



VACANCY ANNOUNCEMENT

Job Opportunity

The Civil Aviation Safety Authority's (CASA) primary function is to conduct the safety and security regulation of civil air operations in PNG. CASA performs the following regulatory functions:

- develop, establish and promulgate safety and security standards
- monitor adhere to safety and security standards
- conduct comprehensive aviation industry surveillance
- issue, suspend and revoke aviation documents
- promote safety and security in the civil aviation system by providing safety and security information through education programs

To promote the highest level of aviation safety and security in PNG, CASA seeks to recruit qualified, experienced and skilled personnel to immediately fill the vacancies below.

1. Manager Legal Services

The Manager Legal Services has the overall responsibility for the efficient provision of legal support services to the Office of the Director through the office of the General Counsel & Board Secretary. The Manager Legal Services has overall accountability for the daily legal, strategic and corporate advice, direction and planning to ensure all the regulatory and statutory responsibilities of the Authority is met and achieved through the Divisional Business and Operational Plans. The incumbent must maintain neutrality and confidentiality at all times and provide legal advice based on the application of law.

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Degree in Law and admitted to the Bar;
- Hold a current Legal Practising Certificate;
- Minimum of Five (5) years relevant management experience in a similar role or higher preferably in a Corporate or regulatory environment;
- Relevant Court Room experience;
- Knowledge of the government systems and the aviation industry;
- Ability to listen, adapt, persuade and transform;
- Ability to make new and useful ideas work;
- Ability to improve performance standards and drive innovation and change within a team context;
- Solution oriented with the ability to execute and get things done to the standards expected within the highly regulated aviation industry.

2. Legal Officer (x2)

Reporting to the Manager Legal Services, the Legal Officer must act at all times in the best interest of the Authority, to be honest and courteous in all dealings in the course of legal practice, deliver legal services, competently, diligently and as promptly, avoid any compromise to their integrity and professional independence and to comply with Rules and the law.

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Degree in Law and admitted to the Bar;
- Hold a current Legal Practising Certificate;
- Five (5) years practicing experience preferably in a Corporate or Regulatory environment;
- Relevant Court Room experience;
- Knowledge of the Government System;
- Knowledge of the Aviation Industry;
- An understanding of the Civil Aviation Act 2000 (as amended) and Civil Aviation Rules, including Advisory Circulars;
- An understanding of the correct implementation of practices and procedures in enforcement actions;
- Proficient communication skills including both written and oral.

3. Flight Crew Licensing Inspector

Reporting to Manager Personnel Licensing Branch, the Flight Crew Licensing Inspector must act at all times in the best interest of the Authority, to be honest and courteous in all dealings in the course of duty and must perform competently, diligently and as promptly, avoid any compromise to his/her personal integrity and professional independence whilst complying with all rules and regulations as per the Civil Aviation Act (as amended).

The successful candidate must also be able to assume responsibility and accountability for regulatory standards and oversight of regulated civil aviation stakeholders with Flight Crew Licensing responsibilities.

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Hold a valid perpetual CASA PNG Commercial or Airline Transport Pilot Licence
- Hold a valid Foreign ICAO States Commercial or Airline Transport Pilot Licence
- Possess more than 5 years flying experience or minimum of 1500 flying hours
- Have experience in safety management systems, human factors and accident/incidents investigation
- Preferred competencies assessment and/or training experience, qualifications and knowledge
- An understanding of the requirements for safe air transport operations, including large and/or complex organizations
- Highly motivated and ability to work with minimal supervision and the flexibility to handle change and prioritize work
- Core Microsoft OFFICE Suite and email user
- Skilled in written and oral communication
- An understanding of the correct implementation of practices and procedures in the achievement of enforcement of the Civil Aviation Rules.

4. Licensing Officer

Reporting to the Manager Personnel Licensing and working in a multi-disciplinary team, the Licensing Officer will assume responsibility and accountability for regulatory standards and oversight of regulated civil aviation stakeholders with Licensing Officer responsibilities.

