



**THE UNITED REPUBLIC OF TANZANIA  
MINISTRY OF TRANSPORT  
TANZANIA CIVIL AVIATION AUTHORITY**



**17<sup>th</sup> July 2024**

***TRAINING OPPORTUNITY***

**1.1 BACKGROUND**

Tanzania Civil Aviation Authority (TCAA) is a government body established pursuant to the Civil Aviation Authority Act 2003 Cap 80 (R.E 2006) which mandate it to provide regulatory oversight of aviation industry in the country by ensuring effective implementation of Standards and Recommended Practices (SARPs) as provided in Civil Aviation Regulations, air navigation services and aviation trainings provided through its train arm- the Civil Aviation Training Centre (CATC).

The Authority seeks to recruit twenty-eight (28) qualified Tanzanian Citizens in the areas of Air Traffic Management Officers (14) and Aeronautical Information Management Officers (14) with a condition that, they attend the pre- employment training in Air Traffic Control Aerodrome and Aeronautical Information Management Courses respectively at the CATC and pass all relevant examinations. The trainings are triggered into phases including Classroom theories, Simulations, Field attachment and On the Job training.

**2.0 TRAINING REQUIREMENTS**

**2.1 AIR TRAFFIC CONTROL AERODROME COURSE**

**2.1.1 Qualifications Required for Applicants**

- (i) Holders of B.Sc. Degree Majoring in Air Traffic Management, Physics, Mathematics, Geographical Information System, Geomatics, Statistics or any other related fields;
- (ii) GPA 3.0 and above.
- (iii) Passes at Secondary Education level in English and Geography at grade C or above;
- (iv) Passed Physics and Mathematics at Advanced Certificate of Secondary Education;
- (v) Must have a good command of written and spoken English;

- (vi) Must be computer literate;
- (vii) Must be between the age of 21 and 30 years by the closing date of this application; and
- (viii) Must be Tanzanian Citizens (attach copies of National ID and Birth-certificate).

### **2.1.2 Duties and Responsibilities of Air Traffic Management Officers**

These will be the duties and responsibilities of qualified candidates who have completed the full programme of training and being enrolled at TCAA:

- (i) To plan, execute and monitor the control of aircraft movement for the purpose of preventing collision through use of air traffic control clearances and instructions to arriving and departing aircraft within aerodrome traffic zone;
- (ii) To provide information for safe, orderly, and economic conduct of flights outside controlled airspace;
- (iii) To alert emergency services, assist aircraft under emergency and determine course of action regarding the aircraft in emergency situations.
- (iv) To notify military or state organs in respect to aircraft being subjected to unlawful interference, bomb scares, or any possibility of civil aircraft interception;
- (v) To coordinate and communicate effectively with other air traffic control units within the flight information region and with adjacent flight information regions where necessary;
- (vi) To transmit metrological conditions to pilots and other agencies;
- (vii) To record information regarding a condition or incident that warrants a written record; and
- (viii) To perform any other related duties as may be assigned by immediate supervisor.

## **2.2 AERONAUTICAL INFORMATION MANAGEMENT COURSE REQUIREMENTS**

### **2.2.1 Qualifications Required for Applicants**

- (i) Holders of B.Sc. Degree Majoring in Information Technology, Computer science, Geo-informatics, Geographical Information System, Geomatics or any other related fields from a recognized Institution;
- (ii) GPA 3.0 and above;
- (iii) Must be computer literate;

- (iv) Passed Physics and Mathematics at Advanced Certificate of Secondary Education;
- (v) Must have a good command of written and spoken English;
- (vi) Must be between the age of 21 and 30 years by the closing date of this application. and
- (vii) Must be Tanzanian Citizens (attach copies of National Id and Birth-certificate)

### **2.2.2 Duties and Responsibilities of Aeronautical Information Officer:**

These will be the duties and responsibilities of qualified candidates who have completed the full programme of training and being enrolled at TCAA:

