities the person shouldn't find it difficult.

5. **SCOPE & EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization.*

At this level the person will not be involved directly with the actual technical issues; therefore the person should have the aptitude to learn things. What the person does in this position will have an impact on the safety of the airline and the passengers traveling therein. It is everyone in the flight operations section that has an impact on the safe flight of an aircraft. At this position the person will not be able to make much impact on the actual technical functions of the Section, but will be more of a helping hand to the senior colleagues.

6. **INSTRUCTION AND GUIDELINES AVILIAABLE:**

- 6.1 **Instruction:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

The person will take instructions directly from the Flight Safety Officer. The person will also receive instructions from the Director. The instructions could be in various forms, written, verbal, memos etc.

- 6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

There is no shortage of guidelines available with the section. The person will be guided by the Civil Aviation Act, Bhutan Air Navigation Regulations, ICAO annexes, JAR documents, and the inspectors' manual, handbooks etc.

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

The Assistant Flight Safety Officer works under the supervision of the Flight Safety officer. He will also need to constantly liaise with other Sections within the

Department like airworthiness, aerodrome, ATC and with the airline and the common public sometimes. So the person should possess a good work relationships, and interpersonal skills.

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

Since the person is in the lowest line in flight operations, there is no supervisory function related to this job.

9. **JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The job involves mainly working in the field. It does not involve significant physical exertion but could involve a great deal of psychological and mental exertion. The job could involve physical exposure to risky environments when conducting field inspection on aircraft, auditing of Operations base, ramp etc.