

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

JOB DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** **Communication Officer**
- 1.2 Position Level:** **P3**
- 1.3 Major Group:** **Transportation and Aviation Services Group**
- 1.4 Sub-Group:** **Aviation Communication and Navigation Services**
- 1.5 Job Code No:** **19.810.02**
- 1.6 Job Location (*Complete as appropriate*):** **Department of Civil Aviation,
Headquarters**
Ministry: Ministry of Communications. Department: Civil Aviation
Division: Section: Communication /Navi.-aids Unit:
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** **Dy. Chief
Communication 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: To assist in carrying out day to day routine maintenance and repair works either independently or under minimum supervision

Duties and Responsibilities	% of Time
<u>Aeronautical Telecommunication and Radio Navigation Service</u> ▪ Assist the Sr. Communication/Navi. Officer in responding unanticipated	

services outages and interruption on Aeronautical telecom/Navi. aids matters in most expeditious and cost effective manner;	20
<ul style="list-style-type: none"> ▪ Assist the Sr. Communication/Navi. Officer in carrying out test and inspection on all equipment as mandated; 	10
<ul style="list-style-type: none"> ▪ Assist the installation of the system/ equipment and the demonstration works; 	10
<ul style="list-style-type: none"> ▪ Conduct preventive, corrective and routine maintenance of Electronic equipment and support systems as delegated by the Sr. Technical Officer; 	10
<ul style="list-style-type: none"> ▪ Provide technical, logistic, building and work support to the section for smooth and efficient functioning aeronautical Communication/Navi. services; 	10
<ul style="list-style-type: none"> ▪ Take delegation to supervise site maintenance works such as cleaning, , checking of building, lighting, and site deterioration etc. and take corrective action; 	10
<ul style="list-style-type: none"> ▪ Maintain technical records and inventories ; 	10
<ul style="list-style-type: none"> ▪ Undertake day to day inspection of equipment and physically observe for any degradation of parts , component and / or performance and report to the immediate supervisor for corrective advise; 	10
<ul style="list-style-type: none"> ▪ Closely supervise the technician on the proper ways and means of functioning their duties and provide guidance and advice to the extent of training. 	10

3. KNOWLEDGE & SKILLS REQUIRMENTS: *Minimum requirement for performance of work describe:*

3.1 Education: *Level of knowledge, Education and/or skills. If University Degree is required, indicate appropriate field of study and level of degree.*

- BE in Aeronautical Telecommunications engineering

3.2 Training:

- Basic Technical Assistance Course (BTA) of seven months duration;
- Specialized Course on maintenance of Communication equipment in current use;
- Specialized Course on maintenance of Navigation equipment in current use.
- Diploma in Aeronautical Telecommunications Engineering – Two years program imparted by Civil Aviation Training Centre (CATC) Plus four years experience as Communication assistant.

3.3 Length and type of practical experience required:

- Four years of working experience in the relevant field at P4 level or equivalent experience.
- Have independent capabilities to attend the fault diagnostic;
- Be able to carry out specialized electronics practical maintenance and repairing work;
- Be able to use all Electronics test equipment and gears;
- Be able take delegations from the Communication/Navi. Officer during repairing and maintenance undertakings;
- Be able to write good technical and field reports or equivalent experience.

3.4 Knowledge of language(s) and other specialized requirements:

- Have a good command of the English language , both written and spoken;
- Should have sound knowledge on Civil Aviation Functioning systems;
- Basic computer literacy.

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

Knowledge and skills on electrical and electronic field is must for this post. Have sound skills on power supply systems, cabling work, wiring work. Be able to know and identify the discrete electronic component. Also be able to specify spare parts machine and tools. Be willing to work in odd hours both indoor and outdoor and conduct tour in all weather conditions as situation demands.

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.*

This level of position will provide technical support requirement to function the aeronautical telecommunications that are primarily for the safety of air navigation and for the regular, efficient and economical operation of air services.

6. INSTRUCTION AND GUIDELINES AVILIABLE:

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

Each incumbent will be properly trained in a very specific work under proper and constant supervision. In the event of conduct of equipment performance he / she have to follow the prescribed written instruction strictly under minimum supervision.

After proving a certain degree of proficiency on work, a specific duties and responsibilities will be vested upon him.

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.*

Guidelines available are working procedures, repairing, maintenance and fault finding procedures derived from the original text book on the systems. Other systems available are specified in terms of duties and responsibilities.

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

Coordinate with inter office service provider like Air Traffic Control Officer, Meteorological Officer for equipment operational timing and liaise with the operational staff for providing efficient and adequate service.

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

- No direct supervision

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*

Work consist mostly of repairing, checking, inspecting and involves lifting of heavy batteries, test equipment, generator including exposure to electric shocks, battery chemicals, power radiation, and extreme weather conditions.