

Director General Eastern Caribbean Civil Aviation Authority (ECCAA)

About the Eastern Caribbean Civil Aviation Authority

The Eastern Caribbean Civil Aviation Authority (ECCAA) evolved from the Directorate of Civil Aviation - Eastern Caribbean States, which may be considered as one of the oldest, if not the oldest institutions in the Eastern Caribbean region. From inception, the Directorate was seen as a vehicle for facilitating a collective and uniform approach to Civil Aviation matters affecting the then Windward and Leeward Islands, which now comprise the Organisation of Eastern Caribbean States (OECS) Group. [Read More...](#)

JOB SUMMARY

Guided by the Board of Directors, the Director General of the Eastern Caribbean Civil Aviation Authority (ECCAA) is accountable for advancing the vision and mission of the Authority. The incumbent will contribute to the development and implementation of a strategic plan to optimise aviation development in the Member States.

The role will drive the efficient implementation and compliance of the provisions of the Civil Aviation Act 2004, Civil Aviation Agreement and Civil Aviation Regulations (CARs) whilst ensuring adherence to relevant International Civil Aviation Organisation (ICAO) Standards and Recommended Practice (SARPS).

The Director General will be responsible for the development and leadership of a high performing team responsible for building a “world class” brand.

KEY DUTIES

- Lead the efficient implementation of the strategic priorities including regulation and oversight of civil aviation safety and security in ECCAA Member States.
- Provide leadership to meet the objectives, goals and values of the ECCAA including strengthening its ability to deliver on its mandate as stipulated in the Civil Aviation Act 2004.
- Conduct the work of the ECCAA as directed by the Board ensuring a safe, secure and effective civil aviation environment that conforms to the ICAO SARPs, Conventions, Civil Aviation Agreements, Memorandums of Understanding which the ECCAA is signatory to.
- Develop operational plans including policy and process to drive the successful implementation of the strategic plan.
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- Review and develop organisation structure to ensure cohesion and integration for efficient functioning of the Authority.
- Establish and manage objectives, goals and performance measures for the Directorate/Divisions/Units under your leadership.
- Build and maintain a high-performance culture through meaningful performance management, effective communication and coaching.
- Establish an appropriate financial reporting and management information system to communicate clearly and regularly to the ECCAA Board.
- Lead the planning, implementation and management of ECCAA financial activities including business planning, budgeting, forecasting and negotiation.
- Cultivate strategic partnerships and relationships to create long term value for ECCAA and the Member States which it serves.
- Institute relevant systems and procedures for efficient functioning and effective monitoring and control of ECCAA.
- Develop and implement continuous improvement of the measures to ensure safe, regular and efficient aviation services within Member States.
- Manage the activities of the ECCAA as mandated by the Civil Aviation Act 2004 ensuring safe and secure operations and standards for all airports and air navigation facilities in accordance with ICAO SARPs.
- Provide technical support to facilitate the availability and reliability of air navigation and surveillance systems to OECS Member States and UK OTARs.
- Efficiently manage civil aviation systems through the granting of Civil Aviation documents in line with the requirement of the Civil Aviation Act 2004.
- Ensure operational safety and security inspections and audits of flight safety, aviation security, communications and air navigation services are carried out ensuring compliance with regulations, standards and operations specifications.
- Direct investigations and recommend correction action into aircraft accidents or incidents occurring in or over the Member States or in relation to an OECS registered aircraft.
- Manage Licensing and Certification of personnel who perform duties related to civil aviation.
- Establish commercial air service standards and administer the certification of air transport, aerial work, and flight training units.
- Manage the certification of airports and airport services including the registration of aircraft across Member States ensuring internal regulations are maintained.
- Keep abreast of emerging technologies and international aviation practices and procedures to introduce appropriate changes to policy and legislation.
- Provide technical and specialised civil aviation services to Member States for the purpose of advancing civil aviation in the Eastern Caribbean.
- Ensure the upgrading of the inspection monitoring system and update flight operations procedures in accordance with international benchmarks.
- Develop and maintain meaningful relationships with the Member States, partners, financial institutions, suppliers and other stakeholders in order to drive the work of the ECCAA.
- Provide policy and technical advice to the Member States on matters concerning Civil Aviation.

- Undertakes other related duties as directed by the Board of Directors – ECCAA

QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in engineering, civil aviation management, business management, law or related field.
- Civil Aviation license such as ATC, AME or ATPL from a recognized institution.
- Subject Matter expert with at least 10 years technical experience in the aviation industry in a senior position (air traffic controller, aircraft engineer, pilot, civil aviation security auditor or inspector).
- At least 10 years proven experience in a strategic leadership position with a minimum of 5 of these years in a Civil Aviation Authority.
- Proven experience in Aviation Management.
- Knowledge and experience in transformational leadership or change management.
- Ability to challenge and influence at all levels.
- Excellent customer service skills.
- Excellent negotiation skills.
- Excellent analytical, critical thinking and problem-solving skills.
- Positive and pragmatic approach to achieving results.
- Excellent written and verbal communication skills across multiple levels.
- Sound judgement and decision-making abilities.
- Computer literate with excellent working knowledge of Microsoft Office Suite.

TERMS OF APPOINTMENT

Job Location

The Eastern Caribbean Civil Aviation Authority (ECCAA), St. John's, Antigua and Barbuda.

Benefits

The position is on a fixed-term basis subject to satisfactory annual reviews. Salary will be commensurate with qualifications and experience and exempt from income taxes. In addition to the basic salary, the post attracts other allowances. The incumbent will be eligible for membership in the Organisation's non-contributory Group Health and Life Insurance Scheme. Reasonable relocation expenses will be reimbursed where applicable.

Deadline for applications: **28 August 2020**

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Only applications under consideration will be acknowledged.