

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

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| 1. Ministry: MICTTD | | |
| 2. Position Title: Assistant Flight Service Officer | 3. Salary Level: L13-12 | 4. Division: Airport Services |
| 5. Reports To: Manager Air Traffic Services | 6. Direct Reports: Deputy Director of Civil Aviation | |
| 7. Primary Objective of the Position: To provide an effective and efficient radio communication provided to aircraft and airport vehicles as well as initiating appropriate action in situation when safe operations of aircraft is threatened or during emergency. | | |

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| 8. Position Overview | | |
| 9. Financial: Nil | 10 Legal: ATS SOP, Civil Aviation Act 2004, Civil Aviation Rules 2005, NCS | |
| 11. Internal Stakeholder: Manager Air Traffic Services Chief Fire Officer Deputy Director of Civil Aviation Director of Civil Aviation Without referral to Manager: <ul style="list-style-type: none"> • Give clearance³ for landing • Provide actual information to Pilot in command upon requested | 12. External Stakeholder: ???? Immigration Medical Team Police To be referred to Managers/Supervisors: <ul style="list-style-type: none"> • Consult Manager ATS for advice and assistance on matters or problems that cannot be solved instantly in accordance with Flight Service communication procedures • Un-operational equipment at the Tower status • Emergency burst out | |
| 13. KEY ACCOUNTABILITIES <i>(Include linkage to KDP, MOP and Divisional Plan)</i> <ul style="list-style-type: none"> ▪ KDP/KPA: ▪ MOP Outcome: ▪ Divisional/Departmental/Unit Plan: | | |
| Key Result Area/Major | Major Activities/Duties | Performance Measures/Outcomes |

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.

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| Approved by: | Date of Issue: |
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| Responsibilities | | |
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| To ensure the safety of lives and properties and to promote the efficient reliable and effective development of air commerce in the country | Take necessary action to inform all concerned in the event of air accident or incident and provide full and complete report circumstances leading to such accidents/ incidents | Punctual shift attendance for early flights as scheduled from airlines |
| | To ensure the efficient operation of technical operation facilities and report such malfunction facilities to Manager Air Traffic Services | Daily logbook of departing aircrafts and landing aircrafts |
| | Confirm and take note of operational status of airport air navigational aids including runway lighting systems and report to Supervisor un-serviceability | Staff evaluation from each year |
| | Maintain of communication with aircraft in Kiribati area of operation jurisdiction as well as other aeronautical ground stations in the South Pacific region | Attendance form signed daily |
| | Dissemination of information in a timely manner as required by pilots and general aviation at large | Daily report from transport officer |
| | Promulgation of aeronautical information essential to the safe operation of aircraft | |
| | Collecting and collapsing information from other aeronautical stations for dissemination to aircraft or ground stations | |
| | Provide airport meteorological conditions or any safety information to aircraft when requested | |
| | To record all aircraft movements (i.e. arrival/ departure) on Bonriki, Cassidy airport and within the Gilbert island group | |
| | Ensure stocks of operation documents are replenished | |
| | To assist Manager ATS when required for other office work | |

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| 14. Key Challenges | 15. Selection Criteria |
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| <ul style="list-style-type: none">• Liable if an accident happens due to dissemination of false information• Working during public holidays, and after working hours• Shouldering extra duties from time to time whenever required• Ability to counteract difficult situations e.g. crash• Always available when recalled for international flights and emergency situation• Fit to attend unusual working hours or conditions | <p>15.1 PQR (Position Qualification Requirement):</p> <ol style="list-style-type: none">1. Form 7 or Diploma in any Aviation field2. Fluent in English (equivalent to ICAO English level 4) <p>Experience: 3-4 years of working experience as a Flight Service Officer</p> <hr/> <p>15.2 Key Attributes (Personal Qualities):</p> <ol style="list-style-type: none">1. Medically and physical fit |

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