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| <b>1. Ministry:</b> Ministry of Information, Communication, Transport & Tourism Development   |  |                                      |
| <b>2. Position Title:</b> Airport Manager   | <b>3. Salary Level:</b> L9-7                         | <b>4. Division:</b> Airport Division |
| <b>5. Reports to:</b> Director of Airport   | <b>6. Direct Reports:</b> Deputy Director of Airport |                                      |
| <b>7. Primary Objective of the Position:</b> To plan direct and coordinate the operations, constructions and maintenance of airport facilities in accordance with government and commission laws, rules regulations and policies. |  |                                      |

| 8. Position Overview  |  |
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| Nil   |  |
| <p>11. Internal Stakeholders:</p> <ul style="list-style-type: none"> <li>• Director</li> <li>• Deputy Director</li> <li>• Airport Managers</li> <li>• Safety and Security manager</li> <li>• Air traffic service manager</li> <li>• Administrators</li> <li>• HOD- such as Commercial, Finance</li> </ul> <p>Without referral to Manager:</p> <ul style="list-style-type: none"> <li>• Operational Management of the Airport Services.</li> <li>• Emergency Situations that needs commanding in the absence of the Director or Deputy Director.</li> <li>• Implementation and Arrangement of Airport Emergency Procedure Programmes.</li> </ul> | <p>12. External Stakeholders:</p> <ul style="list-style-type: none"> <li>• Airlines, Tenants, Concessionaries, Kiribati Civil Aviation Authority, Immigration, Customs, Ministries, Airport Association IATA, ICAO, among others.</li> </ul> <p>To be referred to Manager/Supervisors:</p> <ul style="list-style-type: none"> <li>• Training offered to staffs seeking funding obligations.</li> <li>• Financial Framework of the Airport for identified work plans and operational obligations.</li> <li>• New operational Issues that needs the support of the Director or Deputy Director.</li> </ul> |

*This is position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to perform additional duties as required.*

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| 13. KEY ACCOUNTABILITIES(Include linkage to KDP, MOP and Divisional Plan)   |  |   |
|---|--|---|
| <ul style="list-style-type: none"> <li>▪ <i>KDP/KPA:</i></li> <li>▪ <i>MOP Outcome:</i></li> <li>▪ <i>Divisional/Departmental/Unit Plan:</i></li> </ul> |  |   |
| Key Result Area/Major Responsibilities  | Major Activities/Duties  | Performance Measures/Outcomes   |
| <ul style="list-style-type: none"> <li>• Management of Airport Services</li> </ul>  | <ul style="list-style-type: none"> <li>• Supervises through subordinate, the maintenance, technical and professional staff in carrying out their prescribed functions.</li> <li>• Monitor development of security for the comfort and safety of staff</li> <li>• required for the efficiency of service delivery are available to staff</li> <li>• Ensure airport facilities and equipment is in good working order</li> <li>• Ensure customer complaints and handed and resolved in accurately and timely manner</li> <li>• Manage personnel and operational activities of airport facility.</li> </ul> | <ul style="list-style-type: none"> <li>• Staff morale and customer satisfaction achieved</li> </ul> |
| <ul style="list-style-type: none"> <li>• Human Resource Development and implementation</li> </ul>   | <ul style="list-style-type: none"> <li>• Provide trainings to airport staff in safety and emergency procedures.</li> <li>• Arrange and provide induction trainings to new staff and refreshing trainings to staff and stakeholders in terms of motivation.</li> </ul>  | <ul style="list-style-type: none"> <li>• Ensure work is perform efficiently</li> </ul>              |

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|   | <ul style="list-style-type: none"> <li>Encourage consistency and ensure smooth operation of the airport.</li> <li>Develop and implement safety policies and practices for employees</li> </ul>   |   |
| <ul style="list-style-type: none"> <li>Communication Development</li> </ul>                       | <ul style="list-style-type: none"> <li>Consult with Commissions members, government officials and airline representatives concerning such matter as development of land and facilities as well as operating rules and procedures for various types of aircraft.</li> </ul> | <ul style="list-style-type: none"> <li>Information flow</li> </ul>  |
| <ul style="list-style-type: none"> <li>Preparation of budget and monitors expenditure.</li> </ul> | <ul style="list-style-type: none"> <li>To ensure proper and efficient management of fund.</li> <li>Keep recording on all facilities, equipment, and training accomplished.</li> </ul>  | <ul style="list-style-type: none"> <li>Government fund managed and presented accurately and on schedule</li> <li>Customer queries reduced to minimal level</li> </ul> |

| 10. Key Challenges   | 11. Selection Criteria   |
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| <ul style="list-style-type: none"> <li>Airport Managers more often than not work in clean offices in airport management buildings. While executing the duties of this position, they occasionally work in outside weather situation. The noise level in the work setting is normally quiet in the office and reasonable in the field.</li> <li>Their work commonly runs forty hours, particularly in huge airports. It may obligate night and weekend work.</li> </ul> | <p><b>11.1 PQR (Position Qualification Requirement):</b> Bachelor’s degree in business, management and public administration.<br/> <b>Experience:</b><br/> <b>Job Training:</b><br/> <b>Prerequisite:</b></p> <p><b>11.2 Key Attributes (Personal Qualities):</b><br/> <b>Knowledge</b></p> <ul style="list-style-type: none"> <li>English Fluently</li> <li>Interpret documents</li> <li>Strong leadership</li> </ul> <p><b>Skills:</b></p> |

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Managers must be accessible around the clock during emergencies.

- Critical thinking
- Time management
- Speaking, writing, listening

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