

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

JOB DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title: Dy. Chief Communication Officer**
- 1.2 Position Level: P2**
- 1.3 Major Group: Transportation and Aviation Services Group**
- 1.4 Sub-Group: Aviation Communication and Navigation Services**
- 1.5 Job Code No: 19.810.01**
- 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*):**

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: Assist the Chief of Communication/ Navi. on day to day basis and also to replace and relieve during leave, outside trip and superannuation.

Duties and Responsibilities	% of Time
<u>Aeronautical Administration</u> <ul style="list-style-type: none">• Assist the Chief of Communication/Navi. aids in the formulation and• establishment of Aeronautical Telecommunication and Radio Navigation aids Plans and Policy Matters;	40

- Assist in drafting and recording General and Technical Correspondence
- Assist in coordinating work with other sections such as Air traffic service providers, Meteorological Service provider, Fire and Rescues for reviews and Service enhancement
- Supervise duties and responsibilities to subordinates, Engineers & staff;
- Undertake delegation from the chief and coordinate activities related to Communication/ Navi. aids system undertaken in the department work program in the air navigation, air transport, legal and technical co- operation field as well as with related regional implementation activities.
- Assist in implementing technical responsibilities effectively in compliance with rules;

Technical Responsibilities

- Take delegation of works and integrate their independent functions in to a cohesive system that provides a technical capability sufficient to meet a stated operational requirement;
- Execute maintenance philosophy, standards and procedures to facilitate Integrity and provision of services and functions over the service life of Equipment comprising the systems;
- Assist in implementing a regular programs for maintenance and refurbishment to ensure that systems and equipment are maintained at high standard;

Planning works

- Assist in preparation of annual plans and budget to meet yearly maintenance and operational costs including purchase of new

<p>equipment and spares required for the system support;</p> <ul style="list-style-type: none"> • Plan and recommend personnel and material requirements for running various Communication/ Navi. support systems, prepare duty roster and plan staff leave; • Execute evolutionary and incremental development of the systems to meet the evolving global Air Traffic demand system capacity; • Coordinate Plan for the replacement or disposal of equipment comprising the systems. 	<p>25</p>
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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*

- Bachelors in Aeronautical Telecommunications Engineering – two years program imparted by Civil Aviation Training Centre (CATC).
- Preferable BE in Electronics and Communications Engineering in the field of Aeronautical Telecommunications and Radio Navigations Aids.

3.2 Training:

- Specialized courses on Navi. aids equipment in use in the country,
- Required minimum Diploma in Electronics and Communications Engineering – three years program,
- Specialized courses on aeronautical telecommunications equipment in use,
- Continuous training through Aviation seminars and workshops on;
 - Aeronautical Fixed Service (AFS);
 - Aeronautical Mobile Service (AMS);
 - Aeronautical Information Service (AIS);

Aeronautical Telecommunication Networks (ATN);
Communications Navigation Surveillance / Air Traffic Management
(CNS/ATM)
Future Air Navigation Systems (FANS)
Satellite base Communications and Navigational Aids
Voice and Data Communications
Global Positioning Systems (GPS)

3.3 Length and type of practical experience required:

- Four years of progressive work experience as Communication/Navi. Officer in the relevant field at P3 level or equivalent experience.
- Adequate experience and knowledge in relevant profession;
- Have manual dexterity, diagnostic and maintenance capabilities to maintain in a fully operational state the various type of ground communications and navigational aids equipment normally found at aeronautical telecommunications and Radio Navigational aids centers.
- Be able to design and modify systems in use.

3.3 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 the application of current International Civil Aviation Organization procedures;
- Have sound knowledge on general administrations systems;
- Have sufficient knowledge on Supervisory, Purchasing, Stores and Airport Management,
- Be able to carry out ground checks and calibrations of the systems.

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

This profession requires adequate knowledge, skills, and abilities to manage the entire functioning of Aeronautical Telecommunication and Radio Navigation Systems including Satellite base communication and Navigation, Data and voice communication and network system for global communication and Navigation of Aeronautical matters and interest. Be able to work in compliance with Annex 10, Volume I, II, III, IV, and V.

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 is a 2nd most level position in the Aeronautical Telecommunication and Radio Navigational Aids field requiring certain independent planning and implementation capabilities. An efficient Management and Administration Comm / Nav Services leads to 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.*

Delegate the work of the section for timely and smooth execution to provide efficient services. The incumbent is required to oversee and direct the routine and emergent work distribution besides assisting the chief.

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

The Dy. Chief will carry out his duties and responsibilities as per the directives laid in the technical provision relating to Standards and Recommended Practices and Procedures (SARPP) on the technical fields and, as per the directives of the Chief, in the development of plans and procedures for smooth functioning. As Dy chief, he will take all initiatives in part to ensure efficient functioning of the duties by providing proper guidance, instructions and training his subordinate staff.

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

The technical responsibilities are based on the guidelines on application of current ICAO SARPs from which the chief of Communication/Navi. aids develops a technical guidelines and programs of self explanatory nature for staff guidance from time to time on the operational and maintenance aspects of the systems to ensure smooth and efficient conduct of the services and refer and follow ICAO International standards, Recommended Practices and Procedures. The incumbent will functions as bridge between the Chief and subordinates.

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 incumbent has to co-ordinate, analyze and review the works and requirements plan with Air traffic unit , Meteorology, and others users of services on policies and review matters from time to time on system development, and improvement.

Assist in Co-ordination with multidisciplinary Secretariat activities related to the communication, Radio Navigation Aids systems undertaken in the Department work programs in the air navigation, air transport, legal and technical co-operation fields as well as with related Regional Implementation activities.

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

The Dy. Chief will assist the Chief in implementing technical Responsibilities effectively in compliance with the rules;

Provide Aeronautical Administrative, aeronautical operations, maintenance guidelines,

control, supervision, and instructions on required basis. Timely provision of information on the review of systems for the safety of air navigation and for the regular, efficient and economical operation of air services. The Approximately four numbers of staff will work under this post.

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*

At time the work will require leading of subordinates to various work sites to undertake various maintenance performance, testing, and site selection, installation of new equipment / systems, which has physical and mental exertion.

At times the work may require to be carried out solely single handedly in absence subordinates