

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
POSITION DESCRIPTION FORM**

1. JOB IDENTIFICATION

- 1.1 Position Title:** Sr. Flight Safety Officer
1.2 Position level: P4
1.3 Sub Group: Civil Aviation Services
1.4 Major Group: Transportation & Civil Aviation Services Group
1.5 Job Code No.: 19-800-14
1.6 Job Location: Department of Civil Aviation Headquarters

**Ministry: Ministry of Information & Communications. Department: Civil
Aviation , Division: _____ Section: Flight Safety, Unit: ____.**

1.7 Title of the first level Supervisor:

2. DUTIES AND 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 ensure that the airline is conducting its operation, adhering to all the approved procedure and limitations taking into account all aspects of safety.*

Duties and Responsibilities	% of Time
<p data-bbox="240 359 1065 394">Certification of Air Operators and Maintenance Organization:</p> <ul data-bbox="240 474 1175 1066" style="list-style-type: none"> <li data-bbox="240 474 1057 558">• The Flight Safety Officer may be assigned to carryout minor certification tasks. <li data-bbox="240 585 1175 621">• Independently review operations exposition and the procedure manuals. <li data-bbox="240 642 1138 726">• Review and evaluate Minimum Equipment List (MEL) and Dispatch Deviation Guide (DDG) <li data-bbox="240 753 1170 842">• Assist to Evaluate Air Operators training programs for Flight Crew and Ground Operations and submit recommendations <li data-bbox="240 867 1084 951">• Assist to Review Operators emergency evacuation and ditching demonstration and training <li data-bbox="240 978 1029 1066">• Assist in the evaluation of operator’s minimum navigation performance specification 	<p data-bbox="1263 359 1328 394">40%</p>
<p data-bbox="240 1199 737 1234">Surveillance of Aircraft of Operators:</p> <ul data-bbox="240 1314 1159 1791" style="list-style-type: none"> <li data-bbox="240 1314 1114 1398">• Participate as a qualified team member to conduct inspections on airline operations. <li data-bbox="240 1425 1130 1566">• Carry out regulatory checks covering assessment of conformity of field practices with laid down regulatory requirements and submit report on the findings. <li data-bbox="240 1593 1138 1677">• Carry out spot checks on airline crewmember including cabin staff and submit report with recommendations. <li data-bbox="240 1705 1159 1791">• Audit loading of cargo and handling of dangerous goods and submit report with recommendations. 	<p data-bbox="1252 1293 1317 1329">40%</p>

<p>Licensing of Flight Crew Licensing:</p> <ul style="list-style-type: none"> • Assess Pilots flying logbooks and check that required flying experiences have been accumulated for the purpose of License upgrade. • Recommend issue/renewal of pilot licenses after assessed necessary documents. • Assist in the conducting of written examinations in air regulations 	<p>10%</p>
<p>General/Training/Workshops/Seminars/leave</p> <ul style="list-style-type: none"> • General enquiries and office correspondence • Aircraft clearance requirements 	<p>10%</p>

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

3.1 Education

BSc

3.2 **Training**

- Personnel Licensing refresher Course (recommended)
- Advance Flight Operations Inspector Course (essential)
- Audit Policy and Procedures Course (essential)
- Human factor refresher Course (essential)
- Joint Aviation Regulation and Requirements (JARs) (essential)
- Accident Prevention and Investigation advanced
- Audit Policy and Procedures Course
- Safety Management Systems course
- Regional Safety Forum Meetings
- CFIT/ALAR Training
- On the job training

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

Minimum of 4 yrs experience as Flight Safety officer or equivalent experience

3.4 **Knowledge of language and other specialized requirements:**

Proficiency in the English language is a must. Fluency in Dzongkha is desirable.

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

This profession not only requires skill, knowledge and experience but leadership qualities as well. The person will attend to Flight safety regulatory matters, adoption of standards, if applicable in the local context.. the person should have good decision making abilities, and should be able to decide things on spot when required. The job is of technical nature and therefore certain level of complexity is involved.

5. **SCOPE AND 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 the work is to ensure strict compliance by the airline to national laws, company procedures and international advisory materials and circulars. The aviation environment demands high level of expertise and job constantly expose oneself to high risks. It is a highly stressful profession.

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 person will take instructions from Operations Inspector I and the Management of Department. The person may also receive instruction from Foreign bodies such as ICAO.

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 person will be guided by his Inspector's manual, the Civil Aviation Act, the Bhutan Air Navigation Regulations, Joint Aviation Requirements, ICAO Annexes.

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

The Flight Safety Officer works under the supervision of the Management of the Department. The person needs to interact with lots of airline operational personnel and therefore interpersonal skills will be of good help. The person will also need to keep good relations with people from the manufacturers' operation support Department and other civil aviation authorities.

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

The Flight Safety Officer is a fully qualified professional shouldering independent responsibility and may also assist in the conduct of Administration and Surveillance functions on an air operator.

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 working in the office as well as in the field. It does not involve significant physical exertion but could involve a great of psychological and mental exertion. The job could involve physical exposure to risky environments when conducting field inspection on aircraft, auditing of Operations base, ramp etc.