

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION

- 1.1 Position Title:** **Communication Assistant (Operation) I**
- 1.2 Position Level:** **S1**
- 1.3 Major Group:** **Transportation and Aviation Services Group**
- 1.4 Sub-Group:** **Aviation Communication and Navigation Services**
- 1.5 Job Code No:** **19.810.03**
- 1.6 Job Location (*Complete as appropriate*):** **Department of Civil Aviation, Headquarters**
Ministry: Ministry of Communications. Department: Civil Aviation
Division: Section: Communication /Navi.-aids Unit:
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):**
Communication Officer
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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: To render responsibilities of operating Communications aspects such HF Voice channel and handling of Aeronautical Fixed Telecommunications Networks (AFTN) messages handling and switching.

SI No.	Duties and Responsibilities	% of Time
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I	Communications Operations Services	
I.1	Switching 'ON' of AFTN work stations	30
I.2	Disseminations and distribution of flight safety messages to addressee	30
I.3	Ensure the expeditious passing of communication between stations	10
I.4	Coordinate with respective operation centers for adequate exchange of message	05
I.5	Implement the operational rules, regulations and the job related codes	05
I.6	Implement instructions regarding the mechanism for evaluating and monitoring and obtaining optimum results	05
I.7	Coordinate and assist the development of Communication facilities for establishment and implementation	05
I.8	Ensure proper record maintenance written or automatic and the guarding of the frequencies and type of watch being maintained.	05
I.9	Assign duties and responsibilities and supervise the subordinates with competence determination and professionalism.	05

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

3.1 Education: Cl. XII with Diploma in Electronics Engineering /Communications

- Two years program

3.2 Training:

- Training on the operations of Aeronautical Fixed telecommunication Network (AFTN) Switch;
- Training on Aeronautical Telecommunication networks (ATN) operation;

- Training on Radio telephonic (R/T) communications;
- Training on Computer literacy

3.3 Length and type of practical experience required

Four years of progressive work experience as Communication Assistant II in the relevant field and post or equivalent experience

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

- Have a good Command of the English language , both in written & spoken English;
- Good knowledge and skills on Radio Telephone (R/T) and Morse codes communication;
- Good computer software and hardware literacy.

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

Should have adequate knowledge on electronic communication and operations of Aeronautical Fixed Telecommunication Net works (AFTN), Knowledge on HF Voice communication over radiotelephony. Able to communicate over “Morse code”, be able to operate computer related message switching systems, and have sound knowledge on electronic networking systems.

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*

Work facilitates to provide information to pilot and ground personnel for the safe conduct of air transport operations. The message handled pertains messages on flight departure, arrival, weather information, airport information, passenger information and flight position.

6. INSTRUCTION AND GUIDELINES AVILIABLE:

6.1 Instruction: *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated:*

Minimum supervision required.

In the conduct of flight messages, a supervisor insures that the task is carried in a very proficient and expeditious manner so that the safety of flight operation does not suffer at all.

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.*

Guidelines available are working procedures laid for the purpose of systems functioning. Unlike the normal administration System, this position is of safety conscious.

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

Coordinate with internal and concerned service provider like Air Traffic Control Officer, Meteorological Officer for equipment operational timing and liaise with the operational staff for providing efficient and adequate communication services.

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

Supervision over the subordinate on the operational Rules and Procedures;

Also supervise on cares and precaution against the incumbent, man and machine etc., and day to day work communications operation works.

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*

Work consist mostly of operations of equipment, receiving, screening, sending and dispatching relevant messages for the safety of air navigation and for the regular, efficient and economical operation of sir services.