

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

1.1 **Position Title:** Asst. Aeronautical Information Service Officer.

1.2 **Position level:** P5

1.3 **Major Group:** Transport and Aviation Services Group

1.4 **Sub Group:** Aviation Communication & Navigation Services

1.5 **Job Code No.:** 19.810.09

1.6 **Job Location** (*Complete as appropriate*) Department of Civil Aviation  
Paro Airport

**Ministry:-** Ministry of Communications. **Department:-** Civil Aviation

**Division:-** Section:- Aeronautical Information Services. **Unit :-**

1.7 **Title of the first level Supervisor:** Head/Deputy Head of Division.

2. **DUTIES AND RESPONSIBILITIES:** *Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.*

**Purpose:-** The purpose of the AIS Officer is to maintain the operational timing from sunrise to sunset and to ensure that the information passed by the agencies are authentic for the safety, regularity and efficiency to the international civil aviation standards.

<b>Duties and Responsibilities</b>	<b>% of Time</b>
<p><b>Field</b></p> <ul style="list-style-type: none"> <li>• Accumulate raw data from the reliable sources and airline agencies for</li> </ul>	100%

<p>dissemination of information</p> <ul style="list-style-type: none"> <li>• Carry out all printing and distribution works</li> <li>• Write NOTAM , SNOWTAM and TRIGGER NOTAM,</li> <li>• Coding and Decoding in-coming and out-going NOTAM</li> <li>• Disseminate the NOTAM,SNOWTAM and TRIGGER NOTAM via Aeronautical Fixed Telecommunication Network (AFTN)</li> <li>• Obtain information to meet the need for pre-flight information service and in-flight information service</li> <li>• Monitor the validity of incoming and out going NOTAM</li> <li>• Maintain Check list of Incoming and out going NOTAM</li> <li>• Distribute checklist of supplements and AIP circular periodically</li> <li>• Exchange and maintain record/checklist of other AIP and it's amendments</li> <li>• Disseminate Flight plan and Repetitive Flight plan.</li> <li>• Amend National and International AIP as and when require and maintain records.</li> <li>• Obtain En-route Weather ADC clearance from destination aerodrome via AFTN</li> </ul>	
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**3. KNOWLEDGE & SKILLS REQUIRMENTS:** *Minimum requirement for performance of work describe:*

3.1 **Education:** *Level of knowledge, Education and/or skills. If University Degree is required, indicate appropriate field of study and level of degree.*

Bachelors

**3.2 Training:**

**3.3 Length and type of practical experience required:** Entry

**3.4 Knowledge of language(s) and other specialized requirements:**

English with Radio/Telephony phraseology and practical knowledge oriented

**4. COMPLEXITY OF WORK:** *Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work.*

The work involves a careful review of the all incoming NOTAM are checked for accuracy since it is possible for figures group to be transposed or accidentally corrupted during transmission. As such, when NOTAM is received relating to say, a runway at foreign airfield, a check should be made against AIP of the Provider State to ensure that the NOTAM consistent with published information before it is promulgated.

**5. SCOPE OF EFFECT OF WORK:** *Describe the purpose, breath of work performance, and the effect the work has on the work of others or the functions of the organization*

The primary purpose of the work is to provide the information necessary for the safety, regularity and efficiency of international air navigation. This is achieved by coordinating with the international and adjacent agencies in order to keep the information of other state up to date for the safety, regularity and efficiency of air navigation flight. Such information includes the availability of air navigation facilities, and services and the procedures associated with them.

**6. INSTRUCTION AND GUIDELINES AVILIABLE:**

**6.1 Instruction:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated.*

Duties and responsibilities of each level are categorized and divided in accordance with the ICAO Annex 15,14, and the reference document Doc.7192.

**6.2 Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

Relevant articles in the International Civil Aviation Convention Annex 15,14 and Manuals Document Doc.8697, 7192. and relevant documents must be used to achieve compliance with ICAO mandates .

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Chief of AIS Officer/ Dy.Chief AIS officer/Sr. AIS officer AIS Officer and Asstt. AIS officer within the organization, the respective officer must maintain close co-ordination with the Technical Services, (such as ATS, MET, COM, Fire services,) the international NOTAM Office, Airline agencies, Cartographic section, Survey Department, Plant and Quarantine and airline operators. This will involve discussion on the operational and maintenance of National AIP.

On international level, close liaison must be maintained with International Civil Aviation Organization (ICAO) headquarter on the recent changes in minimum standard and recommended practices (SARPs) and plan at national level for achieving the compliance

8. **SUPERVISION OVER OTHERS:** *Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and classification and number of subordinates.*

No. of Staff required:- 3 no.s. Required to maintain the operational duty from sunrise to sunset.

The AIS Officer will supervise the conduct and performance to the Assistant AIS Officer with regard to their skills and knowledge.

9. **JOB ENVIROMENT:** *Describe physical exercise required, such as walking standing, lifting objects, etc., and /or any risk or discomforts such as exposure to chemicals, climbing to heights, extreme weather conditions, or other severe discomforts.*

The job involve mainly of office task, such as Screening and checking the accuracy and distribute the information to the users, a careful analysis of traffic emanating from each aerodrome/heliport is important. it dose not involve any significant physical exertion.