

<b>Job Title:</b>	General Manager Flight Operations / DFO	<b>Job Category:</b>	Executive
<b>Directorate:</b>	Flight Operations	<b>Department:</b>	N/A
<b>Location:</b>	BONRIKI TARAWA	<b>Travel Required:</b>	SOME TRAVEL REQUIRED
<b>Level/Salary Range:</b>	An attractive salary based on skills and experience	<b>Position Type:</b>	3 YEAR CONTRACT
<b>Reports to:</b>	Chief Executive Officer	<b>Posting Expires:</b>	N/A

#### Job Description

### POSITION OBJECTIVES

The General Manager Flight Operations is accountable to the Chief Executive Officer in relation to the legal obligations of a Senior person under the AOC and administratively for:

- a) The compliance of Company's Part 121 and Part 125 domestic and international flight operations and supporting ground operations within the conditions and restrictions of the AOC.
- b) The performance of the flying operations of all aircraft types operated by Air Kiribati
- c) The provision of adequate and trained flight crew.
- d) The provision of crew training and competency assessment for all aircraft types
- e) The provision of operational and flight crew standards and procedures for the all aircraft types.
- f) Compliance with the regulatory requirements of the states where operations take place in accordance with their foreign air operator conditions and restrictions.
- g) The management of safety and security of international operations within the context of the overall corporate safety and security plans.
- h) Establishing procedures to ensure flight following service for company aircraft.

### AUTHORITY

The General Manager Flight Operations has the authority to:

- a) Veto any flight crew appointments.
- b) Cease flying operations where safety or security will be compromised.
- c) Cease flying operations where applicable rules will be breached.

### RESPONSIBILITIES

The General Manager Flight Operations is responsible for:

- A. Ensuring that the Company's air operations are conducted in compliance with the CARs and the Company Operations Manual.
- B. Recruiting flight crew;
- C. Working in partnership with the Fleet Captains to ensure training programs are conducted for the flight crew, which includes:
  1. Arranging for the required training, checking and certification of flight crew.
  2. Maintaining a simulator program.

- 3. Managing the operational matters of the training and standards provider contract and simulator provider contract.
- D. Maintaining a suite of current operations manuals and other manuals appropriate for flight crew
- E. In partnership with Fleet Captains, maintaining the Flight Administration Manual that covers the general administration of all flight crew and any generic operational performance matters.
- F. Managing in partnership with Fleet Captains the simulator provider contract.
- G. Coordinating with engineering department and/or contractors on matters that affect flying operations.
- H. Coordinating with cabin crew administration on matters that affect flying operations.
- I. Coordinating with ground services administration on matters that affect flying operations.
- J. Supervising and controlling all international flights, operational control and associated activities.
- K. Responding to audit findings by:
  - 1. Identifying root causes.
  - 2. Developing corrective actions as necessary to address the findings.
  - 3. Evaluating the effectiveness of the corrective actions.
- L. Maintaining competence through continued education and training.
- M. Continuing to satisfy mandatory CAAK technical competency requirements.

**COMPETENCIES AND EXPERIENCE**

As a minimum the General Manager Flight Operations must have:

- 1. An Airline Transport Pilot License.
- 2. 3 years as Pilot in Command of a Part 121 operation
- 3. 3 years managerial experience in an operational control position.

B. In addition the Manager Flight Operations should have:

- a. A good understanding of the training requirements appropriate to the operations within his accountability.
- b. A good understanding of the Rules requirements appropriate to the operations within his accountability.
- c. A good understanding of the supporting ground operations appropriate to the operations within his accountability.

**PERMANENT AND TEMPORARY DELEGATION**

General Manager Flight Operations is a senior person position. In his absence the senior person delegations revert to the CEO. Administrative responsibilities are allocated as necessary when the General Manager Flight Operations is not available. Advice to relevant parts of the organisation is normally achieved via email.

I have read and understood the contents of this document and commit to carrying out the duties associated with this position in accordance with this document and company policy and procedures.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

In the presence of:

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By:	CHIEF EXECUTIVE OFFICER	Date:	1 <sup>st</sup> March 2019
Approved By:	CEO	Date:	1 <sup>st</sup> March 2019
Last Updated By:	1 <sup>st</sup> March 2019	Date/Time:	N/A