

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**JOB DESCRIPTION**

**1. JOB IDENTIFICATION**

- 1.1 Position Title: Asst. Air Traffic Control Officer**
- 1.2 Position Level: P5**
- 1.3 Major Group: Transportation and Aviation Services Group**
- 1.4 Sub-Group: Aviation Communication and Navigation Services**
- 1.5 Job Code No: 19.810.11**
- 1.6 Job Location (*Complete as appropriate*): Department of Civil Aviation,  
Ministry: - Ministry of Communications. Department: - Civil Aviation  
Division: - Section:- Aeronautical Information Services. Unit:-**
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):  
Head/Deputy Head of Division**
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- 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:**

<b>Duties and Responsibilities</b>	<b>% of time</b>
<ul style="list-style-type: none"><li>▪ Ensure that his unit operates efficiently and administered in accordance with relevant provisions.</li><li>▪ Responsible for the provision of Air Traffic (ATS) in accordance with the standard procedures and practices prescribed in relevant documents.</li><li>▪ Direct the work and responsibilities Air Traffic Controllers and other</li></ul>	60%

personnel under his control and interpret regulations to ensure conformity with Air Traffic Control Procedures.

- Ensure prompt application of Air Traffic Control Regulations and implement Air Traffic directives issued by Headquarters.
- Issue Air Traffic Control /Air Traffic Services operating instructions to the field.
- Supervise the Air Traffic Controller, and conduct training and ratings in local and International Procedures for Air Traffic Controllers License to newly trained Air Traffic Controllers.
- Familiarize and examine the freshly trained Air Traffic Controllers to Control systems, equipments and Navigational aids and facilities.
- Plan the functional layouts of the Controllers working environment and changes or additions to operational and technical buildings.
- Propose and recommend the requirements of training and physical standards for the employment of Air Traffic controllers and determine the number of qualified personnel required to operate the Air Traffic Services unit.
- Propose and recommend terms and conditions for employment of Air Traffic
- Controllers.
- Ensure co-ordination of administrative and staff matters including orders and instructions between Air Traffic Services units.
- Investigate reports on non-compliance with regulations and procedures and submit reports and in case of minor breaches solving it.
- Ensure that all technical equipments, publications and facilities are available and properly maintained.
- Maintain close liaison with neighboring Air Traffic Services units, users of Air Traffic Services.
- Assist the Head of ATS to develop the rules of Air Traffic Services and organize the use of the Airspace for safe and efficient system of Air Traffic Control.

<ul style="list-style-type: none"> <li>▪ Review and recommend rules, regulations and minimum standards relating to Aircraft operations, licensing and ratings of personnel to the Head of ATS.</li> <li>▪ Propose recommendations on Air Traffic Control procedures and facilities to meet the changing conditions and to improve the co-ordination between civil operators, neighboring Air Traffic Services units and the Military.</li> <li>▪ Review and propose the best working methods, equipments to operate Air Traffic services and to ensure efficient and economical operations.</li> <li>▪ Train controllers in the development of software programs in order to ensure that the equipment meets the controller's requirements.</li> </ul>	
<p><b>SURVEILLANCE:</b></p>	
<ul style="list-style-type: none"> <li>▪ Keep surveillance over the Air Traffic movements, Air Traffic flow management and flow control.</li> <li>▪ Surveillance over the application of approved policies, standards and procedures by the controllers.</li> <li>▪ Surveillance over the performance of the controllers in Air Traffic Control, Air Traffic Control console equipments, Navigational Aids, Air and ground communication facilities.</li> </ul>	10%
<ul style="list-style-type: none"> <li>▪ Surveillance over the installation, maintenance, removal of Navigational aids, Air ground communication, equipments and facilities.</li> <li>▪ Surveillance over the training programs, training, licensing of Air Traffic Controllers, developments and maintenance of the Airport, Airfield, Runway, Apron, Approach and take off path of the runway.</li> <li>▪ Audit and inspect the Air Traffic Services/ Air Traffic Control Units maintenance of equipments of equipments and navigational facilities.</li> <li>▪ Inspect flight logbooks, flight strips, and flight incident log books and follow up action as necessary.</li> <li>▪ Competency checks on Air Traffic Controllers.</li> </ul>	10%
<p><b>LICENCING OF AIR TRAFFIC CONTROLLERS:</b></p>	5%

- Conduct examinations to Air Traffic Controllers for ratings and license.
- Evaluate answer sheets and maintain records.
- Recommend Air Traffic Controllers for issue, renewal, update, and withdrawal of license.
- Assist the Head of ATS to create question banks.

**REGULATIONS & REQUIREMENTS:**

- Evaluation of ICAO Annexes, Documents & Manuals and Supplements.
- Bhutan Air Traffic Services Manual
- Bhutan Air Navigation Regulations, Bhutan Civil Air Worthiness Requirements and Bhutan Aeronautical Publications.
- Joint Aviation requirements (JAA) as and when changes are mandated by ICAO/ JAA or other Civil Aviation Authorities or as and when new developments takes place in the Aviation industry,
- Issue amendments and revisions and enforcement on the Air Transport Operators, Agencies, and to the Controllers.
- Assist the Chief of ATS in preparation of the Air Traffic Services Standard procedures manuals and instructions.