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Possess a Diploma qualification in Business or holder of relevant aviation documents;
- Possess a minimum of 3 years' relevant work experience;
- Have experience in safety management systems, human factors and accident/incidents investigation;
- Preferred competencies assessment and/or training experience, qualifications and knowledge;
- An understanding of the requirements for safe air transport operations, including large and/or complex organizations;
- Highly motivated and ability to work with minimal supervision and the flexibility to handle change and priority work;
- Core Microsoft OFFICE Suite and email user;
- Skilled in written and oral expression;
- Understanding of relevant Civil Aviation Rules and regulations.

5. Flight Operations Inspector – Fixed Wing (x2)

Reporting to the Senior Flight Operations Inspector, the primary responsibility of the Flight Operations Inspector – Fixed Wing is to monitor the compliance of PNG AOC holders, private operators and sport aviation with the requirements of the Civil Aviation Act, Civil Aviation Rules and the Operator's Exposition and recommend enforcement action when non-compliance and/or non-conformance is detected

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Hold a valid perpetual CASA PNG Commercial or Airline Transport Pilot Licence
- Hold a current Airline transport pilot license (ATPL) and Commercial Pilot License (CPL) with Command Instrument Rating;
- Extensive operational experience with a minimum of 5,000 hours as pilot in command;
- At least five (5) years of experience in command of modern multi-engine aircraft under the Instrument Flight Rules;
- A demonstrated sound knowledge of the Civil Aviation Act, the Civil Aviation Rules and the ICAO SARPs;
- A demonstrated ability to write sound quality technical reports;
- A demonstrated ability to exercise initiative using logical methodology and reasoning to resolve problems;
- Proficient in oral and written communication;
- Demonstrated sound skills in interpersonal relations;
- A demonstrated sound standard of computer literacy; and
- Able to work efficiently as both an individual and as a team member.

6. Airworthiness Inspector (Avionics) Fixed Wing

Working in a multi-disciplinary team, the incumbent will assume responsibility and accountability for regulatory standards and oversight of regulated civil aviation stakeholders with aviation airworthiness responsibilities. This position may require international and domestic travel.

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Holder or previous holder of a PNG Aircraft Maintenance Engineer's Avionics (B2) License or an equivalent foreign ICAO Annex I Aircraft Maintenance Engineer's Avionics (B2) License for a period of at least 5 years.
- Have relevant knowledge, background and appropriate experience related to aircraft continuing airworthiness management including:
 - 1) Aircraft maintenance program development, approval and control, including applicable reliability programs; or
 - 2) Taking appropriate actions with MCAI; or
 - 3) Correction or deferment of defects; or
 - 4) Coordination of scheduled maintenance, the application of MCAI, the replacement of life-limited parts and the inspection of components; or
 - 5) Management of continuous airworthiness records; or
 - 6) Airworthiness requirements of relevant parts of operations specifications;
 - 7) Knowledge of Quality Systems.
- Have experience in the actual performance of maintenance, repair and modification of aircraft, engines and aircraft systems or components and certifying maintenance release and release to service;
- Have good writing and communication skills; and
- Have good interpersonal skills to conduct meetings and audits in a fair and professional manner; and
- Have good work ethics, be responsible and accountable.

7. Aerodromes Inspector (Ground Ops)

AGA is responsible for the establishment of aerodrome related pieces of legislations in the Civil Aviation Act, Civil Aviation Regulation - Aerodromes Certification and Operation 2022, Civil Aviation Rule Parts 139 and 157, and Advisory Circulars 139 and 157 series. And the implementation of these established requirements through regulatory oversight of on aerodrome participants in the civil aviation system by controlling entry into the civil aviation system, conducting surveillance through audits and inspections and enforcements through investigations.

Reporting to the Senior Aerodromes Inspector, the primary responsibility of the Aerodromes Inspector (Certification) is to conduct audits, inspections, surveillance and investigations on regulated civil aviation stakeholder(s) with Aerodrome and Ground Aids service responsibilities under CA Rule Parts 139 and 157.

