

**Details Regarding the Temporary Post of  
Senior Aviation Safety Inspector,  
Ministry of Tourism and International Transport**

In accordance with Paragraph 2 of the Recruitment and Employment Code of the First Schedule of the Public Service Act, Cap. 29, applications are invited from suitably qualified persons for acting or temporary appointment to the temporary post of Senior Aviation Safety Inspector, Ministry of Tourism and International Transport.

**QUALIFICATIONS:**

- (i) *A degree in Aviation Management, the Air Transport Pilot's License, an Authorised Examiner or Engineer's License, and not less than seven (7) years' experience in a senior position in a related area, or*
- (ii) *At least nine (9) years' practical experience in an appropriate area in civil aviation, and an Authorised Examiner, seven years of which must be as an Aviation Inspector.*

**SALARY SCALE:**

S4: \$109,114.08 per annum (Fixed).

**ALLOWANCES:**

- Taxable and Pensionable Allowances are:-
  - (i) Entertainment Allowance - \$551.63 per month
  - (ii) Commuted Travelling Allowance - \$609.24 per month
- (iii) Non-taxable Allowance Telephone Allowance - \$103.59 per month

**DUTIES AND RESPONSIBILITIES:**

- Coordinates and supervises the work of various areas off the Regulatory Section;
- Ensures adequate Safety Oversight of all Barbados registered aircraft, aircraft operators, maintenance organisations, airports and aviation security;

- Ensures compliance with civil aviation laws, regulations, standards and procedures;
- Ensures that the required surveys, audits and inspections are carried out with respect to operators, aircraft operations, flight crew performance section facilities and airports;
- Ensures the performance of continuing airworthiness;
- Ensures the detection and reporting of breaches of regulations and directives;
- Ensures that the regulations, directive standards and operating procedures are enforced;
- Ensures that the licensing regulations, practices and procedures are followed;
- Ensures the integrity of examinations, examination practices and procedures
- Ensures that there is compliance with Aviation Security Provision;
- Ensures the certification of airports and heliports engaged in public operations;
- Ensures compliance of Aviation Security Provision;
- Ensures the certification of airports and heliports engaged in public operations;
- Ensures that certified airports and air traffic services comply with national and international standards and practices;
- Ensures that the Barbados Air Traffic Services operate efficiently;
- Prepares an annual budget for the Flight Safety/Training Section;
- Evaluates reports by all Inspectors to ensure conformance and originates relevant report to the Director of Civil Aviation;

- Completes performance assessment of regulatory staff, in accordance with the Performance Review and Developmental System (PRDS)
- Performs any other related duties as determined by the Director, Civil Aviation.
- May be required to work outside of regular working hours;

**KNOWLEDGE:**

Must have sound knowledge of:

- the Civil Aviation Act, Regulations, Procedures and Practices, especially as they relate to Flight Safety;
- the ICAO Conventions and regulations;
- the Financial Administrative and Audit Act;
- Must have working knowledge of the Public service Act. Cap.29

**SKILLS AND ABILITIES:**

- Must possess good human resource management skills;
- Must be able to communicate proficiently; and
- Must be innovative.
- Must be able to work under stressful condition;

**APPOINTMENT:**

The appointment is temporary and is subject to termination by at least one (1) month's notice on either side.

**LEAVE:**

Leave is granted as follows:

Vacation Leave:

Forty-two (42) days' vacation leave per calendar year, fourteen (14) of which must be taken annually or lost. At least five (5) of the fourteen (14) days must be taken consecutively. Maximum accumulation of one hundred and twenty-six (126) days.

Sick Leave:

Twenty-one (21) days sick leave per calendar year in the case of serving officers, or fourteen (14) days per calendar year in the case of temporary officers.

**METHOD OF SELECTION:**

The selection process will be based on merit and may involve interviews, oral and/or written tests and/or any other method of selection approved by the Public Service Commission. A Priority List arising out of the selection process may be created and approved by the appointing authority. This List may be valid for a period of two (2) years in keeping with Section 6 of the First Schedule of the Recruitment and Employment Code of the Public Service Act, Cap. 29.

Applicants should be aware that where more than one method of selection is used, applicants may be shortlisted in order to move on to the next stage of the selection process.

**ASSESSMENT:**

All officers will be assessed on the following:

- Relevant qualifications and professional training;
- Experience;
- Special Reports or Appraisal Instrument of the Performance Review and Development System (PRDS) Reports
- Performance at the interview;
- General suitability; and
- Any other assessment method approved by the Public Service Commission.

It should be noted that the Performance Review and Development System (PRDS) Reports will be required for all officers.

All officers are subject to the Public Service Act, Cap. 29, regulations, rules, orders and departmental instructions which may be in force from time to time and performance will be assessed using the Performance Review and Development System.

Persons who are not serving officers, who have been short-listed for interview, must provide a written testimonial from their current or last employer. The testimonial must be submitted to the Chief Personnel Officer, Personnel Administration Division before the date of the interview.

Applications on appropriate forms - **SC35** forms for officers permanently appointed in the Public Service and **SC21** forms for all other applicants - should be accompanied by an **up-to-date Curriculum Vitae**. **Applications by all public officers should be submitted through the Permanent Secretary or Head of Department** and all other applications should be submitted directly to the Chief Personnel Officer, Personnel Administration Division, E. Humphrey Walcott Building, Corner of Collymore Rock and Culloden Road, St. Michael, later than **2018-06-30**.

**Only applicants who meet the eligibility criteria at 2018-06-30 will be acknowledged.**

The advertisement is scheduled to appear in the Barbados Advocate and Nation newspapers on **2018-05-04**.

**PERSONNEL ADMINISTRATION DIVISION  
2018-05-03**