

# THE UNITED REPUBLIC OF TANZANIA



## PRESIDENT'S OFFICE

### PUBLIC SERVICE RECRUITMENT SECRETARIAT

Ref.No.JA.9/259/01/A/200

29<sup>th</sup> December, 2022

#### 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 one (1) vacant post of the Director Safety Regulations (DSR).

#### 2.0 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.

<b>POST</b>	<b>DIRECTOR SAFETY REGULATION</b>
<b>EMPLOYER</b>	<b>TANZANIA CIVIL AVIATION AUTHORITY (TCAA)</b>
<b>REPORTS TO</b>	<b>DIRECTORS GENERAL</b>
<b>KEY COMPTENCES/ ATRIBUTES</b>	<ul style="list-style-type: none"> <li>i. High level of Aviation Business Acumen,</li> <li>ii. Good judgment,</li> <li>iii. Excellent interpersonal and communication skills,</li> <li>iv. High level of confidence,</li> <li>v. High level of integrity and honesty,</li> <li>vi. High level of creativity and innovation,</li> <li>vii. Outstanding leadership and people management skills,</li> <li>viii. Excellent analytical skills,</li> <li>ix. Fluent in English and Kiswahili,</li> <li>x. Ability to work within a team, independently and to interact with superiors, peers and subordinates; and</li> <li>xi. Good understanding of Public Service Code of Conduct and Ethics</li> </ul>
<b>JOB SUMMARY/ JOB PURPOSE</b>	The Director Safety Regulations (DSR) will be responsible for managing the Safety Regulations Directorate by establishing Policies, Strategies, Standards and Procedures to ensure efficient, safe and secure operations of the aviation industry in Tanzania.

<p><b>DUTIES AND RESPONSIBILITIES</b></p>	<ul style="list-style-type: none"> <li>i. Ensure effective management of financial and human resource allocated to the safety regulation directorate;</li> <li>ii. Advise the Director General on all matters relating to safety and security oversight of the civil aviation industry;</li> <li>iii. Ensure effective and efficient safety oversight of aircraft, aircraft maintenance organizations and aircraft maintenance personnel;</li> <li>iv. Ensure effective and efficient safety oversight of aircraft operators, flight crew and approved training organizations;</li> <li>v. Ensure effective and efficient oversight of civil aviation licensed personnel;</li> <li>vi. Ensure effective and efficient safety oversight of the air navigation services system;</li> <li>vii. Ensure effective and efficient safety oversight of the aerodromes and associated facilities;</li> <li>viii. Ensure effective and efficient oversight of the civil aviation security systems;</li> <li>ix. Establish and implement operating regulations, standards and procedures to enhance, safe and secure operation of the Aviation Industry in Tanzania;</li> <li>x. Develop Policies, Plans and Procedures for Safety Regulations;</li> <li>xi. Maintain Regional and International Co-operation; and</li> <li>xii. Perform any other related duties as may be assigned by the Director General.</li> </ul>
<p><b>QUALIFICATIONS</b></p>	<p>Master Degree in one of the following fields: Aviation Safety, Security, Flight Operations, Aerodromes, Air Navigation, Aircraft Engineering or equivalent qualifications from recognized institution. In addition, the Bachelor Degree must be in the same fields.</p>

<b>EXPERIENCE</b>	Relevant working experience of at least ten (10) years in which two (2) years must be in Managerial Position.
<b>AGE LIMIT</b>	Not more than forty-five (45) years except for those who are in Public Service.
<b>TERMS OF EMPLOYMENT</b>	Contract for unspecified period.
<b>REMUNERATION</b>	TCAA SS.13
<b>APPLICATION TIME LINE</b>	Fourteen days (14) days from the date of the advertisement.

### 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 **11<sup>th</sup> January, 2023**;
- 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**