



RWANDA

CIVIL AVIATION AUTHORITY

**ADVISORY CIRCULAR
RCAA-AC- ATS 002**

DETERMINATION OF ATS STAFF JOB DESCRIPTIONS

1.0 Purpose

- 1.1.** Under regulation 110(a) (3) (4) of Civil aviation (Air Traffic Services) Air Traffic Service Provider is required to include in their respective manuals of ANS operations, personnel requirements and their responsibilities.

The purpose of this Advisory Circular is to guide ATS providers in developing job descriptions for air traffic services staff that are aligned to the overall objectives, functions and activities of air traffic services.

2.0 References

- 2.1 Part 22 of Civil Aviation regulations
- 2.2 Rwanda Civil Aviation Technical Standards
- 2.2 ICAO Doc 9426 – ATS Planning Manual
- 2.3 ICAO Doc 4444- Air Traffic Management

3.0 Introduction

Air Traffic Services organizations are established in order to satisfactorily accomplish the objectives and functions of air traffic services. ATS providers have the responsibility for the overall policy, planning, personnel and management of air traffic services including defining job functions and assigning duties to ATS staff in accordance with the requirements of civil aviation regulations and manual of

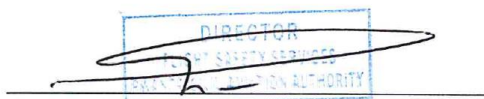
4.0 Functions and Activities of ATS

ATS providers are responsible for promoting and supervising the development of civil aviation within Rwanda while fostering safety, achieving efficient use of navigable airspaces and developing and operating satisfactory air traffic service systems. To ensure organized and efficient use of the airspace, ATS providers shall develop procedures for the employment of air traffic controllers and develop and implement training programmes. Besides determining the number of qualified personnel required to operate an ATS unit, ATS providers shall develop job descriptions for each air traffic control position in order to ensure that the functions and activities of ATS are aligned to the requirements of the regulations and the Manual of Standards - ATS.

5.0 Job descriptions of ATS staff

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

- a) Development and administration of ATS policies, plans and procedures;
- b) Management of ATS personnel and budgetary requirements;
- c) Coordination of ATS operations within the flight information (FIR) and with neighbouring FIRs as well as other agencies;
- d) Administration and management of ATS operations within the Flight Information Region and at aerodromes to ensure that all ATS units operate in accordance with the applicable Civil Aviation Regulations, Manual of standards – ATS, Civil Aviation Circulars and other relevant local procedures;
- e) Supervising and conducting training to ensure achievement of required skills and competencies of ATS personnel;
- f) Acting as focal point for the development, administration and maintenance of an effective safety management system to meet the requirements of the State Safety Programme;
- g) Preparation and implementation of training programmes for ATS personnel including on-job-training;
- h) Supervision and provision of air traffic control service at operational positions in order to prevent collision between aircraft and to expedite and maintain orderly flow of air traffic.
- i) Provision of flight information and alerting services; and
- j) Monitoring of air traffic movement to minimize delays and maximize safety

A handwritten signature in black ink is written over a blue rectangular official stamp. The stamp contains the text "DIRECTOR", "FLIGHT SAFETY SERVICES", and "RWANDA CIVIL AVIATION AUTHORITY".

Director Flight Safety Services
Rwanda Civil Aviation Authority