

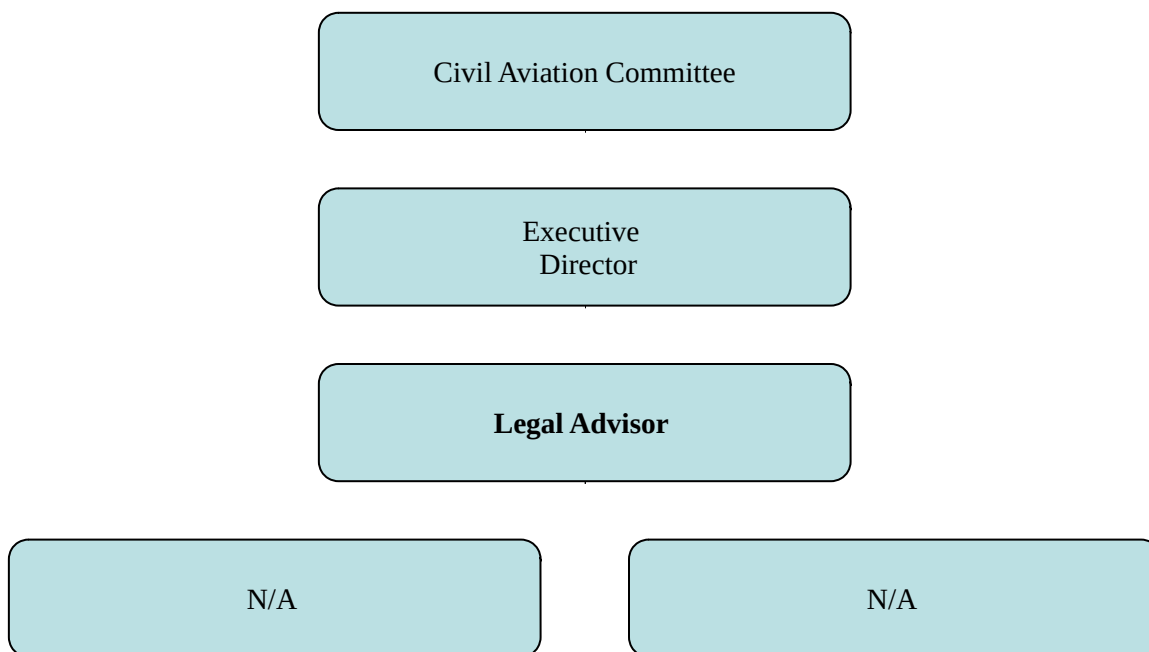
SADC AVIATION SAFETY ORGANISATION
Job Description Template

For Grading Use		
Band	Grade	Sub-Grade

SECTION ONE: JOB OVERVIEW

Job Title	Legal Advisor	Job Number	1
Department		No. of Incumbents	
Name of Analyst		Date of Analysis	

ORGANISATION STRUCTURE (Title only)



MAIN PURPOSE OF THE JOB (brief statement only of why the job exists). *Complete this statement last.*

To ensure that legislative, regulatory and guidance material related to the SASO Charter, is in compliance with international standards and best practices. The job is also responsible for the giving of advice to SASO on all legal matters.

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SECTION TWO: JOB RESPONSIBILITIES

DESCRIPTION OF TASKS/PROCESSES AND OPERATIONS

Describe what incumbent does, how he/she does it. Under each Key Result Area, identify the main activities which lead to the achievement of that Key Result Area. Start every sentence with an active verb. Use only the present tense.

KEY RESULT AREAS AND ACTIVITIES/TASKS

1. LEGAL COMPLIANCE

- 1.1 Assist in the timely development of amendments and changes to the SASO Aviation Safety Document System pertaining to SADC Member States
- 1.2 Ensure the timely production and distribution of SASO legal opinions, reports, documents and time sensitive correspondence
- 1.3 Ensure compliance of the Technical Department in the formulation of civil aviation safety and security regulations for consideration by the Board
- 1.4 Liaise with Partner States Civil Aviation Authorities to ensure compliance with the Chicago Convention
- 1.5 Ensure alignment of regulations and manuals

2. REGULATORY FUNCTION

- 2.1 Interpret Civil Aviation legal requirements for Member States
- 2.2 Assist in the development of a harmonized regulatory regime for the Member States relevant to ICAO SARPs and Documents as amended
- 2.3 Coordinate with Partner States Authorities in charge of civil aviation in formulation of policies, laws and regulations in the area of aviation safety and security

3. ADVISORY FUNCTION

- 3.1 Provide timely legal advice and guidance to the Executive Director
- 3.2 Provide Member States with legal advice regarding civil aviation matters as necessary
- 3.3 Provide statutory advice and guidance on applicable Laws and Rules of Procedure during Board and Technical Committee meetings
- 3.4 Provide legal advice and guidance during negotiations and drafting of Contracts, MoU's, Loan and Grant Agreements
- 3.5 Provide legal advice to the Agency in relation to matters concerning administration and employment, interpretation of labour laws and reconciliation matters.

