



RWANDA

CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR  
RCAA-AC- AIS 002C

## Job Description for AIS Staff

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### 1.0 Purpose

- 1.1. The purpose of this Advisory Circular is to guide AIS Providers in developing job descriptions for technical staff providing AIS Services.
- 1.2. It is important to ensure that job descriptions for the technical staff are aligned to the overall objectives, functions and activities of AIS described in the Rwanda Civil Aviation Technical Standards- Aeronautical Information Service.

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## **2.0 References**

- 2.1** Regulation 25.065 (a) (4) of the Civil Aviation (Aeronautical Information Services) Regulations;
- 2.2** ICAO DOC. 8126 – AIS Manual.
- 2.3** ICAO DOC. 10066 – PANS-AIM

## **3.0 Introduction**

- 3.1** 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 aeronautical services which will be provided to meet the needs of air navigation.
- 3.2** Regulation 25.065 (a) (4) of the Civil Aviation (Aeronautical Information Service) Regulation, requires an applicant of aeronautical information service certificate to provide a Manual of operations contains the duties and responsibilities of technical staff.

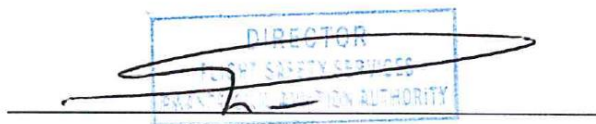
## **4.0 Functions and Activities of AIS**

- 4.1.** In order to meet the objectives of aeronautical information services, the AISP shall establish and implement a properly organized system comprising procedures, processes and resources necessary for the timely provision of aeronautical information. The AISP 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.
- 4.2.** The designated AISP shall develop job descriptions for technical staff providing aeronautical information services in order to ensure that their functions and activities are aligned to the requirements of the regulations.

## **5.0 Job descriptions of AIS/Map staff**

As a general guide, the duties and responsibilities of Aeronautical Information services staff should include the following;

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- a) 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;
  - b) To maintain close coordination with the users of aeronautical information services;
  - c) Administration and management of AIS operations within the Flight Information Region and to ensure that AIS Aerodrome unit operates in accordance with the applicable Civil Aviation Regulations, Rwanda Civil Aviation Technical Standards , Civil Aviation Circulars and other relevant local procedures;
  - d) To ensure processing and provision of flight plan information/data and crew briefing to facilitate safe and expeditious flow of Air traffic and Search and Rescue operations
  - e) To ensure Pre-flight Information Bulletins for scheduled and non-scheduled flights are prepared and submitted on time.
  - f) Preparation and implementation of training programmes for AIS personnel including on-job-training;
  - g) Evaluate staff performance and identify training needs;
  - h) Conduct OJT for AIS personnel;
  - i) Verification and authorization of aeronautical data from various sources before publication, distribution and storage in data base.
  - j) Publication of Aeronautical Information Products;
  - k) To ensure continued improvement of all aspects of quality management system;
  - l) To ensure adherence to the AIRAC System.
  - m) To ensure implementation of WGS 84 and eTOD;
  - n) To publish aeronautical charts;
  - o) To ensure procedures for international telecommunication services are maintained for use in AFS/AMHS



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