



JOB PROFILE: FLIGHT OPERATIONS INSPECTOR - AERIAL WORKS

1. POSITION DETAIL	
JOB TITLE / FUNCTION	Inspector: Flight Operations
LOCATION:	03 December 2019
DATE REVIEWED:	Midrand
GRADE LEVEL	
OVERALL PURPOSE OF THE JOB	
Overall Purpose of the Job	
To determine the operational level of safety that the prospective and approval holder is capable of achieving and does in fact achieve in actual operations. Through evaluation (assess), monitor (conduct periodic and unannounced surveillance) of compliance to operations of an aircraft/ Remotely Piloted Aircraft Systems (RPAS):	
<ul style="list-style-type: none"> a) making recommendations regarding the issuance or amendment of the AOC /ROC and the associated operations specifications, and the operator's competence to continue to exercise the privileges of the certificate; b) making recommendations concerning any special conditions that, considering the investigation, may need to be imposed; c) informing the operator of any deficiencies needing rectification; and d) making recommendations concerning appropriate enforcement action. 	
2. EDUCATION (FORMAL QUALIFICATION REQUIRED)	
MINIMUM	
Grade 12 (Matric) and Hold or has held Commercial / Helicopter Pilot License or Remote Pilot License	
IDEAL	
Legal (E.g. Driver's license, blasting certificate, etc.)	
MINIMUM	
Driver's license	
Ideal	
National Diploma equivalent to NQF level 6	
Training (On the job training should the present incumbent leave)	
MINIMUM	
<ul style="list-style-type: none"> a) experience with the problems of operating or maintaining transport aircraft, general aviation aircraft, helicopters or RPAS; b) meteorological and climatological knowledge and experience; c) experience in technical training including visual aids, training devices and aircraft flight simulation training devices; 	
IDEAL	
None	
3. EXPERIENCE (MINIMUM EXPERIENCE REQUIRED - TYPE AND NUMBER OF YEARS)	
JOB TITLE / FUNCTION	MINIMUM TIME SPENT IN JOB
Pilot	5 00 hours as a pilot-in-command of civil or military air transport aircraft or helicopter or RPAS
4. POSITION IN THE ORGANISATION	
APPROVED JOB DESCRIPTION	Page 1 of 4

Organisation	SA Civil Aviation Authority
Division	Aviation Safety Operations
Department	Flight Operations
Section	Various
Position being Evaluated	Flight Operations Inspector
1st Line Manager	Manager: Flight Operations
2nd Line Manager	Senior Manager: Flight Operations
Direct Subordinate(s)	<i>No Subordinate Positions</i>

5. POSITION DESCRIPTION		
KPA / MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION	DETAILED DESCRIPTION	WEIGHING / TIME SPENT
Site and Airline Inspections	<ul style="list-style-type: none"> • conduct routine inspections such as the inspection of a station facility, apron, en-route operation and base and carry out oversight or checks considered necessary at prescribed intervals; • assess the effectiveness of the operator's SMS and the level of resources allocated to it; • conduct such inspections or oversight in accordance with an established work programme and applicable standard procedures and instructions; • advise the operator, in writing, of any significant deficiency, requesting a proposal for remedial action; • conduct follow-up on inspection reports to ensure that appropriate action has been taken in a timely manner; • submit reports on each inspection or investigation in the manner prescribed, and complete and process the applicable inspection forms; • investigate and report, as required, possible violations of the basic aviation law or related safety operating regulations and rules; • continuously review the operator's pertinent documentation (e.g. operations, training and MCMs), company policies, operating instructions and information to staff and system of amendments to determine whether they are accurate and made available in a timely manner to persons requiring their use; • keep appropriate CAA inspectorate staff informed on all aspects of the current operation and projected developments in the company including changes in executive personnel, in assigned responsibilities and in the 	70%

	operator's organization in general; and	
	<ul style="list-style-type: none"> • conduct qualification, approval and supervisory activities with respect to personnel proposed as designated examiners by an operator 	
Maintenance and Acquisition of Specialist Skills	<ul style="list-style-type: none"> • Keep abreast and remain proficient in specialist skills, human factors and new developments aviation technology. 	10%
Proposals and Revision of Standards	<ul style="list-style-type: none"> • Proactively research, develop and propose the specific standards to be applied in the area of operator operations. 	5%
Communications and Safety Promotion	<ul style="list-style-type: none"> • Project a satisfactory image of the SACAA to all stakeholders. • Provide industry feedback to the Authority. • Promote aviation safety by proposing improvements in operational requirements. 	5%

6. Job Evaluation Criteria	
Decision Making	
Q:	<ul style="list-style-type: none"> • Demonstrated ability to formulate sound strategic plans and programs to effectively deliver organisation's goals • Making good and timely decisions that keep the organization moving forward. • Considers the ramifications of issues and the longer-term impact of their own work and work area
Accountability	
Q:	Fully accountable for an assignment given to you
	Aware of the consequence of their actions for aviation safety.

7. Competencies (Skills and Behavioural Attributes)	
SKILL	WEIGHTING IMPORTANCE
Planning	30%
Problem Solving/Decision Making	30%
Reporting	20%
Research	20%
BEHAVIOURAL ATTRIBUTE	WEIGHTING IMPORTANCE
Ethical	20%
Professional	15%
Safety Conscious	15%
Follow-through	20%
Lateral Thinking	10%
Confidentiality	20%

8. Other Special Requirements	
	<ul style="list-style-type: none"> • All tasks and responsibilities as specified by the CAA Quality Manual and CAA Quality Manual Procedures references, including references to all staff and generic terms such as executive management. • 24/7 availability. • Willing to work extended working hours. • Willing to travel extensively. • Work under pressure

9. PARTICIPANTS	
9.1. INPUT PARTICIPANTS	

PARTICIPANT NAME		PARTICIPANT DESIGNATION	
Lean Nelson		Senior Manager Human Resources	
Simon Segwabe		Executive ASO	
Albert Msithini		Manager Aerial Works	
9.2. APPROVED BY			
NAME	DESIGNATION	APPROVED	DATE APPROVED
Simon Segwabe	Executive Aviation Safety Operations	Yes	December 2019