

Rwanda
Civil
Aviation
Authority



Office
Rwandais
de l'Aviation
Civile

VACANCY ANNOUNCEMENT:

I. BACKGROUND

Rwanda Civil Aviation Authority (RCAA) is a 24 hour operational organisation with its headquarters in Kigali. Enjoying Financial and Administrative autonomy, it is charged with the responsibility of ensuring airspace safety and security, and promoting safe, consistent and efficient use of civil aviation both inside and outside Rwanda. In particular, RCAA is responsible for air transport regulation; management of the operations of all airports in the country and management and surveillance of the national airspace to ensure safety and security. This is done in line with standards and recommended practices set forth by the International Civil Aviation Organisation (ICAO).

II. TERMS OF REFERENCE FOR THE EXPERT

In a bid to meet the International Civil Aviation Standards and Recommended Practices (ICAO SARPs) and in line with its Strategic Plan, RCAA wishes to hire the following experts

- Planning Expert ;
- Airport Business Development Specialist ;
- Airport Electrical Engineering Expert ;
- Architect ;

II.1 PLANNING EXPERT :

To Plan, organize, integrate and direct the programs, operations in collaboration with airport staff under the direct supervision of the Chief of Planning of RCAA in order to achieve the maximum organisationnel performance.

Duties and responsibilities:

- to monitor, facilitate, evaluate the implementation of the RCAA Strategic Plan ;
- to develop terms of references regarding all goals , strategies, performance indicators and actions included in RCAA Strategic Plan ;
- Prepare the terms of reference of each actions and its steps as indicated in the Strategic Plan ;
 - i. Evaluate the level of implementation and recommend actions to be undertaken to achieve full implementation'
 - ii. To perform any other activities relating to the strategic Plan as may be required by the supervisor.

Qualifications and competence of the Expert

- i. Proven professional experience in Strategic Planning, organizational development ,project planning and management;
- ii. Experience in monitoring, implementation and evaluation of strategic plan or projects;
- iii. Technical knowledge and practical experience in the areas of aviation development is an added advantage;
- iv. Experience of at least 5 years in aviation sector
- v. Excellent facilitation and interpersonal skills;
- vi. Excellent English writing skills
- vii. Excellent presentation skills

- viii. Knowledge of international recommended practices in aviation industry
- ix. Ability to work effectively as part of a multidisciplinary team;
- x. The ability to produce an effective work plan in line with the targets and the performance indicators

University Degree in Economics, Management, Commerce, Marketing, statistics or any other relevant field followed by an extensive experience in the airport business environment.

II.2 AIRPORT BUSINESS DEVELOPMENT SPECIALIST

To Plan, organize, integrate and direct the programs, operations in collaboration with airport staff under the direct supervision of airport unit director in order to ensure the provision of airport services economically and efficiently.

Duties

1. Provide technical input on special Airport projects to be implemented by RCAA including but not limited to the preparation of the RFP for the said projects;
2. Develop and propose a commercial strategy for Kigali International Airport and ensure its efficient implementation.
3. Be the lead person for the implementation of RCAA strategic plan and business plan;
4. Prepare and propose a RCAA (Kigali international airport, kamembe airport and Gisenyi airport) Advertising Master Plan;.
5. Assess the potential for non-aeronautical revenue generation of the existing airports(Kigali, Kamembe and Gisenyi);
6. Prepare and maintain a database of strategic retail information to help Kigali International Airport and other two(2) airports management orient their strategy in the short and medium terms ;
7. Prepare a full-fledged retail and concession plan and develop a new concession program and ensure its implementation as well as including calculation of

commercially supportable concession space, definition of concession mix and preparation of layouts;

8. Evaluate the performance of the existing concessions and propose recommendations for improvement taking into account regional economic context;
9. Coach and mentor other RCAA staff in the field of commercial and marketing with a view to imparting knowledge transfer;
10. Perform any other duties related to the expert knowledge as required from time to time by the supervisor.

Qualifications and competence of the Expert

- xi. Proven professional experience in Strategic Planning, organizational development, project planning and management in the airport environment;
- xii. Experience in monitoring, implementation and evaluation of airports business plan or projects;
- xiii. Technical knowledge and practical experience in the areas of aviation development is an added advantage;
- xiv. Experience of at least 5 years in aviation sector
- xv. Excellent facilitation and interpersonal skills;
- xvi. Excellent English writing skills
- xvii. Excellent presentation skills
- xviii. Knowledge of international recommended practices in aviation industry
- xix. Ability to work effectively as part of a multidisciplinary team;
- xx. The ability to produce an effective work plan in line with the targets and the performance indicators

University Degree in Economics, Management, Commerce, Marketing, Statistics or any other relevant field followed by an extensive experience in the airport business environment.

II.3 ARCHITECT

Under the direct supervision of the Chief engineering and maintenance, design new buildings, extensions or alterations to existing buildings, or advise on the restoration and conservation of properties.