- (i) To assist in accepting, processing and disseminating Flight Plans to all Air Traffic Management units designated Authorities, Search and Rescue units, including those along aircraft flight routes to destination, and alternate aerodromes according to ICAO Flight plan format;
- (ii) To assist in providing face to face briefing and/or facilitate self-briefing to the Aircrew on all information from aerodrome of departure to destination and alternate;
- (iii) To assist in transmitting over the AFTN/AMHS all accepted flight plans to relevant controlling units /organizations along aircraft flight routes to destination and alternate;
- (iv) To assist in coordinating with Air Traffic Management units for notification on operationally significant information that requires immediate attention by airline operators or airborne traffic;
- (v) To assist in preparing Pre-flight Information Bulletins (PIB) for scheduled and non-scheduled flights; and
- (vi) To perform any other related duties as may be assigned by immediate supervisor.

### **3.0 OTHER REQUIREMENTS**

- ability to concentrate and think logically
- ability to respond quickly in emergency situations
- confidence with technology
- emotional stability
- high level of numeracy or technical knowledge
- error awareness and good interpersonal skills
- conscientiousness and rule adherence

- ability to work in a team

Candidates meeting above qualifications will be invited for interviews, which will comprise of an Aptitude Test, English Proficiency Test followed by Oral interview, Reference check and later medical examination.

#### **4.0 : GENERAL INFORMATION**

##### **4.1 Interview, living expenses and training costs**

- (i) Applicants will be required to meet their own costs for travel, accommodation and other matters in relation to the interview;
- (ii) Successful candidates for Air Traffic Controller Aerodrome Course and for the Aeronautical Information Management Officers will be required to pay tuition fees amounting to TZS.4,500,000/= payable to TCAA in two (2) installments through Control Number to be provided in due course;
- (iii) 50% percent installment will be payable before commencement the classroom.
- (iv) The remaining 50% percent installment will be paid before the final examination, whereby the continuation towards practical training will be subject to finalization of tuition fee payments; and
- (v) Candidates will be required to cover all living expenses and transport during the training including field attachment.

##### **4.2 IMPORTANT ASPECTS TO NOTE**

- (i) Certificates from foreign examination bodies for Ordinary or Advanced level education shall be verified by the National Examination Council of Tanzania (NECTA);
- (ii) Professional certificates from foreign Universities and other training institutions should be verified by the Tanzania Commission for Universities (TCU) and National Council for Technical Education (NACTE);
- (iii) Presentation of forged certificates and other information will necessitate legal action;
- (iv) Application should be written in English;
- (v) Female candidates and candidates from Zanzibar are highly encouraged to apply; and
- (vi) Interested applicants should submit their applications within 2 weeks from the date of this advertisement.

### **4.3 VENUE AND DURATION OF TRAINING**

The course will be conducted at the Civil Aviation Training Centre (CATC), Julius Nyerere International Airport Terminal I.

The duration of the course is one year, staggered in appropriate phases and trainees will be required to pass regular tests and examinations at the end of each phase to continue with the next phase.

### **4.3 EMPLOYMENT**

At the end of the training, the Tanzania Civil Aviation Authority will employ **ALL SUCCESSFUL CANDIDATES** as Air Traffic Management Officers and Aeronautical Information Management Officers.

### **5.0 MODE OF APPLICATION**

All applicants should attach the following documents together with their applications letters:-

- (a) Updated Curriculum Vitae;
- (b) Recent passport size photograph;
- (c) Contact address of candidate including telephone number(s) and email addresses;
- (d) Verification from Tanzania Commission for Universities (TCU) and/or National Council for Technical Education (NACTE) for those who possess professional certificates from foreign Universities and other Training Institutions;
- (e) Names and contact addresses of two referees; and
- (f) Certified copies of certificates.

Please indicate name of the course on top of the envelope. Applications should be directed to the address below or submit physically at TCAA Head Office located at Banana – Ukonga, Dar es Salaam.

**Director General,  
Tanzania Civil Aviation Authority,  
P.O.Box 2819,  
Dar es Salaam.**