

**JOB PROFILE:**

Inspector PANS-OPS/CARTOGRAPHY

**1. POSITION DETAIL**

<b>JOB TITLE / FUNCTION</b>	Inspector PANS-OPS/Cartography
<b>LOCATION:</b>	Midrand
<b>DATE REVIEWED:</b>	March 2022
<b>GRADE LEVEL</b>	
<b>OVERALL PURPOSE OF THE JOB</b>	
To do oversight, conduct audits, certify and authorise design and cartography entities as Certified and Authorised Service Providers.	
To validate, verify, test and design, where required, and certify instrument and related flight procedures prior publication. To validate (if required), verify and certify Aeronautical Charts for publication in the IAIP and CD:NGI.	

**2. EDUCATION (FORMAL QUALIFICATION REQUIRED)**

<b>MINIMUM</b>
ICAO recognised PANS OPS qualification in accordance with SA CATS and CARs Part 173 requirements for a Qualified Designer.
<b>IDEAL</b>
ARINC 424 Database Coding qualification, aeronautical cartography qualification and Geodesy qualification.
<b>Legal (E.g. Driver's license, blasting certificate, etc.)</b>
<b>MINIMUM</b>
Driver's license
<b>IDEAL</b>
Nil
<b>MINIMUM (Training (On the job training should the present incumbent leave))</b>
On-the-Job-Training in accordance with SA CATS and CARs Part 173 requirements for in-service training.
<b>IDEAL</b>
On-the-Job-Training in accordance with SA CATS and CARs Part 177 requirements for in-service training.

**3. EXPERIENCE (MINIMUM EXPERIENCE REQUIRED - TYPE AND NUMBER OF YEARS)**

<b>JOB TITLE / FUNCTION</b>	<b>MINIMUM TIME SPENT IN JOB</b>
Qualified ATC/ATSO AND/OR	2 Years
Qualified Pilot with IF Rating	2 Years
Flight Procedure Design experience AND/OR	3 Years
Aviation Cartography experience	3 Years

**4. POSITION IN THE ORGANISATION**

<b>Organisation</b>	SA Civil Aviation Authority
<b>Division</b>	Aviation Infrastructure
<b>Department</b>	Air Navigation Services
<b>Section</b>	PANS-OPS (Procedures for Air Navigation Services – Operations)
<b>Position being Evaluated</b>	PANS-OPS/Cartography Inspector
<b>1st Line Manager</b>	Manager: PANS-OPS

<b>2nd Line Manager</b>	Senior Manager: Air Navigation Services
<b>Direct Subordinate(s)</b>	No subordinate Positions

<b>5. POSITION DESCRIPTION</b>		
<b>KPA / MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION</b>	<b>DETAILED DESCRIPTION</b>	<b>WEIGHING / TIME SPENT</b>
Flight Procedures and Cartography	<p>Inspect, audit, certify or authorise procedure design entities as certified or authorised procedure design organisations or aeronautical chart service providers in accordance with C and the Manual of Procedures/Standards (MOPS) for FPD &amp; Cartography.</p> <p>Manage the compliance of certified and authorised procedure design organisation or aeronautical chart service providers with ICAO SARPS, CARs, CATS and the Manual of Procedures/Standards (MOPS) for FPD &amp; Cartography.</p> <p>Test, verify, validate and/or certify flight procedures or aeronautical charts submitted by Certified or Authorized Procedure Design organisations or aeronautical chart service providers, or designed by the CAA, against ICAO SARPS, CARs, CATS and the Manual of Procedures/Standards (MOPS) for FPD &amp; Cartography.</p>	40%
Support to CAA functional departments and external clients	<p>To provide PANS-OPS and cartographic advice, recommendations and professional support to the CAA, NASCOM and external clients iro airspace planning and management.</p> <p>Conduct aeronautical studies regarding the impact of proposed changes to airspace structures.</p> <p>Validate, maintain and QC certification of PANS-OPS and related information for publication in AIP SUPs, AICs and the AIP.</p> <p>Verified, validate, certify and approve aeronautical information printed on the South African WAC charts.</p>	20%
Research and Development	<p>Research, update and develop the Manual of Procedures/Standards (MOPS) for FPD &amp; Cartography in line with the ICAO SARPs &amp; international best practice.</p> <p>Research &amp; update the procedures utilised to certify or authorise certified or authorised procedure design organisations or aeronautical chart service providers in accordance with ICAO SARPS, CARs, CATS and the Manual of Procedures/Standards (MOPS) for FPD &amp; Cartography. &amp; International best practice.</p> <p>Proactively research &amp; develop the specific proposals for standards to be applied in the design of flight procedures, aeronautical charts &amp; airspace planning.</p> <p>Actively participate in relevant PANS-OPS and cartography standards development processes.</p>	20%
OJT/Mentoring	<p>Develop, implement and maintain training curricula for Trainee PANS-OPS/Cartography Inspectors in accordance with ICAO PANS-OPS and cartography SARPS, CARs, CATS and the Manual of Procedures/Standards (MOPS) for FPD &amp; Cartography and international best practice.</p> <p>Mentor assistant and/or trainee PANS-OPS/Cartography Inspectors in respect of ICAO PANS-OPS and cartography SARPS, CARs, CATS and the Manual of Procedures/Standards (MOPS) for FPD &amp; Cartography and international best practice.</p>	10%

	Set and supervise On-the-Job training tasks and to supervise the work of Trainee PANS-OPS/Cartography Inspectors.  Evaluate and report on the progress and standard of work produced by Trainee PANS-OPS/Cartography Inspectors.	
Communications and Safety Promotion	Proactively promote safety in relation to all of the PANS-OPS section activities.  Provide open communication between the PANS-OPS section certified or authorised procedure design organisations or aeronautical chart service providers.	10%

## 6. Competencies (Skills and Behavioural Attributes)

SKILL	WEIGHTING IMPORTANCE
Analytical	25%
Advanced Writing	15%
Computer	15%
Communication	10%
Problem Solving	15%
Project Management	15%
Research	5%
BEHAVIOURAL ATTRIBUTE	WEIGHTING IMPORTANCE
Accuracy	15%
Analytical	15%
Attention to Detail	15%
Deadline Driven	10%
Inquisitive	5%
Judgement	15%
Lateral Thinking	5%
Professional	10%
Safety Conscious	10%

## 7. Other Special Requirements

All tasks and responsibilities are as specified by the SACAA's Technical Qualifications Framework (as amended). Also referenced are the SACAA's Quality Manual and the SACAA's Quality Manual Procedures references, including references to all staff and generic terms such as executive management.

## 8. PARTICIPANTS

### 8.1. INPUT PARTICIPANTS

PARTICIPANT NAME	PARTICIPANT DESIGNATION
Lean Nelson	Senior Manager Human Resources

### 8.2. APPROVED BY

NAME	DESIGNATION	APPROVED	DATE APPROVED
Gawie Bestbier	Executive: Aviation Infrastructure	Yes	March 2022