Duties and responsibilities

1. Discuss the objectives, requirements and budget of a project.
2. Prepare and present feasibility reports and design proposals.
3. Advise the employer on the practicality of their project.
4. Produces detailed workings, drawings and specifications.
5. Specify the nature and quality of materials required.
6. Prepare tender applications and presentations.
7. Negotiates with contractors and other professionals.
8. Prepare applications for planning and building control departments.
9. Prepares tender documents for contracts.
10. Manage projects and help to coordinate the work of contractors.
11. Carry out regular site visits to check on progress, ensuring that the project is running on time and on budget.
12. Ensures that the environmental impact of the project is managed.

Qualifications and competence of the Expert

1. Design and drafting.
2. Proficiency with computer-aided design (CAD).
3. Applicable regulations and building codes.
4. strong visual awareness and an eye for detail.
5. Have good drawing skills, with the ability to work in three dimensions (3D).
6. Be inventive and imaginative ;
7. Be passionate about buildings and the built environment.

University Degree (A0) at a school of architecture, followed by an extensive experience in an architect's office.

II. 4 AIRPORT ELECTRICAL ENGINEERING EXPERT

Ensures continuous availability of the airport's power supply on a 365/7/24 basis. Ensures high safety awareness for labors and safety to the equipment, proactive and customer focused maintenance attitude and shortest response and fault clearing time. Supports other departments such as Water, HVAC, special equipment, civil, airfield, landside electrical departments, by ensuring uninterrupted reliable power supply. Executes new electrical installation and modification projects by assisting with installing, testing and commissioning works.

Duties and responsibilities

1. Provides quality electrical engineering advice and expertise with respect to power supply equipment maintenance plans and future growth.
2. Estimates level of electrical spare parts and ensures availability in stock.
3. Monitors power supply equipment to avoid breakdown failures.
4. Plans for standby power supply equipment to make maintenance plans without interrupting power supply to main Airport and CNS systems.
5. Leads the activities of preventive and repair maintenance of Power Supply equipment.
6. Reports energy consumption, preventive and breakdown maintenance.
7. Leads the execution of electrical installation, testing and commissioning projects.
8. Avoids interruption of power supply due to breakdown of power supply equipment.
9. Ensures electrical safety of the airport main power supply equipment to avoid accidents and interruption of power supply to Airports and CNS equipment.
10. Studies plans, drawings and work orders to determine work requirement and sequence of repairs and/or installations while working independently or leading a team to ensure on time completion of the assigned tasks.
11. Provides technical assistance and resolution when electrical/electronic or other engineering problems are encountered within Airfield Lighting installation and equipment to ensure high system availability.

12. Serves as senior electrical engineer for maintenance activities.
13. Supervises the other staff members in the field of electrical engineering.
14. Reviews proposals for projects covering design, specifications, and construction of electrical facilities.
15. Initiates proposals for corrective action on deficiencies in existing facilities in the electrical field.
16. Reviews the preventive maintenance program in regards to electrical facilities.
17. Reviews, when required, budgetary estimates for electrical facilities.
18. Co-ordinates with chiefs of other disciplines within the Engineering & Maintenance department.
19. Trains national counterpart engineers and technicians where required.
20. Performs duties such as overseeing the contractors work and witnessing the acceptance testing of new installation at sites or complete any other work assigned by the Lead Electrician / Supervisor and assists other staff when necessary on work and specific technology related issues.
21. Completes and updates any assigned documentation such as the routine maintenance checklist/work orders/equipment history cards on a daily basis or any other general / technical documentation.
22. Assists to improve the performance of maintenance team by giving training to Technicians.

Qualifications and competence of the Expert

1. ICAO and other international electrical standards.
2. Electrical principles, high voltage circuits & airfield lighting circuits.
3. Usage of variety of test instruments
4. Spares and equipment related to Aerodrome Visual Navigational Systems
5. RCAA regulations.
6. Visual Navigational System operational requirement.
7. Visual Navigational System and Airside Safety requirements.
8. Air Traffic Control Operations (General Understanding).
9. Trouble shooting in an Active Airfield Environment.

10. Electronic Navigational Systems.
11. Practical problem solving.
12. Airfield series circuit cable fault rectification, cable splicing & working with modern Airfield Lighting Control System components.

University degree in electrical engineering and at least five(5) years of experience in the installation, maintenance and operation of electrical facilities, specifically for airports such as power generation, electrical power distribution, airfield lighting, and communications.

III. SUBMISSION AND SELECTION PROCEDURES

Expressions of interest must contain the following information: Academic qualifications and experience of the candidates (CVs, description of similar assignments, etc);

Application for the above mentioned position should reach the Office of the Director General of Rwanda Civil Aviation Authority/RCAA at the following address not later than 60 days from the date of the announcement.

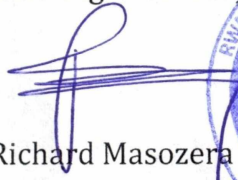
Email: info@caa.gov.rw

Tel: (+250)0252 583441/0252585845.

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P.O.Box 1122 Kigali, Rwanda

Done at Kigali on 1st June July 2014.


Dr. Richard Masozera

Director General

Rwanda Civil Aviation Authority

