

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Flight Safety Officer
- 1.2 Position Level:** P5
- 1.3 Major Group:** Transportation and Aviation Services Group
- 1.4 Sub-Group:** Aviation Safety Services
- 1.5 Job Code No:** 19.800.02
- 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*):** Sr. 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:** To ensure that the airline is conducting its operation, adhering to all the approved procedure and limitations taking into account all aspects of safety.

Duties and Responsibilities	% of Time
<b>Certification of Air Operators and Maintenance Organization:</b> <ul style="list-style-type: none"><li>▪ The Flight Safety Officer may be assigned to carryout minor certification tasks.</li></ul>	<b>40</b>

<ul style="list-style-type: none"> <li>▪ Independently review operations exposition and the procedure manuals.</li> <li>▪ Review and evaluate Minimum Equipment List (MEL) and Dispatch Deviation Guide (DDG)</li> <li>▪ Assist to Evaluate Air Operators training programs for Flight Crew and Ground Operations and submit recommendations</li> <li>▪ Assist to Review Operators emergency evacuation and ditching demonstration and training</li> <li>▪ Assist in the evaluation of operator’s minimum navigation performance specification</li> </ul>	
<p><b>Surveillance of Aircraft of Operators:</b></p> <ul style="list-style-type: none"> <li>• Participate as a qualified team member to conduct inspections on airline operations.</li> <li>• Carry out regulatory checks covering assessment of conformity of field practices with laid down regulatory requirements and submit report on the findings.</li> <li>• Carry out spot checks on airline crewmember including cabin staff and submit report with recommendations.</li> <li>• Audit loading of cargo and handling of dangerous goods and submit report with recommendations.</li> </ul>	<b>40</b>
<p><b>Licensing of Flight Crew Licensing:</b></p> <ul style="list-style-type: none"> <li>▪ Assess Pilots flying logbooks and check that required flying experiences have been accumulated for the purpose of License upgrade.</li> <li>▪ Recommend issue/renewal of pilot licenses after assessed necessary documents.</li> <li>▪ Assist in the conducting of written examinations in air regulations</li> </ul>	<b>10</b>
<p><b>General/Training/Workshops/Seminars/leave</b></p> <ul style="list-style-type: none"> <li>▪ General enquiries and office correspondence</li> <li>▪ Aircraft clearance requirements</li> </ul>	<b>10</b>

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

**3.1 Education:** BSc

**3.2 Training**

- Personnel Licensing refresher Course (recommended)
- Advance Flight Operations Inspector Course (essential)
- Audit Policy and Procedures Course (essential)
- Human factor refresher Course (essential)
- Joint Aviation Regulation and Requirements (JARs) (essential)
- Accident Prevention and Investigation advanced
- Audit Policy and Procedures Course
- Safety Management Systems course
- Regional Safety Forum Meetings
- CFIT/ALAR Training
- On the job training

**3.3 Length of practical experience:** Minimum of four years as Asst. Flight Safety Officer or an equivalent experience.

**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.*

This profession not only requires skill, knowledge and experience but leadership qualities as well. The person will attend to Flight safety regulatory matters, adoption of standards, if applicable in the local context.. the person should have good decision making abilities, and should be able to decide things on spot when required. The job is of technical nature and therefore certain level of complexity is involved.

**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.*

The primary purpose of the work is to ensure strict compliance by the airline to national laws, company procedures and international advisory materials and circulars. The aviation environment demands high level of expertise and job constantly expose oneself to high risks. It is a highly stressful profession.

**6. INSTRUCTION AND GUIDELINES AVILIABLE:**

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

The person will take instructions from Operations Inspector I and the Management of Department. The person may also receive instruction from foreign bodies such as ICAO.

**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.*

The person will be guided by his Inspector's manual, the Civil Aviation Act, the Bhutan Air Navigation Regulations, Joint Aviation Requirements, ICAO Annexes.

**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 Flight Safety Officer works under the supervision of the Management of the Department. The person needs to interact with lots of airline operational personnel and therefore interpersonal skills will be of good help. The person will also need to keep

good relations with people from the manufacturers' operation support Department and other civil aviation authorities.

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

The Flight Safety Officer is a fully qualified professional shouldering independent responsibility and may also assist in the conduct of Administration and Surveillance functions on an air operator.

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 working in the office as well as in the field. It does not involve significant physical exertion but could involve a great 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.