



Vacancy Notice

Applications are invited from suitably qualified Nationals of the Banjul Accord Group (BAG) Members States (Cape Verde, Gambia, Ghana, Guinea, Liberia, Nigeria, and Sierra Leone) to fill the position for which job descriptions have been provided below:

Position Information	
Post Title	Technical Support and Training Director
Post No.	BAGASOO Post 03-2023
Level	E-5
Duty Station	Abuja, Nigeria
Posting Period	16 th to 30 th April 2024
Reporting Date	1 st June 2024
Duration	3 years Fixed Term (with possible extension for another term)
Eligibility	Qualified Nationals of the Banjul Accord Group (BAG) Members States (Cape Verde, Gambia, Ghana, Guinea, Liberia, Nigeria, and Sierra Leone)

Duties and Responsibilities
<ol style="list-style-type: none"> 1. Develop the qualification and experience criteria for the selection and recruitment of the technical staff for the approval of the Executive Director; 2. Assign and distribute duties to the technical staff and conducting overall supervision of their work-related activities; 3. Assist the Executive Director with the technical activities of BAGASOO as well as any other related activities within Member States; 4. Liaise with regional and international aviation-related organizations on technical issues of mutual interest aimed at enhancing the safety of aircraft operations; 5. Ensure the quality of the work of the technical staff through the provision of training, guidance and briefings, as required; 6. Ensure the quality of the technical products of the organization and the harmonization of its documentation; 7. Analyse the technical reports produced by the technical staff before their submission to the

Executive Director;

8. Implement the technical recommendations of the Technical Committee as approved/ accepted by the Executive Director and/or the Board of Directors;
9. Assist in the planning, development and implementation of the organizations work plan and activities related to the conduct of safety oversight supervision and inspections;
10. Provide guidance to and assisting, as necessary, technical staff in the conduct of their specific duties within Member States;
11. Represent the BAGASOO at international and regional seminars, workshops, conferences, symposia, etc.;
12. Provide guidance to the technical coordinators on the development of training materials related to technical aspects, and participating in the conduct of the technical staff training courses, seminars and workshops;
13. Follow up on the implementation of recommendations forwarded to Member States with respect to BAGASOO activities;
14. Assist the Executive Director in the planning and execution, as necessary, of all additional activities of the organization, such as the:
 - a. of safety oversight-related documentation (guidance material) for the use of Member States; and
 - b. development, publication and maintenance of manuals and handbooks required for the management and administration of the technical programme of the organization;
15. Plan organize, and conduct safety oversight-related seminars, workshops and training courses;
16. Prepare and coordinate the preparation of safety oversight seminars, workshops and training material and ensuring the timely submission of seminar and training material by other officers;
17. Plan and coordinate activities related to the development and updating of technical training manuals and guidance material;
18. Ensure that material required for seminars, workshops and training courses is up to date and readily available;
19. Coordinate the development of guidance material for BAGASOO staff and the technical staff of Member States; integrate the guidance material produced by the BAGASOO Secretariat, consultants or other external organizations;
20. Plan, organize and coordinate all activities related to technical committee regulatory, safety and training.
21. Perform other duties as may be assigned from time to time by the Executive Director.

Qualifications and Experience Requirements

The Technical Support and Training Director may be filled by any person that have minimum qualification and experience requirements stipulated for the positions of Technical Coordinators (flight operations, airworthiness, aerodromes and air navigation services).

In addition, the Technical Support and Training Director shall have the following qualifications and experience:

1. Advanced university degree in Business Administration or management with experience (at least 3 years) in training, curriculum development and needs analysis in aviation related field (preferably airworthiness, or flight operations or aerodromes)
2. Knowledge of training development software including web-based software
3. Knowledge of performance and skills management
4. Sound knowledge of management principles and practices
5. Excellent presentation/facilitation, organizational, analytical, interpersonal and written/oral communication, research and consulting skills

Competencies

1. Judgment and Decision-making: The person is to play a key role in identifying issues quickly, gather relevant information, consider positive and negative impacts and make tough decisions when necessary.
2. Communication: The ability to convey oral communication clearly and concisely; listening to understand, and asking questions to verify understanding.
3. Teamwork: Ability to work with colleagues to achieve the project goals and maintain harmonious working relationships in a multinational environment.
4. Leadership: The person is in a role where serving as a role-model, translating vision to results, developing strategies; gaining support and driving for improvement are valued.
5. Client Orientation: Ability to establish and maintain partnerships with external collaborators, to work and advocate effectively in a consensus-based system and to successfully manage and resolve conflict.
6. Commitment to continuous learning: Willingness to keep abreast of new developments in professional field.
7. Technological awareness: Ability to use contemporary office automation equipment, software, databases.
8. Vision: The person is in a role where the ability to understand and communicate strategic issues is valued.
9. Building Trust: The person is in a role where he or she is expected to build an environment of trust through transparent management, placing confidence in others, giving credit to

others, following through on agreed upon actions and confidentiality.

10. Accountability: The willingness and ability to accept responsibility for oneself and one's responsibilities; taking ownership for actions and outcomes.

11. Managing Performance: The person is in a role which is expected to manage the performance of others through delegation, clarification of responsibilities, accurate allocation of resources, monitoring and giving feedback on performance, and fair appraisal.

Languages

Essential

Fluent reading, writing and speaking abilities in English Language.

Desirable

A working knowledge of French or Portuguese is desirable.

Conditions of Employment

Salary and other remuneration attached to this position are under the BAGASOO condition of service. Further details will be communicated to shortlisted applicants.

How to apply

Prospective applicants should send their applications, job fit questionnaire and attach their recent CV and credentials to: vacancies@bagasoo.org.

E-Mail Subject shall be Technical Support and Training Director.

Deadline for ALL submissions is 30th April 2024. Applications received after the closing date will not be considered.