

**MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE  
ASSISTANT CHIEF EXECUTIVE OFFICER: CIVIL AVIATION  
SALARY GRADING: \$81,600.00 p.a**

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**JOB DESCRIPTION**

**Primary Objective:**

To ensure, based on effective planning and quality management that established outputs and associated targets for all Civil Aviation activities as set out in the Ministry’s Corporate and Management Plans are achieved.

**Duties:**

1. Identify service delivery requirements and appropriate delivery methods to implement, monitor and evaluate systems of operations for all Civil Aviation services;.
2. Carry out research and make recommendations to the Chief Executive Officer on all matters relate to Civil Aviation activities in the development and management of policy, regulatory and safety monitoring of air transport services.
3. Provide high standard of leadership through example, training communication and human resource management to ensure that staff work effectively and efficiently to achieve performance standards.
4. Manage the allocation of resources (human, financial, material) of the Civil Aviation Division to ensure effective support to the Division to ensure effective support to the Division’s agreed strategies and plan of actions set out in the Ministry’s Corporate Plan for sustainability of safety of all flights.
5. Plan, implement, review and develop performance of self and staff in the division to ensure focus on attainment of set performance targets regarding outputs.
6. Responsible for the technical and regulatory aspect of all Flight Standards activities and in particular, the maintenance of the annual safety oversight audit program for Samoa.
7. Ensure at all times the Ministry’s operational and licensing standards are in accordance with the recommended practices and procedures of ICAO (International Civil Aviation Organisation).
8. Ensure that all of the States airports, navigational aids and communications facilities are monitored to ensure they are established and operated to recognised and acceptable aviation standards.
9. Responsible for the arrangement of Air Operator Certification for the Minister’s approval and for the validation of all foreign pilot licenses and ratings air traffic controller licenses and ratings. Ensure that investigations are carried out on any incident or accident within the Civil Aviation system and that any investigation or inspection is properly conducted and that appropriate recommendations made as to any failure, incident or accident and that appropriate corrective action is taken to ensure that such incidence or accident is minimized in future.
10. Responsible for the generation and progress when necessary, of appropriate legislative amendments and the ratification of various Civil Aviation Conventions that affect aviation in Samoa.

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11. Assist the Chief Executive Officer in the preparation and negotiation of Bilateral/Multilateral Agreements and Contracts for Safety oversight and upper management.
12. Responsible for all aspects of the Samoan civil aircraft register held by the Ministry.
13. Identify priority budgetary requirements for the Division’s annual submission of performance measures and budgetary provisions and manage the Division’s finances in line with prevailing policies and mandates;
14. Advise CEO and management of the Division’s development work and progress through verbal and written reports.

**Selection Criteria:**

1. Minimum qualification of a Bachelor Degree in Engineering, Law, Physics or relevant discipline (Essential).
2. At least 7 years relevant experience (Essential)
3. Demonstrated ability in undertaking customer based research and identifying needs clearly in relation to Civil Aviation Services (Essential)
4. Demonstrated ability in the operations and management of the Civil Aviation services and activities (Essential)
5. Demonstrated ability to effectively plan for and manage the Division’s resources as well as demonstrated ability and experience to lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential)
6. Demonstrated ability to lead and encourage Public Sector Reforms and any other service related reforms for service quality improvement as it pertains to Civil Aviation and activities and its contribution to the achievement of the Ministry’s outputs as set out in its Corporate and Management Plans (Essential)
7. Demonstrated ability in written and oral communications, strategic planning and analytical skills, computer literacy, decision making and networking skills (Essential)
8. Sound knowledge of all relevant legislations governing the Ministry’s operations in particular Civil Aviation activities (Desirable)