The candidate we seek to appoint must possess the following **mandatory** requirements.

- Bachelor's degree in engineering or appropriate technical tertiary qualification(s) acceptable to CASA;
- Have a minimum of 10 years of general experience in an aerodrome environment.
- Have a minimum of 5 years' specific experience related to airport operations;
- Sound knowledge of project management;
- Knowledge of safety management and quality management system in airport operations;

- Understanding of PNG Civil Aviation Act 2000, Civil Aviation Regulations and Civil Aviation Rules (especially Parts 12, 100, 107, 139, and 157), and Advisory Circulars; and
- Understanding of ICAO Annex 14, 19 and related ICAO Documents.

8. Aviation Security Inspector

Working in a multi-disciplinary team, the role of the Aviation Security Inspector is to assume responsibility and accountability for regulatory standards and oversight of regulated civil aviation stakeholders with aviation security responsibilities.

This position is a **security sensitive** position. The incumbent may perform, or be available to perform, security sensitive aviation activities, including being exposed to classified threat information.

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Appropriate tertiary qualification(s) acceptable to CASA;
- Background check (including criminal history, when legally permissible) and clearance for access to sensitive information;
- Sound knowledge of Aviation Security Rule Parts;
- Sufficient writing and speaking skills;
- Interpersonal skills, such as; integrity, diplomacy, adaptability and transparency;
- Appropriate physical attributes, such as adequate eyesight, hearing, etc.
- Good knowledge of air transport operations such as airline and cargo operations from a security perspective.
- An understanding of the international Civil Aviation framework, including; Chicago Convention, Annex 17, security related aspects of Annex 9 and ICAO Aviation Security Manual (DOC 8973);
- An understanding of PNG legislative framework, including; Civil Aviation Act 2000 (as amended) and Civil Aviation Rules, including Advisory Circulars;
- Good working knowledge of practices and procedures in the implementation of aviation security measures;
- An understanding of the application of risk management methodologies in both planning and response processes.

9. Learning & Development Officer

Reporting to Manager Learning & Development, the Learning & Development Officer is responsible for coordinating the evaluation and assessment of all general training for Corporate Support Staff and provide advice to Branch Managers and Manager Learning & Development on relevancy of these trainings consistent with CASA Training Policies, Annual Training plans and Budget.

Key requirement for this position is an appropriate Tertiary qualification in Education, Training Design, Management or business with knowledge of Gender Equality, Disability and Social Inclusion (GEDSI) policies and practices. Knowledge of a wide variety of training methods including, face to face, and E-Learning with minimum of 5 years of work experience in a similar or related role.

The candidate we seek to appoint must possess the following **mandatory** requirements:

- Tertiary qualification in Education, Training Design, Management or business with a knowledge of GEDSI policies and practices;
- Ability to identify and assess future and current training needs through job analysis, career pathway planning, annual performance appraisals and consultation with line managers;
- Knowledge of a wide variety of training methods including face to face learning, blended and E-Learning;
- Can demonstrate a high level of interpersonal, negotiation and communication skills with the ability to interact with staff at all levels, government and NGOs, legal practitioners and other stakeholders;
- A critical thinker with a demonstrated organizational, project management and administrative skills including the ability to prioritize tasks and meet deadlines;
- Experienced in managing training budgets;
- Strong problem solving skills.

“The Civil Aviation Safety Authority of Papua New Guinea is an equal opportunity employer and encourages both men and women to apply”.

Email all applications including relevant certificates, Police Clearance and recently updated CV to:

Manager, Human Resource
 Civil Aviation Safety Authority of Papua New Guinea
 P.O Box 1941
 Boroko
 National Capital District

Attn: Recruitment Officer on email address: recruitment@casapng.gov.pg

Deadline for submission of applications is **22nd August 2025**.

Please note that only Short Listed candidates will be contacted for an interview. If you do not hear from us within 2 weeks from the closing date of application, then you may consider your application unsuccessful.

Authorized by:

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Benedict Igo Oraka
 CEO & Director of Civil Aviation

