

**GOVERNMENT OF KIRIBATI**  
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport & Tourism Development
2. Position Title: Airworthiness Inspector
3. Salary Level: 5
4. Division: Directorate of Civil Aviation
5. Reports To: Flight Operations Inspector
6. Direct Reports: *Director of Civil Aviation*
7. Primary Objective of the Position:  
This job includes personnel involved at operational level with the investigation, research, drafting and keeping of codes; the provisioning of advice to ensure the airworthiness of aircrafts; the licensing, registration, inspecting of aircraft maintenance organizations and personnel in charge of aircraft maintenance as well as the investigation of air accidents with specific reference to the airworthiness of aircrafts.

8. Position Overview

9. Financial: Salary  
Leave Grant: \$1,500  
KPF Contribution:

11. Internal Stakeholders:

- Flight Operations Inspector
- Legal Officer
- Licensing Officers
- Aerodrome Inspector
- Ministry Administrators
- ICAO National Compliance Controller
- Director of Civil Aviation
- Record Officer

To be referred to Manager:

- Approval of preventive maintenance programs.
- Prepare detailed reports on inspections and auditing activities
- Enforce compliance with airworthiness regulations and

10. Legal: Civil Aviation Act 2004

- Rule Part 145
- Rule Part 119


12. External Stakeholders:

- Air Kiribati
- Coralsun Airways
- Fiji Airways
- Air Nauru
- ICAO
- Civil Aviation Authorities
- Kiribati Oil Company
- Other Airlines intending to operate commercially to Kiribati

To be referred to Manager

- Checking that all relevant work carried out, and authorizing release for test flight of aircraft and avionics installation,
- Ensuring that the resulting reports are satisfactory and in

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<ul style="list-style-type: none"> <li>◦ directives;</li> <li>◦ Report breaches of regulations and directives to the appropriate authority within the CAA;</li> <li>◦ Programs on familiarization with the content of all Airworthiness Directives;</li> <li>◦ Leave roster and consultation before leaving office</li> <li>◦ Work plan programme</li> <li>◦ Preparation of budget for activities needing monetary support</li> <li>◦ Report defects noted to aircraft operators / owners / type certificate holders and approved airworthiness organizations for remedial action</li> <li>◦ Undertaking liaison with other inspectors regarding recommendations in respect of issue and renewal of Certificates of Airworthiness, checking all documents associated with the above including the flight manual amendment status and airframe and engine log books.</li> </ul>	<p>accordance with the CAA requirements</p> <ul style="list-style-type: none"> <li>• Conduct inspections and carry out auditing functions;</li> <li>• Monitoring airworthiness certifications and ensuring that they are carried out by persons who are properly authorized, and that the certifications made are for the purpose and in accordance with the requirements of the applicable airworthiness regulations;</li> <li>• Monitoring the implementation of the relevant airworthiness regulations issued by the CAA ;</li> <li>• Reviewing engineering procedure manuals, making recommendations in respect of amendments which may be required by the CAA prior to approval of the manual.</li> </ul>	
<p><b>13. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP and Divisional Plan)</b></p> <ul style="list-style-type: none"> <li>◦ <b>KDP/GPA:</b></li> <li>◦ <b>MOP Outcome:</b></li> <li>◦ <b>Divisional/Departmental/Unit Plan:</b></li> </ul> <p><b>Key Result Area/Major Responsibilities</b></p> <ul style="list-style-type: none"> <li>◦ Conduct in co-operation with members of the CAA Operations Directorate, operator certification inspections;</li> </ul>	<p><b>Major Activities/Duties</b></p> <ul style="list-style-type: none"> <li>• Ensure that operators are complying with the requirement of the Civil Aviation Rule Parts prior to issuance of certificate</li> <li>• Conduct routine inspection to operators to ensure compliance</li> </ul>	<p><b>Performance Measures/Outcomes</b></p> <ul style="list-style-type: none"> <li>• Operator certificate are renewed/issued and extended on a timely basis</li> <li>• Operators are working in line with the rule parts</li> </ul>

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<ul style="list-style-type: none"> <li>◦ Inspection of aviation fuelling equipment and procedures;</li> <li>◦ Service bulletins and similar documents in respect of the aircraft (including power plants) and equipment and monitoring the extent of implementation;</li> </ul>	<ul style="list-style-type: none"> <li>◦ To enforce compliance in accordance to the required Civil Aviation rules</li> <li>◦ To report non-compliance to the Director of Civil Aviation for further action to be undertaken</li> <li>◦ To prepare and present audit report to concerned organizations for their necessary actions</li> <li>◦ Check that operators have their service bulletins in place and updated for proper</li> <li>◦ Check and ensure that implementation are being carried out by authorised or certificated personnel</li> <li>◦ To ensure that operator are complying to the required standard and requirements in terms of</li> </ul>	<ul style="list-style-type: none"> <li>• Improved performance by concerned stakeholders</li> <li>• Development of audit report</li> <li>• Development of Corrective Action Plan by audited organisation in line with the findings listed in the report</li> <li>• Operators compliance to the recommended rules and requirements</li> </ul>
<p><b>10. Key Challenges</b></p> <ul style="list-style-type: none"> <li>◦ Familiarizing himself with the content of all Airworthiness Directives, service bulletins and similar documents in respect of the aircraft (including powerplants) and equipment and monitoring the extent of implementation;</li> <li>◦ Compliance level that needs to be attained by operators</li> <li>◦ Checking that all relevant work carried out, and authorizing release for test flight of aircraft and avionics installation, ensuring that the resulting reports are satisfactory and in accordance with the CAA requirements;</li> <li>◦ Adherence to and responding promptly where necessary</li> </ul>	<p><b>11. Selection Criteria</b></p> <p><b>11.1 PQR (Position Qualification Requirement):</b> Education: Engineering License An appropriate National Diploma for Technicians or equivalent qualification; OR Registration as Engineering Technician under the PLUS An Aircraft Maintenance Engineer License endorsed as follows: Category A and C (Airframe and Engine) or Category X (Aviation and Machine Instruments, Equipment, Electrical equipment)</p>	

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<p>to all orders/notices/circulars issued by the Director of Civil Aviation</p> <ul style="list-style-type: none"> <li>o Retaining of safety level with operators in line with Civil Aviation Rules and requirements given that in most cases is the responsibility of operators</li> <li>o Training funding to acquire new skills and knowledge in this specific area given that aviation is an ever changing industry, especially with airworthiness inspector</li> </ul>	<p>Experience: 8 years' experience in Aviation Maintenance</p> <p>Job Training: A completed apprentices</p> <p>Prerequisite: nil</p> <p>11.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none"> <li>1. Knowledge             <ul style="list-style-type: none"> <li>o Civil Aviation Rules</li> <li>o Computer literate</li> <li>o Aircraft Maintenance Procedures</li> </ul> </li> <li>2. Skills:             <ul style="list-style-type: none"> <li>o Proficiency in English language</li> <li>o Teamwork ability</li> <li>o Engineering/Maintenance knowledge</li> </ul> </li> <li>3. Attributes             <ul style="list-style-type: none"> <li>o Efficient</li> <li>o Effective</li> <li>o Innovative</li> <li>o Creative</li> <li>o Approachable</li> <li>o Cooperative</li> <li>o Fair</li> <li>o Hardworking and dedicated</li> </ul> </li> </ol>
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- f. Presentable
- g. hardworking and dedicated
- h. sharing
- i. interested in meeting people

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