



Company Name

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ETHIOPIAN CIVIL AVIATION AUTHORITY

Document No

ECAA/PEL/OF/027

Document Title

Job Description for the Personnel Licensing Staff

Issue No

1


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PERSONNEL LICENSING INSPECTOR RESPONSIBILITIES

ITEM	JOB DESCRIPTIONS
1	Maintain Standards, recommended practices and procedures relating to the licensing of flight crew, aircraft maintenance technician, air traffic controllers, flight operations officers and other specialties. Ensure that those Standards recommended practices and procedures are in compliance with ICAO and, where appropriate compatible with foreign licensing practices
2	Have promulgated in Civil Aviation Regulations, Civil Aviation Orders and Civil Airworthiness Requirements the approved licensing standards as amended from time to time and ensure that guidance material is published in Aviation Information Circulars.
3	Ensure that approved standards are being complied with and sound practices and procedures are being applied by regular inspections.
4	Enforcement of Civil Aviation Regulations, Civil Aviation Orders and Civil Airworthiness Requirements relating to the licensing and maintenance of competency of flight crew, aircraft maintenance technician, air traffic controllers, flight operations officers and other specialties, and the recommending of action to suspend, cancel or amend licenses when appropriate.
5	Maintain standardization and co-ordination between the other ECAA divisions by regular meetings.
6	Regularly advise the Director of Aviation Regulation of the state of work and significant events and developments within the Personnel Licensing Office.
7	Prepare examination question papers for license, rating, certificate and authorization examinations and mark the candidates' answer papers
8	Establish and maintain an efficient clerical system for the preparation and grant of licenses, approvals and certificates to successful candidates.
9	Produce and arrange for the publication of pamphlets and information circulars for the guidance of applicants for licenses and ratings.
10	Maintain a statistical review to determine the effectiveness of the license, rating, certificate and authorization examinations.
11	Evaluate the technical knowledge content of foreign license and rating qualifications
12	Assess the extent of the technical knowledge examinations to be taken by applicants for the validation of foreign licenses and ratings
13	Assess the applications for the issuance, validation, conversion or revalidation of the license and, ratings, certificates and authorizations as applicable
14	Coordinate with the administrative support officer on matters of clerical and material support and day-to-day activity of licensing.
15	Ensure the security of the examination papers at all times.
16	Ensure that all regulatory material and PEL documents are kept amended to date.
17	Supervise the work of the administrative support officer.
18	Handle routine correspondence in respect to requests for PEL documents, study guidance material, Job aids, and schedule of the examination, forms and applicable fees.
19	Hold and control all furniture and equipment inventories for offices occupied by PEL personnel.
20	Promulgate examination schedules, dates, times and location of examination.
21	Respond, as appropriate, to enquiries concerning personnel licensing requirements.
22	Introduce revisions/amendment in the PEL manual or other document related to PEL activities.
23	Ensure availability of application forms for license, rating and examination.
24	Elaborate the PEL annual activities report.
25	Maintain up-to-date records of all licensed personnel.
26	Evaluate a license application for completeness and accuracy
27	Determine if an applicant is eligible for the license sought.
28	Administer, grade and document the results of knowledge tests.
29	Determination of differences between ICAO Annex 1 and CV CAR Part 1.

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ADMINISTRATIVE SUPPORT OFFICER RESPONSIBILITIES

ITEM	JOB DESCRIPTIONS
1	Verify the documents attached to the application
2	Co-ordinating and actioning the routine clerical work required by the PEL inspector
3	Process all license and rating applications and prepare the material for the required task
4	Type and print out the license and forward it for signature
5	Deliver the license to the applicant or his legal representative
6	Registry and up to date the personnel data base
7	Provide general administrative assistance to PEL inspector
8	Copy the documents

APPROVED AND

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