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Document title Guidance to develop Job descriptions for AIS technical staff		Issue No. 1	Page No. Page 1 of 4

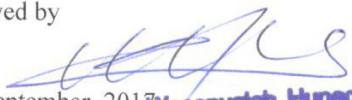
The Air Navigation Regulation Directorate has issued this guidance material to be used by ANSP to prepare procedure manuals and other working documents for implementation of ICAO SARPS and National Regulations.

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



Wossenyeteh Hunegnaw (Col.)
Director General





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1. Purpose

This Advisory Circular (AC) is to guide AIS service providers in developing job descriptions for technical staff providing AIS Services

2. Background

It is important to ensure that job descriptions for the technical staff are aligned to the overall objectives, functions and activities of AIS

3. Applicability

This AC is applicable to Aeronautical Information Service Providers in Ethiopian.

4. Reference

- Part 13 – Aeronautical Information Services (AIS)
- ICAO Doc. 8126 – AIS Manual
- Part 13 (ECARAS)

5. Acronyms

AC - Advisory Circular

ANS - Air Navigation Service

AIS - Aeronautical Information Services

ANSP - Air Navigation Service Provider

ECAA - Ethiopian Civil Aviation Authority

ECARAS - Ethiopian Civil Aviation Rules and Regulations

DG - Director General

eTOD - Electronic Terrain and Obstacle Data

AFS - Aeronautical Fixed Services

AMHS - ATS Message Handling System

AIRAC - Aeronautical Information Regulation and Control



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6. Guidance and Procedures

6.1. General

6.2 Aeronautical information shall be provided for the safety, regularity and efficiency of air navigation. This is achieved by supplying users with aeronautical information necessary for the performance of their respective functions. The authority shall determine the type of aeronautical services which will be provided to meet the needs of air navigation.

6.3 The operations manual for service providers prescribes standards for aeronautical information services provided for air navigation.

7. Functions and Activities of AIS.

7.1 The following functions of personnel are covered by this circular.

- In order to meet the objectives of aeronautical information services, the ANSP shall establish and implement a properly organized system comprising procedures, processes and resources necessary for the timely provision of aeronautical information. The ANSP shall in this regard establish one or more aerodrome and /or other aeronautical information service offices which shall be adequate for the provision of aeronautical information services for air navigation.
- The designated ANSP shall develop job descriptions for technical staff providing Aeronautical Information Services in order to ensure that their functions and services are aligned to the requirements of part 13 and the AIS Provider's Operations Manual.

8. Job Descriptions of AIS Staff

8.1 As a general guide, the duties and responsibilities of Aeronautical Information Services staff should include the following:

- Provision of aeronautical information service at operational positions in order to ensure the flow of information/data necessary for the safety, regularity and efficiency of air navigation;
- Management of AIS Personnel and budgetary requirements;
- To maintain close coordination with the users of aeronautical information services;
- Administration and management of AIS operations with the Flight Information Region and to ensure that it operates in accordance with the applicable Civil Aviation



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Rules , Operation Manual, Civil Aviation Circulars and other relevant local procedures;

- To ensure processing and provision of flight plan information/data to facilitate safe and expeditious flow of Air Traffic operations ;
- To ensure pre-flight Information and Bulletins for scheduled and non-scheduled flights are prepared and submitted on time;
- Preparations and implementation of training programs for AIS Personnel including on-job-training ;
- Evaluate staff performance and identify training needs;
- Conversant with the standard format, codes and abbreviations for NOTAM
- Conduct OJT for AIS Personnel Verification and authorization of aeronautical data from various sources before publication, distribution and storage in data base;
- Publication of Integrated Aeronautical Information products;
- To ensure continued improvement of all aspects of quality management system;
- To ensure adherence to the AIRAC System;
- To ensure implementation of WGS-84 and eTOD ;
- To ensure procedures for international telecommunication services are maintained for use in AFS/AMHS