

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education:

University degree in business administration, aviation administration, applied science or similar programs with training in economics, statistics or business required.

b. Prior Work Experience:

A minimum of 4 years of responsible professional work experience on the aerospace industry or civil aviation regulatory authority with emphasis in public relations, commercial development, management, or one of the technical disciplines associated with aviation safety, security, regulations and standards, or airport and air traffic control systems management required.

c. Post Entry Training:

On-the-job training will be conducted to learn the FAA organization and management system. Other courses will be provided through a variety of sources or at the FAA Center for Management and Executive Leadership as required.

d. Language Proficiency: List both English and host country language(s) by level and specialization:

Level 4 (Fluent) in both written and spoken English and Portuguese and Level II (Limited Knowledge) in written and spoken Spanish required.

e. Knowledge:

Extensive knowledge of the various civil aviation authority organizations and functions throughout the South American region and the industry they regulate; current trends and issues impacting aviation safety and the development of commercial civil aviation.

f. Skills and Abilities

Ability to develop and maintain high level contacts with senior aviation officials from industry and government in the South American region; to conduct in-depth research & analysis and a detailed record of the civil aviation authorities, national, regional and international organizations; and to write well. User's ability to operate Microsoft Suite.

16. POSITION ELEMENTS

a. Supervision Received:

Supervision from the FAA senior representative.

b. Available Guidelines:

FAA Regional and National Goals and Objectives.

c. Exercise of Judgment:

Broad exercise of judgment in handling inquiries from senior aviation officials and the public; in conducting research and analysis, and in the reporting of information to other FAA and USG offices; and in the designing and coordination of country work program activities. During the absence of the FAA senior representative, the incumbent can organize, schedule and otherwise commit the FAA senior representative to activities and meetings as he/she deems appropriate. The incumbent has the authority to represent the FAA senior representative at meetings when he/she is not available.

d. Authority to Make Commitments:

Commitments approved by the Senior FA Representative and/or Director. However, the incumbent has the authority to provide foreign and US civil aviation officials from government and/or industry information, publications, reports, briefs, and other information of a technical nature without coordination with the FAA senior representative.

e. Nature, Level and Purpose of Contacts:

Very high level senior contacts for the purpose of communicating US aviation policy and to gather information used by the Director in making decisions of FAA technical assistance and other direct support to foreign civil aviation authorities.

f. Supervision Exercised:

None

g. Time Required to Perform Full Range of Duties after Entry into the Position:

6 to 12 months

14. MAJOR DUTIES AND RESPONSIBILITIES

30 % OF TIME

- a. Conducts research and analysis on each of the countries assigned to the FAA senior representative for Central America, Mexico and Northern South America to determine the organizational structures and functions of the air transportation system including the departments of transportation, civil aviation authorities, government airport corporations, government and private corporations providing aviation safety and air traffic control services; authorities responsible for aircraft accident investigation; national financial plans impacting upon the development and economic growth of various air transportation system; international and regional aviation organizations; trends and changes of the various civil aviation authorities and national organizations responsible for civil aviation development and Political environment in which they operate; and assess the overall impact on future air safety, security and economics of the countries and/or region.
- b. Evaluates information received through newspapers, magazines, trip reports, industry representative meetings, seminars, conferences, symposiums, and other sources of written and oral communications to determine the accuracy, value and impact upon FAA plans and programs, and the US aerospace industry.
- c. Identifies specific country and regional issues of interest to the FAA and the US aerospace industry, and initiates research projects resulting in recommendations to the FAA senior representative and/or Director as to what actions FAA should take to protect USG and US industry interests.
- d. Maintains aviation statistics on the health and development of the foreign airlines, airport operations and air traffic activities, aerospace business developments in manufacturing and aircraft repair industries, aerospace business developments in manufacturing and aircraft repair industries and other related data.
- e. Monitors the activities of international civil aviation organizations (ICAO, IATA, OAA, IFALAPA, ASSCARS, etc.) and prepares reports for dissemination to FAA technical offices throughout the region, and to FAA headquarters.
- f. Provides administrative support to the FAA Senior Representative and conducts special projects on specific issues as directed.

2. Program Management

30%

- a. Coordinates the development of regional goals and objectives annually for presentation to the Director and various field offices throughout the region.
- b. Monitors the development of country specific work by the FAA senior representative, providing planning assistance and information used to shape the regional program plan. Reviews the country work program to ensure national and regional goals and objectives have been fully integrated.
- c. Assists the FAA senior representative in the development and distribution of trip reports. Prepares briefing papers and/or presentations to be given to the Director identifying significant information, issues, changes and activities in each country. Develops a database for the purpose of tracking "Action Items" and documenting "Information Items" generated by the FAA senior representative in the course of conducting his regional work program. This information will be used to document activities of the office in furtherance of the FAA mission. Tracks the "Action Items" generated locally and identified in each trip report to ensure items are completed or resolved satisfactorily. Determines trends and advises the FAA senior representative and/or the Director when additional actions should be taken or further dissemination of the information is required.
- d. Develops and maintains a database that can be released in support of US Aviation Industry. Essential information on this database should include names, titles and points of contacts for US Government Offices as well as CAA and Airport contacts. Additionally, the development and maintenance of biographical data for significant individuals in government and industry would be an integral part of this database. Data used for the development and update of the database will come from a number of sources such as media, trip reports, personal interviews, personal liaison, and other methods.
- e. Assists the FAA senior representative an/or Director in preparing periodic reports on program accomplishments, including the development of annual "Program Reviews" on the status of program goals, objectives and accomplishments for transmission to FAA Headquarters.

3. International Liaison

30%

- a. Maintains liaison with senior civil aviation officials throughout the region including the Office's of the Directors General of Civil Aviation, senior CAA officials, Directors of Airport Corporations, Managing Directors of government and private corporations, senior foreign service officers of US missions, and officials from the international civil aviation organizations

(ICAO, IATA, OAA, IFALPA, IFATCA, etc.).

b. Coordinates the regional "International Visitor Program" and provides the interface for foreign aviation officials planning to visit the US. Ensures foreign dignitaries are met upon arrival into the US or when visiting regional field offices, and that appropriate appointments have been pre-arranged. Keeps the visitors and FAA Headquarters or field elements informed of changes to the program when necessary.

c. Coordinates training slots and technical assistance visits to the US for foreign aviation officials, and provides the officials with program information and a scheduled activities calendar.

d. Represents the FAA at seminars, conferences, trade shows, and social activities as directed. Makes personal representations when required. Gathers information from other participants and provides information on FAA and the US aviation industry.

e. Handles and responds to inquiries from the industry and other government agencies.

4. Special Events Management

10%

a. Coordinates and manages FAA participation in aviation trade shows. Serves as the principle contact between the FAA and other civil aviation authorities.

b. Negotiates FAA participation in joint seminars and conferences hosted between FAA and other civil aviation authorities.

c. Organizes, coordinates and schedules aviation industry "listening sessions" and other industry meetings for the purpose of FAA providing and gathering industry comments of safety, security, regulatory and economic standards, and general areas of concern to government or industry.