1.0 Purpose

1.1 Under regulation 17 of the Air Navigation Services Regulations, the air navigation service provider is required to include in its Manual of ANS Operations, personnel requirements and their responsibilities.

1.2 The purpose of this Advisory Circular is to guide ANS providers in developing job descriptions for air traffic services staff that are aligned to the overall objectives, functions and activities of air traffic services.

2.0 References

2.1 Air Navigation Services Regulations;
2.2 ICAO DOC. 9426 – ATS Planning Manual;
2.3 ICAO Annex 11- Air Traffic Services;
2.4 Manual of ANS Standards Part I Section I - ATS.

3.0 Introduction

3.1 Air Traffic Services organizations are established in order to satisfactorily accomplish the objectives and functions of air traffic services. ATS providers have the responsibility for the overall policy, planning, personnel and management of air traffic services including defining job functions and assigning duties to ATS staff in accordance with the requirements of the Manual of ANS Standards.

4.0 Functions and Activities of ATS

An ATS Provider is responsible for providing and promoting efficient use of navigable airspace and developing and operating a satisfactory air traffic service system while fostering safety. To ensure organisation and efficient use of the airspace, the ATS provider shall develop training and physical standards for the employment of air traffic controllers and develop and implement
training programmes. Besides determining the number of qualified personnel required to operate an ATS unit, the ATS providers shall develop job descriptions for each air traffic control position in order to ensure that the functions and activities of ATS are aligned to the requirements of the regulations and the Manual of ANS Standards.

5.0 Job descriptions of ATS staff

As a general guide, the duties and responsibilities of air traffic services staff should include the following:

a) Development and administration of ATS Policies, plans and procedures;
b) Management of ATS personnel and budgetary requirements;
c) Coordination of ATS operations within the flight information (FIR) and with neighbouring FIRs as well as other agencies;
d) Administration and management of ATS operations within the Flight Information Region and at aerodromes to ensure that all ATS units operate in accordance with the applicable Civil Aviation Regulations, Manual of ANS standards, Civil Aviation Circulars and other relevant local procedures;
e) Supervising and conducting training to ensure achievement of required skills and competencies of ATS personnel;
f) Acting as focal point for the development, administration and maintenance of an effective safety management system to meet the requirements of the State Safety Programme;
g) Preparation and implementation of training programmes for ATS personnel including on-job-training;
h) Supervision and provision of air traffic control service at operational positions in order to prevent collision between aircraft and to expedite and maintain orderly flow of air traffic.
i) Provision of flight information and alerting services; and
j) Monitoring of air traffic movement to minimize delays and maximize safety

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Civil Aviation Authority