Applications are invited from qualified citizens of East Africa for the following position in the East African Community Safety and Security Oversight Agency (CASSOA). *(This vacancy is open only to applicants from the Republic of Uganda).*

1. **EXECUTIVE DIRECTOR (REF: CAS/HR/2015/001)**

   **Grade:** (D1)
   **Reports to:** Board of CASSOA
   **Main purpose of the Job:**

   To manage and coordinate the development of the civil aviation safety and security infrastructure, aeronautical skills and technology in the East African Community.

   **Duties and Responsibilities**

   As the chief executive officer of the Agency, the Executive Director shall be responsible for the overall management and administration of the Agency. Detailed job specification is available at the website provided below.

   **Qualification and Experience:**
   (i) A Masters degree in a relevant field of aviation and or management with at least 10 years hands on experience in aviation related activities at a managerial level
   (ii) Should have demonstrable knowledge of the aviation industry and competency in management, institution building and project implementation
   (iii) Proven track record in working in a similar field
   (iv) Must be computer literate
   (v) Should be fluent in English language, French and Kiswahili will be an added advantage

   **Skills and Competences**
   a) Excellent communication and report writing skills
   b) Ability to work as a team leader and to motivate others
   c) Ability to work under pressure and to deliver on the set guidelines.

   **Age:** Not more than 55 years by 1st July 2015.

   Interested candidates are advised to read the detailed job description of this position on [www.cassoa.org](http://www.cassoa.org) or [www.eac.int](http://www.eac.int)

   **TERMS AND CONDITIONS OF SERVICE:**

   This is an established position within the CASSOA organization structure and in compliance with the CASSOA Protocol and EAC Guidelines has a non renewable tenable contract until 31st May 2017. The Executive Director will be appointed by the Council of Ministers of the Community upon recommendation by the CASSOA Board of Directors.

   **SALARY AND FRINGE BENEFITS:**

   The established position offers a competitive salary and attractive fringe benefits including house allowance, official transport, education allowance, a medical scheme and insurance cover among others.

   **HOW TO APPLY:**

   Interested candidates should submit their applications to be received **not later than 13 March, 2015** quoting the reference number of the position applied for by registered mail, courier, email (all soft copies should be in MS Word or Adobe Acrobat) and dispatch together with Curriculum Vitae, copies of both academic and professional certificates and testimonials, names and addresses of three referees, and day time telephone/cell phone numbers to:

   The Chairperson of Board
   EAC CASSOA
   P O Box 873,
   ENTEBBE
   UGANDA,

   Email: recruitment@cassoa.org

   Please do not send multiple applications!
OFFICE OF THE EXECUTIVE DIRECTOR

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<th>JOB TITLE:</th>
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<td>GRADE:</td>
<td>Executive Grade D1</td>
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<td>REPORTS TO:</td>
<td>The CASSOA Board of Directors</td>
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<td>DUTY STATION:</td>
<td>CASSOA Headquarters Entebbe, Uganda covering the EAC Partner States of Burundi, Kenya, Rwanda, Uganda and Tanzania</td>
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Main Purpose of the Job:
The position entails the overall management and administration of the Agency and the coordination of the development of the civil aviation safety and security oversight infrastructure in the Community.

Duties & Responsibilities:
1. The Executive Director (ED) shall be the chief executive officer of the Agency and shall be appointed by the Council of Ministers of the Community on recommendation of the Board and on such terms and conditions as the Board may determine;
2. The ED shall be the spokesperson of the Agency and the principal liaison between the Partner States and the Agency;
3. The ED shall be responsible to the Board and shall mobilize required technical and logistic support from the International Civil Aviation Organization or other relevant agencies and development partners;
4. Convenes meetings and provides secretariat services to the Board;
5. Prepares for the approval of the Board and Council, annual programme of activities, budget, and implements them;
6. Exchanges such information as is necessary with the Partner States and agencies concerned;
7. Prepares reports and working papers, as required, of the activities of the Agency;
8. Coordinates with the Partner States the designation of aviation inspectors and contract such inspectors as required to conduct inspections and other oversight activities;
9. Identifies training requirements for the inspectors, on job training, recurrent and general knowledge in regional Safety and Security oversight system, management policies, and
implementation of harmonised Civil Aviation regulations, certification and supervisory procedures of air operators and service providers, among others;
10. Manages and coordinates the delivery of technical support to Partner States through the pooling or sharing of technical and specialist resources in safety and security oversight;
11. Perform the overall management of the Centre for Aviation Medicine as a unit of CASSOA.
12. Coordinates the resources and activities of the Agency to ensure its effective and efficient operation;
13. Facilitates the sharing of resources from air operators to conduct specified activities;
14. Liaise with Partner States and other relevant aviation authorities on issues related to safety and security oversight and the development of civil aviation regulations, guidance materials, procedures and processes relating to aviation activities in the EAC Partner States;
15. Ensures standardization and quality of the Agency’s products, such as common regulation, directives, procedures and processes for the licensing of aviation personnel certification, surveillance and inspection of aviation activities in Partner States;
16. Facilitate and manage the implementation and operation of the IT based systems and applications including EAC Aviation Examination System;
17. Develops, publishes and maintains manuals and handbooks required for the management and administration of the Agency;
18. Represents the Agency at international and regional safety oversight related meetings, conferences, symposia, among others;
19. Establishes and maintains a record of aircraft accident and incident investigators who are available to the Agency from the Partner States;
20. Performs such other duties within the scope of the Protocol as may be directed by the Board or the Council from time to time; and
21. Promotes a positive corporate culture and image of the Community.

Qualifications & Experience:
A Masters Degree in a relevant field of aviation and/or management with at least 10 years hands on experience in aviation related activities at a managerial level.

Skills and Competences:
Should have demonstrable knowledge of the aviation industry and competency in management, institution building and project implementation; proven track record of working in a similar field; excellent skills in report writing; ability to work harmoniously with other people, to motivate others and to deliver on the set deadlines; must be computer literate.