GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: MICT		
2. Position Title: Deputy Director of Airport	**3. Salary Level:** L6-5	**4. Division:** Airport Services Division
5. Reports To: Secretary	**6. Direct Reports:** CEO for Airport Kiribati Authority	

7. **Primary Objective of the Position:**
   1. Lead and manage a safe and efficient development, operation and maintenance of the Kiribati International and Domestic Airports and related facilities including Fire & Rescue Services, as well as develop base on practice corporate activities such as Finance, Commercial and Legal Compliance.
   2. Be responsible for maintaining full operational readiness for emergencies ensuring the efficient and effective provision of aeronautical services to passengers, airlines and aviation logistics clients in a safe, secure, and customer oriented setting, in line with the Airport strategy, regulatory and quality standard requirements.
   3. Be commercially responsible in managing and growing all aeronautical and non-aeronautical revenues streams through progressively identifying, designing and implementing business development initiatives and opportunities in line with the Airport strategy and plans.
   4. Corporate wise keep the high standard of quality to maintain a well-trained organization in the highest quality standards. Maintain an optimal relation with shareholders and stakeholders and develop a pristine airport image among the public view locally and internationally

8. Position Overview	
9. Financial: $782,547.00 (Budget)	**10 Legal:** Part 139, Part 140, Part 174, Annex 14, Annex 17, Civil Act 2004
11. Internal Stakeholder: Airport Managers, ATS Manager, Chief Fire Officer, Mechanics, Electricians, Administrators, HoDs such as Commercial, Finance, HR	**12**.External **Stakeholder:** Airlines, Tenants, Concessionaries, Kiribati Civil Aviation Authority, Immigration, Customs, Ministries, Airport Association IATA,, ICAO Among others.

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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13. Without referral to Manager: • Provides supervision, direction and technical advice to airport staff • Plans, supervises and monitors the work of subordinates, evaluates job performance and complete performance appraisals • Implements Airport policies and procedures • Develops and delivers training for airport personnel on regulatory compliance with Government Policies, Regional and International laws an procedures • Seek funding and other revenue sources to boost and maintain commercial standing of the Authority • Ensure that all divisional managers are able to achieve their objectives • Provide management and operational oversight to AKA operational divisions • To provide updates to the CEO in all operational matters	**14. To be referred to Managers/Supervisors:** - Budgets - Develops and delivers training for Airport personnel on regulatory compliance with Government, Regional, and internationally laws and procedures - Coordinate emergency activities and implements emergency plans, acts as liaison with Federal and state agencies during emergency operations - Training acquisition and proposals to upgrade technical performance of Aiport Staff as part of Capacity Building.

15. KEY ACCOUNTABILITIES*(Include linkage to KDP, MOP and Divisional Plan)*

- ***KDP/KPA:***
- ***MOP Outcome:***
- ***Divisional/Departmental/Unit Plan:***

Key Result Area/Major Responsibilities	Major Activities/Duties	Performance Measures/Outcomes
Strategic Management of Airport Services	- Have overall responsibility for the safe and efficient development, operation and maintenance of the airport and related facilities - Manage conformance of airport activities with the requirements of the GOK and related agreements govern the airports - Maintain a positive relationship with the government entities, consistent with the interest of the airports while fostering a relationship of	Strategic Airport Services and Management

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	mutual respect with the government and any other officials - Cultivate effective and positive working relationships with employees, partners, officials, labor unions and other stakeholders - Provide strong leadership of the Airport organization and its staff with approximately number of employees, consultants and contractors - Establish a cost-effective working attitude within the allocated budget and strive to increase workforce productivity and economic return per passengers (OPEX/PAX) - Develop the operational business plans, KPIs and milestones in line with the Airport Strategy ensuring departmental annual plans are in line with the divisional business plan - Oversee all expenditures within the division and ensure that all divisional procurement decisions are taken in line with the Airport Finance and Procurement policies and processes	
Airport Operation Plan Implementation	- Develop the operational business plans, KPIs and milestones in line with the Airport Strategy, ensuring departmental annual plans are in line with the divisional business plan - Oversee all expenditures within the division and ensure that all divisional procurement decisions are taken in line with the Airport Finance and procurement policies and processes - Monitor the financial performance of the division against the approved budge, ensure accurate and timely reporting on variances to the Finance	All identified activities have project proposals submitted