4. LEGAL SUPPORT

- 4.1 Represent the Agency in courts for all legal matters;
- 4.2 Provide legal support with regard to the interpretation of the applicable Treaty and Protocols
- 4.3 Liaise with Partner States' Authorities and Institutions on legal matters concerning the Agency;

5. LEGAL TRAINING AND AWARENESS

- 5.1 Liaise with relevant sections of the SASO for the development of guidance material
- 5.2 Coordinate seminars and workshops
- 5.3 Provide relevant legal training as may be required

6.5 ANY OTHER DUTIES

- 6.1 Performing any other duties as may be assigned by the Executive Director

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SECTION THREE: JOB DIMENSIONS

ROLE DIMENSIONS

Describe the quantitative data applicable to the job inclusive of budget responsibilities, number of staff, estimated value of business, number of branches, number of customers, etc.

- ❖ Liaises with 15 Member States

KEY DECISIONS MADE

These are the 3-5 major decisions made in the job, normally flowing from agreed department / individual objectives. Start the sentence with "Decides"

- ❖ Decides on when to develop amendments and changes to the SASO Aviation Safety Document System
- ❖ Decides on training content material and training techniques
- ❖ Decides on the scope of legal advice to give
- ❖ Decides on how to handle legal matters before the courts

CONSEQUENCE OF ERROR

(Describe 1 – 5 potential consequences to the organization of inappropriate judgement is exercised by this job)

- ❖ Sub-standard SASO standards
- ❖ Non-compliance of SASO Member States due to unclear or unknown legal regulations

SUPERVISORY CONTROLS

Supervision Received *(what supervision is received, from whom and how often it is received)*

From the Executive Director through reports, meetings and performance management

Supervision Given *(what supervision is given, to whom and how often)*

NIL

SECTION FOUR: JOB REQUIREMENTS

ACADEMIC QUALIFICATIONS

What is the minimum level of formal school education required for this job? (e.g., Ordinary level, Advanced level, University Degree). This may not equate to the standard of education of the present incumbent.

- ❖ Masters of Laws in Air Law from a recognized university

PROFESSIONAL QUALIFICATIONS

What is the minimum level of formal professional qualifications required to do this job? (e.g., a Diploma, Certificate, City and Guilds Apprenticeship qualifications. State length of time required for the qualification).

- ❖ Must possess a Post Graduate Diploma in Legal Practice

EXPERIENCE

What is the minimum length and type of relevant experience required to do this job? (e.g., three year experience in the design and maintenance of certain equipment may be required for a technical position).

- ❖ Shall be an admitted attorney or advocate

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- ❖ 10 years' experience in aviation law of which a substantial part were at senior level at a CAA legal department, or at an airline, or a similar aviation related organization
- ❖ Of which at least 3 years specific experience in the drafting of basic enabling legislation for a CAA
- ❖ Experience in the review of detailed Civil Aviation Regulations
- ❖ Experience in research and articulation of regional best practices in harmonization of national laws in the area of civil aviation safety and security

ESSENTIAL SKILLS OR KNOWLEDGE REQUIRED TO MEET DEMANDS OF THE JOB

Only to be completed if specific additional skills or knowledge are required to meet demands of the job.

- ❖ Knowledge and experience with ICAO SARPs
- ❖ Knowledge of SADC laws, regulations, legal practices and procedures
- ❖ Trainings in air law and regulations is an added advantage
- ❖ Trainings in legal drafting is an added advantage
- ❖ Ability to work and relate with others
- ❖ Report writing skills

LENGTH OF TIME TO FULL JOB EFFECTIVENESS

Once employed in the job, this is the length of time required before a new incumbent is sufficiently competent to meet the demands of the job. (e.g., a Finance Manager may need six months in the job before he/she can carry it out in its entirety).

- ❖ 3 months

Agreed by Incumbent:
PRINT NAME SIGNATURE DATE

Agreed by Executive Director:
PRINT NAME SIGNATURE DATE