

	Company Name የኢትዮጵያ ሲቪል አቪዬሽን ባለሥልጣን Ethiopian Civil Aviation Authority	Document No. ECAA-ANR-AC-028	
Document title <i>Guidance for the development of procedures for recruitment and retention of qualified and experienced ATS staff.</i>		Issue No. 1	Page No. Page 1 of 4

The Air Navigation Regulation Directorate has issued this guidance material to be used by ANSP to prepare procedure manuals and other working documents for implementation of ICAO SARPS and National Regulations.

It is important to note that this guidance material improve the safety of air navigation services within Ethiopian air space .

The Director General of Ethiopian Civil Aviation Authority has here by approved this guidance material on September 18,2017 to be used as a guidance to air navigation services provider..

Approved by



Date September, 2017 **Wosseniyeh Huneznaw (Col.)**
Director General





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Ethiopian Civil Aviation Authority

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Guidance for the development of procedures for recruitment and retention of qualified and experienced ATS staff.

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1. PURPOSE

- 1.1 *This guidance provides instruction for the development and review of procedures for recruitment and retention of qualified and experienced ATS staff.*

2. REFERENCE

- 2.1 *Manual of air traffic services*
2.2 *ICAO Doc 9426*
2.3 *ICAO Doc 9426 - Part IV ,Section 1,C2*

3 Back ground

3.1 *The need for the ANSP to have this procedure in place to*

- *Maintain appropriate and adequate staff on the provision of air traffic services.*
- *Facilitate the provisions of air traffic services within the FIR.*
- *Improve safety, efficiency, cost-effectiveness, and environmental sustainability of an ATM system.*
- *Improve information distribution and co-ordination with the ATC system.*
- *Maintain appropriate and adequate staff on the provision of air traffic services.*

4. General

- 4.1 *Manpower planning is essential to ensure sufficient trained staff available to meet the need of qualified and trained staff in ATS.*
- 4.2 *Employees who meet the requirements which set by the ECAA from the general public and qualified for and exercised the military air traffic controlling qualification who are meet the following requirements.*
- 4.3 *Air traffic services provider should follow the following selection method for requirement.*
- 4.3.1 *Announce the vacancy through multi media to invite qualified employees to compete.*
- 4.3.2 *The candidate must fulfill the minimum requirement.*
- 4.3.3 *an Ethiopian citizen.*
- 4.3.4 *Be able to read, write, listen and speak English and*



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4.3.5 *understood over radios, intercoms and similar Communications equipment.*

4.4 *Selection methods should follow*

4.4.1 *Interviewing Questions*

- *Stress tolerance*
- *Ability to co-operate*
- *Ability to take own initiative*
- *Professional motivation*

4.4.2 *written examination*

- *The written aptitude tests are designed to show ability in the following aspects which are considered important for air traffic controllers:*
 - ✓ *Flexibility and inventiveness*
 - ✓ *Logical ability*
 - ✓ *Ability of spatial notion and*
 - ✓ *Observation of details*

4.4.3 *medical examination*

- *A medical examination is made after the psychological aptitude tests. Only those applicants who have already been selected for employment, plus several reserve applicants, are examined.*
- *The medical requirements in Annex 1, Chapter 6 are followed without exception.*

4.5 *Because of the special nature of the ATS, persons selected for ATS are required to attend considerable training before they are the type are qualified. Type of training to be attend;*

4.5.1 *Theoretical training*

4.5.2 *Practical (simulator) training*

4.5.3 *Examination after Theoretical & Practical training and*

4.5.4 *On job training*

4.6 *Air traffic services provider should establish retention mechanisms such as.*



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- 4.6.1 *Career progression*
- 4.6.2 *Providing unique salary scale*
- 4.6.3 *Providing annual increment*
- 4.6.4 *Giving recognition for best achievers*
- 4.6.5 *Providing essential training*
- 4.6.6 *attractive working environment and*
- 4.6.7 *provide proper day off*