	Division and formulate corrective measures and plans to optimize financial performance of the division - Works to add value to the Ministry by increasing key performances indicators such as spent per passenger in the non-aeronautical income and by growth of EBITDA margin and ROCE - Achieve positive net cash flow, stay compliant with financial covenants and follow CAPEX plan in accordance with budget and deliverables list (obligations)	
Implementation of airport policies and procedures	- Oversee the development and approval of business cases for all divisional projects and present them to Secretary for approval - Lead the business and services relationship with airlines, aeronautical customers and airport stakeholders, and managing relationships with international airports and trade organizations on behalf of the Airports. - Develop plans and programs for revenue enhancement and cost efficiencies - Manage the preparation of the annual budget and implementation consistent with Ministry's approval - Implement effective public relations activities through local and international media sources - Promote the airport to airlines, tour operators and the travel industry provide leadership and professional guidance to the islands coordinated air route development programs and projects - Manage relationship with MICT and Kiribati Civil aviation authority to ensure that its members are adequately informed of airports activities and that	Reduction of findings during audit

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	approvals are in place as required for specific projects and programs - Manage the development and update of short term, mid-term and long term air traffic forecasts - Negotiate new collective labor agreement (CLA) with the labor union (if it was the case) - Articulate, develop and update the operational division's strategy in compliance with the airport strategy leading its execution in line with the airport short, medium and long term goals and objectives. - Ensure that all operational activities are conducted in a safe, secure, efficient and customer oriented fashion in line with their strategy, regulatory and quality standard requirements.	
Leadership responsibilities supporting the airport director	- Ensure the overall business and operation strategy is communicated and understood by all operators employees and all employees generally (for the operations strategy) - Oversee the recruitment and development of an experienced and qualified workforce in the corporate and operations divisions. - Oversee appropriate workflow management between direct reports through appropriate delegation of work - Set individual objectives of directs reports and periodically evaluate their performance in a fair transparent and objectives manner in accordance with the airports policies and employee objectives as well as the performance management procedures, and oversee setting of appropriate individual objectives as well as the performance evaluation of employees in the division	

	- Develop the manpower needs of the airport in coordination with airport managers and properly plan the optimal allocation and effective use of its resources - Follow up on the implementation of action plans and operational programs and the divisions main objective, prioritizing the achievement of the airports goals and provide guidance and instruction to subordinates on appropriate solutions to the difficult problems that may hinder the proper of implementation - Ensure a proper partnership is established within and among departments of the operations division through implementing well-integrated systems and communication channels to better serve the business needs of our client - Instill a culture focused on continuous improvement and positive change orientation, exercised through interactions with management team and encouraged through the design and delivery of change programs and initiatives including coaching and mentoring and on the job training. - Ensure that all HR policies and processes are applied according to HR regulations.	
16. Key Challenges		**17. Selection Criteria**

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- This position is quite demanding and the incumbent must have the stamina to work long hours and may be required to attend night meetings after regular working hours and be willing to work an irregular schedule, which may include weekends, holidays, evenings and / or varying hours.
- This is a technical position and requires someone possessing thorough knowledge of the methods and practices employed in directing and supervising service task personnel and operations for effective and efficient output to achieve compliance with all airport requirements to attain highest level of safety and security for operations
- The post is occasionally required to liaise with, Regional international and local CAA Agencies such as ICAO, Airports, airline operators and others for coordination on required information relating to airport safety and security issues.
- Compliance to safety and security is one crucial requirement for this position, hence there is a need for the position holder to learn and read all related documents, regulations and procedures for effective and efficient performance.

Personal Qualifications Requirement (PQR):
Degree in Business, Management or a related field with 3 years of experience at senior management level. OR Degree in Aviation Management with 3 years relevant work experience in any aviation field.

Key Attributes (Personal Qualities):

- 1. Knowledge: should have a practical hands on personality, possess unquestioned integrity/ethics, possess entrepreneurial spirit, outstanding negotiation and presentation skills, possess strong business acumen along with the background and skills necessary to direct and insure the financial integrity of the enterprise
- 2. Skills: Leadership skills, competent in Microsoft Word, Microsoft Excel, email and internet facilities, project management skills, people management skills
- 3. Attributes: Ability to lead, motivate and supervise staff, Be a critical thinker with problem solving skills and a high level of Emotional intelligence, possess multicultural orientation and experience.

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