

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Information, Communication, Transport & Tourism Development		
2. Position Title: <i>Aviation Security and Facilitation Inspector</i>	3. Salary Level: 9-7	4. Division: CAAK
5. Reports To: <i>Aerodrome Navigation Service Inspector</i>	6. Direct Reports: <i>Director of Civil Aviation</i>	
<p>7. Primary Objective of the Position: To oversee and manage the work programme of the Aviation Security (AVSEC) Annex 17, and Facilitation (FAL) to ensure that Annex 9 oversight responsibilities are conducted in accordance with the International Civil Aviation Organisation (ICAO) Standards and Recommended Practices (SARPs). The position holder will deal with the development of new and amended procedures reflecting amendments made to the SARPs relating to the security of the international air transport system - Annex 17 Security and Annex 9 – Facilitation.</p>		

8. Position Overview	
<p>9. Financial: Salary <i>Leave Grant: \$3, 000</i> <i>KPF Contribution:</i></p>	<p>10 Legal: <i>Civil Aviation Act 2019</i> <i>Annex 9 and 17</i> <i>Rule Part 140, 108</i></p>
<p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> • <i>Airport Kiribati Authority</i> • <i>Air Kiribati Limited</i> • <i>Regulated air cargo agents</i> • <i>Coralsun airways</i> <p>Without referred to Manager:</p> <ul style="list-style-type: none"> • Provide support to the ICAO Assembly, the Council, the Air Transport Committee (ATC) and the Committee on Unlawful Interference (UIC). • Working with government authorities, airports, or airlines in positions of increasing responsibility related to aviation security and facilitation, including at least five years at the international level 	<p>12. External Stakeholders:</p> <ul style="list-style-type: none"> • <i>Air operators</i> • <i>Regulated air cargo agents</i> • <i>Airports</i> <p>To be referred to Manager</p> <ul style="list-style-type: none"> • Educate stakeholders of international regulatory requirements on aviation security and facilitation, and particularly of the Convention on International Civil Aviation, ICAO SARPs relating to aviation security and facilitation (Annexes 17 and 9) and related guidance material. • Identifying key issues in complex situations and to decide or advise on solutions to important problems.

This is 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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<ul style="list-style-type: none"> • Analyse, design, develop and manage the State, airport or airline aviation security and facilitation systems. • Ensure compliance with KCAR, ICAO requirements and CAAK governance systems and policies, including Safety, Environmental, Risk and Compliance • To plan, lead and manage the work of aviation security team in a consistent manner for compliance purposes 	<ul style="list-style-type: none"> • To conduct representative functions before governments and international organizations, enquiring a high degree of negotiating skill and the development of interpersonal relationships. • Ensure harmonious working relationships in a multinational environment. • To provide guidance on the ICAO Universal Security Audit Programmequestionnaire • To develop the national manuals required under the Aviation Security Annex 17 and Facilitation Annex 9.
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13. KEY ACCOUNTABILITIES *(Include linkage to KV20, MOP and Divisional Plan)*

- *KDP/KPA;*
- *MOP Outcome.*
- *Divisional/Departmental/Unit Plan.*

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
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<ul style="list-style-type: none">❖ Ensure compliance to ICAO SARPs❖ Educating stakeholders of Security and Facilitation standards❖ Provide support to the CAAK system❖ Provide guidance to subordinate support within the aviation security division❖ Provide advice to the Director on aviation security and facilitation issues	<ul style="list-style-type: none">❖ Ensure the development and updating of guidance material; to assist States to implement the requirements of the Convention on International Civil Aviation and the provisions of Annexes 9 and 17 and to highlight the complementarities of Annexes 9 and 17, on specific subjects such as new and emerging threats,❖ Provide support to the Government, stakeholders and the AVSEC and FAL committees.❖ Oversee the planning, preparation and delivery of Annex 9- and Annex 17-related seminars and workshops, in coordination with other ICAO Sections dealing with aviation security, as necessary, and provide technical support to the planning, development and delivery of training courses related to aviation security and facilitation.	<ul style="list-style-type: none">❖ Working relationship with all CAAK is outstanding and effective❖ Productive and effective in all activities in achieving organisational objectives❖ Growth, learning and enabling the team by sharing the knowledge and using the right skills❖ Aviation security and facilitation programmes are implemented according to plan.
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	<ul style="list-style-type: none"> ❖ Compile analyse and report on acts of unlawful interference and ensure the maintenance of databases on aviation security incidents, research, and development. ❖ Represent Kiribati (CAAK) in international, national, and regional meetings, conferences, symposia, etc., related to aviation security and facilitation. ❖ Liaise with ICAO Regional Offices (APAC) and ICAO Bureaus/Sections, as necessary, on issues related to the development and maintenance of relevant SARPs and related guidance material. ❖ Keep abreast of developments and trends relating to aviation security and facilitation by studying relevant periodicals, reports and manuals. ❖ Perform other related duties, as assigned. 	<p>Aviation security issues are dealt with in a systematic way</p>
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14. Key Challenges	15. Selection Criteria
<ul style="list-style-type: none"> ❖ Funding to support full compliance ❖ Ability to keep up to date with technology changes ❖ Level of commitment from stakeholders ❖ Ability to meet ICAO SARPs requirements ❖ Ability to make decisions in such a short period of time. ❖ Strict adherence to detail and thoroughness ❖ Fast growth in technology creating more problems in counteracting security threat ❖ Lack of resources 	<p>A. PQR (Position Qualification Requirement)</p> <p>i) Degree in Aviation Management with 3 years' experience in aviation field</p> <p>ii) Diploma in Aviation Management or related Field with 5 years working experience in middle management in the aviation industry.</p> <p>iii) Degree in any field with at least 10 years working experience in aviation with good knowledge and understanding in aviation security</p> <p>Experience: 1, Experience in the development of manuals and documents related to aviation security and/or</p>

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| | <ol style="list-style-type: none">2. Experience as an aviation security auditor or national inspector.3. Experience in the provision of assistance and support related to aviation security and/or facilitation, to State authorities, airports, airlines, etc. |
| | <p>Professional experience and knowledge: Extensive experience (12 years or more) working with government authorities, airports or airlines in positions of increasing responsibility related to aviation security and facilitation, including at least five years at the international level.</p> |
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