



## **EMPLOYMENT OPPORTUNITY**

**with**

**The Eastern Caribbean Civil Aviation Authority (ECCA)**

the regulatory and safety oversight provider of civil aviation activities in the OECS and Associate Member States.

**Position: FLIGHT OPERATIONS INSPECTOR – ROTORCRAFT**

**PRIMARY OBJECTIVES:**

- (1) To ensure the safe conduct of all flight operation activities and compliance with the Civil Aviation Regulations (CARs) and the flight operational aspects of the ECCAA;
- (2) To ensure that the required standards of rotorcraft operators are met and maintained by conducting initial inspections and certification, continuous surveillance and conducting investigations into incidents and accidents involving civil aircraft in the OECS;
- (3) To periodically review aircraft manuals;
- (4) To keep abreast of emerging technology and the changing global industry;
- (5) To recommend changes to updated techniques and procedures required to meet the demands of the developments in the industry.

**QUALIFICATIONS AND EXPERIENCE REQUIRED:**

- (1) A minimum of a BSc. Degree in civil aviation or equivalent combination of experience and qualifications allied field;
- (2) A minimum of six (6) years prior relevant working experience in a similar civil aviation environment;

(3) Valid Airline Transport Pilot License (ATPL) or Commercial Pilot License (CPL) including at least one (1) type rating on rotorcraft;

(4) At least 2000 hours total, 1000 of which should be as a Pilot-in-Command;

(5) Working knowledge and training in:

- Flight operations standards and procedures;
- Operating manuals and flight/ground procedures;
- Civil Aviation Act & Regulations.

(6) Check airman or equivalent experience desirable;

(7) English Language Proficiency rating 6.

**SKILLS AND ATTRIBUTES REQUIRED:**

- Working experience in one or more of the following:

- A commercial operator
- A civil aviation safety organization.
- Excellent customer service skills;
- Excellent oral and written communication skills with a good command of the English language;
- Problem solving and decision making in a detail-oriented and tight deadline environment;
- Manage significant responsibility and diverse workload in a changing environment;
- Ability to productively interact with other team members;
- Computer literate and able to utilize the Microsoft Office Suite effectively;
- Supervisory skills;
- Excellent coordinating skills;
- Ability to be flexible and adapt to working in a dynamic, fast paced environment;
- Strong knowledge of Civil Aviation Act and Regulations in the OECS;

- Strong working knowledge of ICAO Standards and Recommended Practices (SARPs);
- Working knowledge of accident and incident investigation procedures is desirable;
- Working knowledge in aviation audit techniques and practices is desirable;
- Strong working knowledge of Flight Operations standards and procedures;
- Working knowledge of rules of enforcement;
- Working knowledge of quality assurance;
- Working knowledge of quality control;

#### **SUMMARY OF KEY DUTIES AND RESPONSIBILITIES:**

- To ensure that the required standards of the operation are maintained by conducting initial inspections and certification, as well as continued surveillance and monitoring of all OECS air operators;
- To conduct investigations into incidents and accidents involving civil aircraft in the OECS and OECS registered aircraft outside of the OECS to determine cause if necessary;
- To keep abreast of emerging technology and the changing global industry and recommend changes to update techniques and procedures to meet the demands of

development in the industry;

- To conduct and monitor aircraft flight and simulator checks on pilots for initial issue and renewal of pilot's licenses, instrument flying qualifications and type rating endorsements;
- To conduct investigations into adverse findings arising from inspections, continued surveillance or monitoring functions and to recommend measures to ensure compliance by operators;
- To assist in the development and on-going improvement of the measures to ensure safe, regular and efficient aviation services in the OECS;
- To conduct and manage regulatory safety audits of air operators to ensure compliance with regulations, standards, operations specifications, and approved manuals;
- To conduct ground and in-flight en-route inspections of air operators and flight training schools for compliance with the Regulations;
- To evaluate flight operations and other related manuals;
- To provide guidance and direction to the industry on regulatory and safety matters;
- To assess for approval and then monitor, all training programs used by OECS operators for pilots, cabin crew, dispatchers, ramp operations staff, cargo handlers and refueling personnel;
- To advise the Supervisor – Flight Ops on issues relating to the aviation industry, both locally and internationally;
- To assist in the training of newly appointed Flight Operations Inspectors;
- To record current and up-to-date operational information of all a rotorcraft activities in which the division is involved;
- To prepare technical reports;
- To read, interpret and revise various manuals;
- To assist in training of new Flight Operations Inspectors in flight operations techniques;
- To assist in the development of advisory circulars for the public;
- To assist in the development of guidance material for Inspectors to ensure consistency in implementing safety standards;
- To prepare and correct examinations for Pilots;
- To monitor and ensure that all personnel in the OECS rotorcraft operations are adequately trained in flight safety procedures;
- To monitor and ensure the maintenance of standards for handling and carriage of dangerous goods;
- To monitor flight examiners to ensure that training is conducted according to the prescribed regulations;
- To carry out enforcement procedures where necessary;
- To monitor and ensure that the required standards for OECS air operators are maintained and that personnel are adequately trained in flight safety procedures;
- To provide advice on regulatory matters to the aviation industry and the public;
- To assist in evaluating applicants for the issuance and renewal of Air Operator certificates;
- To investigate mandatory occurrence reports and assesses the need for action;
- Perform English Language Proficiency when required.
- To act as an expert witness in a court of law.

- To conduct any other duties as assigned by the Director or his designate.

## **GENERAL EXPECTATIONS:**

**The Authority expects that each employee will:**

- Exercise a high degree of responsibility, professionalism and judgment in executing job functions;
- Foster a team approach and maintain good working relationships with ECCAA staff within the framework and guidelines set out by the Authority;
- Maintain and develop his/her professional proficiency and competence;
- Reflect behaviour in the conduct of responsibilities that is expected of an employee of the Authority;
- Exhibit the core values of the Authority (respect, integrity, professionalism, teamwork, transparency);
- Work extended hours when the exigencies of the work of the Authority requires;

- Provide excellent customer service to both your internal and external customers;
- Participate fully in the Authority's performance appraisal process;
- Attend all training recommended by the Authority;
- Respect the confidentiality of information emanating from all discussions, documents and decisions taken by the Authority.

Suitably qualified candidates are asked to submit applications including resumes to:

**Human Resources Manager, Eastern Caribbean Civil Aviation Authority, P.O. Box 1130,  
St. John's, Antigua at [contact@eccaa.aero](mailto:contact@eccaa.aero)**

Application forms can be downloaded on the ECCAA website: [www.eccaa.aero](http://www.eccaa.aero)

Deadline date for applications is Friday 30th September 2022.