

JOB DESCRIPTION

Job Title	Inspecting Officer CAD
Grade	Inspecting Officer
Salary Range	Personal Contract - Salary is based on experience and qualifications and in line with the salary package for Non Collective Agreement Grades
Directorate	Civil Aviation Directorate - CAD
Report	Director General Civil Aviation - DGCA

MAIN JOB PURPOSE

Authority: Civil Aviation Directorate

We are the Malta's aviation regulator and recognized as a world leader in its field. Our activities are diverse, enabling the aviation industry to meet the highest safety standards and we pride ourselves on our ability to adapt to the constantly evolving aviation environment.

The Role

As part of our mandate to ensure that the Malta aviation industry is as safe as possible, we must conduct inspections of those operating within it. We must also ensure, we develop appropriate policy to keep pace with technical developments and procedures to ensure the level of safety required is maintained.

MAIN DUTIES & RESPONSABILITIES

Key Responsibilities	Key Elements
Main Responsibilities	<ol style="list-style-type: none"> 1. To ensure that stakeholders and individuals understand, implement, and comply with relevant legislation. 2. To apply efficient and pragmatic oversight and provide all stakeholders with timely input assisting the business development. 3. To review operator procedures and carry out audits and inspections. 4. To report findings and agree on action plans to address non-compliance and assist companies expand and develop their business. 5. Assist in the preparation of Notices, updating of manuals and other circulars that are published from time to time.

	<p>6. Suggest improvements to policies and procedure that may contribute to better economic efficiency or added value to the service given by each Unit.</p> <p>7. Assist the administration staff in control and update of technical databases.</p> <p>8. To participate in training for the role that will assist you in carrying out the core activities in the role which requires a level of senior executive contact and influence across the full spectrum of the industry.</p> <p>9. Work will be based on current competencies and also those acquired after training is provided.</p> <p>10. There are various domains with CAD namely Airworthiness, Flight Operations, Aerodromes, Air Navigation Services, Aircraft Registration, Legal and Aero-political affairs, Unmanned aircraft and Personnel Licensing.</p>
Quality Assurance	<p>11. To conduct regulatory activity with AOC holders and other stakeholders where the Inspecting Officers experience will help to ensure they operate to the highest standards of safety and compliance.</p>
Internal Relations	<p>12. To establish a good working relationship with other Units and Directorates.</p> <p>13. To provide the necessary assistance to other Units in pursuance of the overall efficient and effectiveness of the Directorate as a whole.</p>
External Relations	<p>14. To take responsibility for general matters related to the area of responsibility.</p> <p>15. To provide a high level of customer service and support throughout.</p> <p>16. To ensure effective and transparent communication throughout.</p> <p>17. To consult with third parties as may be required, to identify improvements that can be made in the Directorate.</p>

Personal Development	<p>18.To be conversant with the area of specialization and seek ways of keeping abreast with developments in the role and associated tasks.</p> <p>19.To attend local and foreign meetings, seminars, training programs and conferences as required.</p> <p>20. To undergo appropriate training for the conduct of assigned duties as required by the Director General/Head of Unit</p>
Others	<p>21.To perform such other duties, compatible with the post, as may be assigned by the Director General for Civil Aviation from time to time.</p>

PERSON SPECIFICATION – *The experience, qualifications, knowledge, skills and attributes needed by the role holder to achieve the role responsibilities.*

Essential:

- Clean Police conduct enabling the person to obtain an Airport Pass.
- Free to travel for work and training.
- Excellent command of the English language both written and spoken.
- Proven Leadership skills
- Able to take on responsibilities and work according to tight schedules.
- Ability to demonstrate strong communication skills, with an ability to influence and command respect at all level.
- Willingness and ability to handle sensitive material and always maintain confidentiality.

Applicants must be in possession of at least one of the following qualifying pre-requisites:-

Qualifications:-

- Possession of an EASA Pilot's License.
- Possession of an EASA Part 66 B1/B2 License.
- Possession of a Level 5 or higher academic qualification in a relevant aviation domain.
- Proven relevant industry experience in a role within the industry commensurate with the job.
- In possession of an Auditor's certificate of competence and proven relevant industry experience in compliance.
- In possession of a Safety Management Certificate of competence and proven relevant industry experience.

- Proven relevant industry experience in Fatigue Risk Management and Flight Time Limitations.
- In possession of a certificate of competence in flight dispatch and proven relevant industry experience.
- Proven relevant industry experience in Licensing.
- Knowledge and proven experience in Air Law such as Aircraft registration processes.
- Knowledge and proven experience in crew training.
- Knowledge and Proven experience in Air Navigation Systems.
- Knowledge and Proven experience in Ground Handling and Aerodrome operations.

Desirable:

- Proven experience in Helicopter operations.
- Experience in a managerial position in a commercial air transport operator/Approved Training organisation
- An unrestricted EASA TRI/TRE qualification
- Proven experience in Carriage of Dangerous Goods by Air.
- Proven experience in ETOPS, AWO,
- Proven experience in delivering training to the industry and also internal clients.