**INVESTIGATION OF ACCIDENTS AND INCIDENTS:**

- Assist the Head of ATS in investigation of accidents, incidents, investigate the cause of air miss, aircraft emergencies and forced landings of the aircrafts in the states/foreign air carriers operating in the state, prepare and submit analytical reports to the Head of ATS.
- Investigate Aircraft accidents and incidents caused by negligence and incompetent controllers or due to Navigational equipment defaults.
- Evaluation and review of Accidents and Incident regulations and procedures, issue directives and instructions as directed by the Head of ATS to the Air operators, agencies and to the controllers

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

**3.1 Education:**

- Bachrlors

**3.2 Training:**

**3.3 Length and type of practical experience required:** Entry

**3.4 Knowledge of language(s) and other specialized requirements:**

- Fluent in spoken English
- Radio Telephony Phraseology
- Dzongkha.

**4. COMPLEXITY OF WORK:** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The work involves assisting the establishment of the Air Space organization, Air Traffic Services and Air Traffic Control policies and procedures in the light of national and international regulatory requirement. This is a highly complex job, which require an in depth knowledge of the regulation including the means of achieving compliance with them. A typical task like assisting in organizing the Air Traffic Services and Air Traffic Control Services and complex reviewing and recommending of organization policies and procedures, Air Traffic Control policies, systems, standards and procedures. To review and initiate the evaluation, development and research of new system, Navigational & Air traffic services equipment's, personnel and training requirements. In the view the process, at various stages the Air Traffic Control Officer, will be confronted with complex web of decision- making actions but never losing sight of overall regulatory requirements. The task will involve critically analyzing of system and identifying various organizational and management deficiencies, asserting the effectiveness and deficiencies of Air Traffic Services and Navigational facilities practices. Which combined together contribute to the safe operations of Air safety.

**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 Air Traffic Services is to provide a safe mode Air Transport and Air Navigation by ensuring safety, expeditious, efficient and economical flow of Air Traffics, By providing Air Traffic Control Services and passing of essential information to the aircraft operators, agencies, and users of the facility, greatly enhances the safety of aircraft and timely operations.

**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 ATCO enforces out all applicable air traffic regulations and instructions and the implementation of ATC directives issued by the ATS Headquarters.

Directing the work of ATC and other personals under his control and interpreting regulations so as to ensure conformity with ATC procedures. Give instructions to the controllers as how to deal with various types aircraft emergencies and how to control aircraft during bad weather. Watching and supervising the controllers during active aircraft controlling and watch hours. Instructions are given to workers under his control, to ensure that all necessary technical equipment, publications and facilities are available and properly maintained.

**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 guidelines and operational standards adopted in the following manuals must be strictly followed as minimum standards.

- Bhutan Air Traffic Services Manual
- Bhutan Air Navigation Regulations,
- Bhutan Civil Airworthiness Requirements,

- Bhutan Aeronautical Information Publications (AIP),
- International Aeronautical Publications,
- International Civil Aviation Annexes, 2, 3, 4, 5, 6, 9, 10, 11, 12, 14, 15, 16, 17 & 18
- ICAO Documents ,8400, 4444, 8168, 7030, 7910, 8585, 8643, 7383, 7201,& 7100
- Other guidelines can be acquired by attending various Aviation Seminars and Workshops.

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Air Traffic Services, Air Traffic Controller Officers and Controllers and Assistant Air Traffic Controllers, COM , MET, FIRE, AIS, Flight Safety, Airworthiness, Airport Management, Airport Security within the organization, the respective Officer maintaining a close co-ordination with all the sections. This will involve discussions on operational, Air Traffic Services, communication & navigational matters involving safety matters.

Out side the organization, the job involves meeting, interviews, and discussions on safety, facilitation and security matters with the Air operators, agencies, Pilots, Crews, Military & Police, Dzongkhag, Hospitals, and various agency heads at the Airport.

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

Air Traffic Controllers, Apron and Ground Controllers. Supervise the conduct and performance of Controllers with regard to their skill, knowledge and experience. Interpretation of regulatory requirements, knowledge in Air Traffic procedures, Air safety, policies, standards and procedures. Supervise the controllers in providing separation

minima, control of Air traffic in the circuit or under his control. Supervise the controllers in the application of Air traffic Control procedures and passing of essential information to aircraft, operators with regard to air traffic control.

**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 a working mix of office task and Field audit and airport inspections. While in office it is mainly assisting in policy makings on Air Traffic Services, development of Airspace, requirements of new Communication and navigational facilities, Changes to be made regarding Air Traffic procedures. It involves mental tension and exertion during the watch hour of active air traffic control, while conducting examinations, training and ratings of Air Traffic Controllers. Field inspection ATC units, Apron Runway and in and around the air field to see the developments which may cause hindrance to air safety. Liaison with neighboring Air Traffic Services units for coordination Of Air Traffics movements.