



JOB PROFILE: AVIONIC INSPECTOR

1. POSITION DETAIL

JOB TITLE / FUNCTION	Avionic Inspector
LOCATION:	Midrand
DATE REVIEWED:	23 March 2022
GRADE LEVEL	C4

OVERALL PURPOSE OF THE JOB

Interface between assigned air operators and other aviation entities, and the South African Civil Aviation Authority (SACAA). Has responsibility to assure that assigned organisations meet South African Civil Aviation Regulations with respect to avionics programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations.

2. EDUCATION (FORMAL QUALIFICATION REQUIRED)

MINIMUM

Grade 12 (Matric) and Hold or has held Appropriate Aircraft Maintenance Engineers Licence

IDEAL

National Diploma in Aircraft Maintenance equivalent to NQF level 6

TRAINING (On the job training should the present incumbent leave)

Government Safety Inspector, Safety Management System, Human Factors

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

JOB TITLE / FUNCTION	MINIMUM TIME SPENT IN JOB
Aircraft Maintenance Engineer	5 Years as Licenced Aircraft Maintenance Engineer of civil or military air transport aircraft

4. POSITION IN THE ORGANISATION

Organisation	SA Civil Aviation Authority
Division	Aviation Safety Operations
Department	Flight Operations or Airworthiness or General Aviation
Section	High Low Capacity and AOC Holder; Aerial Work; GA Ops; GA Org
1st Line Manager	Manager H/L Capacity &AOC Holder; Manager Aerial Work; Manager GA Ops; Manager GA Org; Aircraft Registry & Inspection; Aircraft Maintenance Organisation
2nd Line Manager	Senior Manager Flight Operations; Senior Manager General Aviation; Senior Manager: Airworthiness
Direct Subordinate(s)	No Subordinate Positions

5. POSITION DESCRIPTION

KPA / MAIN OUTPUTS AND	DETAILED DESCRIPTION	WEIGHING / TIME SPENT
APPROVED JOB DESCRIPTION		Page 1 of 4

RESPONSIBILITIES FOR THIS POSITION		
Technical Administration	<ul style="list-style-type: none"> • Assures on a continuing basis that assigned organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint SACAA-industry meetings; maintains regular contact with organisations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved. • Develops avionics programme requirements through participation on Maintenance Review boards. Coordinates Minimum Equipment List (MEL) approvals with the principal operation inspector. Takes enforcement action in instances of non-compliance with the MEL. • Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications. Conducts or directs the re-examination of certificated airmen or re-certification of an approval holder/operator or aircraft maintenance organisation. • Conducts investigations of public complaints, government inquiries, and aircraft incidents and accidents. • Provides verbal and/or written technical assistance to legal counsel, testifies at court trials and formal hearings, and gives depositions. • Coordinates with other inspectors as required to accomplish additional air operator surveillance. 	
Certification	<ul style="list-style-type: none"> • Has responsibility for initial and ongoing certification of approval holder/air operator, aircraft, airmen and aircraft maintenance organisation. • Evaluates requests for an approval holder/ air operator to operate under conditions not previously specified in the maintenance portion of the operations specifications. Approves or disapproves requests and provides additional conditions and limitations as needed. • Provides guidance to assigned air operators in the development of required maintenance manuals and record keeping systems. Reviews and determines adequacy of manuals associated with the approval holder/air operator's avionics programmes and revisions. Assures that manuals and revisions comply with regulatory requirements, prescribe safe practices, and furnish clear and specific instructions governing avionics programmes. Approves operations specifications and amendments. • Determines if air operator avionics facilities and contract avionics arrangements are satisfactory. Reviews changes and negotiates with air operator management to resolve problems. • Determines if avionics oriented inspection time limitations warrant revision. • Evaluates an operator's proposed avionics reliability programmes for 	

	<p>compliance with national policies. Advises approval holder/operator of deficiencies and required changes. Approves/disapproves avionics portions of reliability programmes.</p> <ul style="list-style-type: none"> • Determines if the approval holder/air operator's training programme meets the requirements of the Civil Aviation Regulations, is compatible with the avionics programme, is properly organised and effectively conducted, and results in trained and competent personnel. • Directs or participates in proving flight evaluations to determine compliance with the Civil Aviation Regulations. Recommends changes that will be required prior to approval. 	
Surveillance	<ul style="list-style-type: none"> • Directs the inspection and surveillance of the approval holder/air operator's avionics programme. Monitors all phases of the air operator's or approval holder avionics operation. • Analyses trends to detect deterioration in the avionics programme. • Analyses reports submitted by an air operator or approval holder to ensure compliance with the avionics programme and assures the air operator or approval holder has an effective continuing analysis and surveillance programme to meet the requirements of the Civil Aviation Regulations. • Is responsible for monitoring the activities of air operators/approval holder and other industry personnel. 	
Other	<ul style="list-style-type: none"> • May be assigned other duties and responsibilities as required. • The inspector, when so directed, is required to keep an appropriate control point informed as to his/her whereabouts and the telephone number at which he/she can be reached in the event of an aviation incident/accident requiring SACAA investigation. 	

6.	Job Evaluation Criteria
Decision Making	
Q:	Demonstrated ability to formulate sound strategic plans and programs to effectively deliver organisation's goals.
	<ul style="list-style-type: none"> • Making good and timely decisions that keep the organisation 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	Proficiency Level
Planning	
Problem Solving/Decision Making	
Reporting	
Research	

BEHAVIOURAL ATTRIBUTE	Proficiency Level
Ethical	
Professional	
Safety Conscious	
Follow-through	
Lateral Thinking	
Confidentiality	

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. Drivers Licence 	

9. PARTICIPANTS			
9.1. INPUT PARTICIPANTS			
PARTICIPANT NAME		PARTICIPANT DESIGNATION	
Eric Mataba		SM-Flight Operations	
Neil de Lange		SM-General Aviation	
Lobang Thabantso		SM: Airworthiness (Acting)	
9.2. APPROVED BY			
NAME	DESIGNATION	APPROVED	DATE APPROVED
Simon Segwabe	Executive: Aviation Safety Operations	Yes	