



MINISTRY OF ROADS AND TRANSPORT
STATE DEPARTMENT FOR AVIATION & AEROSPACE DEVELOPMENT
KENYA CIVIL AVIATION AUTHORITY

JOB OPPORTUNITY

Kenya Civil Aviation Authority is responsible for providing regulatory oversight, air navigation services and aviation training in Kenya. The Authority is seeking to recruit a qualified Kenyan citizen to fill the following vacant position in its establishment:

Job Title	Director General, Kenya Civil Aviation Authority
Reports To	Board of Directors
Job Purpose	This position will be responsible to the Board for the day-to-day management and coordination of the execution of functions of the Authority in line with the Civil Aviation Act (CAP 394).

a) Job Description

Duties and responsibilities of the Director General will entail:

- i. Accounting officer of the Authority.
- ii. Responsible to the Board for the day-to-day management of the Authority.
- iii. Serving as the link between the Board and Management and providing regular communication to the Board on all key technical, financial, strategic, administrative and other matters of the Authority & Aviation Industry.
- iv. Executing and communicating the Board's strategies, decisions and policies.
- v. Overseeing the inspection, boarding, or detention of an aircraft if serious safety and security concerns are identified.
- vi. Ensuring that the provisions of the Act and any rules and regulations made thereunder are complied with.
- vii. Encouraging and fostering the safe development of civil aviation in Kenya.
- viii. Planning, development and formulation of safe, secure and efficient utilization of the Kenya's airspace.
- ix. Ensuring acquisition, establishment and improvement of air navigation facilities where necessary within the limits of available appropriation.
- x. Establishing a school or schools for the purpose of offering instruction and training in matters related to the aviation industry.
- xi. Promulgation of rules and procedures governing the notification and reporting of accidents and incidents involving aircraft to facilitate investigations.
- xii. Using, with their consent, the available services, equipment and facilities of other agencies and co-operation with those agencies in the establishment, and use of services, equipment and facilities of the Authority.
- xiii. Implementation coordination and supervision of the defined activities related to the management of aviation safety and aviation security as the accountable executives of the State Safety Programme and the National Civil Aviation Security Programme; and assessment and audit of the performance standards of the State Safety Programme functions of other State aviation agencies identified by the Cabinet Secretary, to ensure that the State Safety Programme is performing effectively as required.
- xiv. Monitoring the deployment and utilization of the movable and immovable property of the Authority.
- xv. Preparing the annual report and financial statements of the Authority.
- xvi. Official spokesperson and responsible for enhancement of corporate image of the Authority.
- xvii. Providing leadership and vision to the Authority through development and implementation of the Strategic Plan, budgets and annual work plans;
- xviii. Fostering and maintaining a conducive work environment and enhancing corporate culture that promotes ethical practices and good corporate governance.
- xix. Overseeing the development and management of the Authority's budget and ensuring prudent utilization and accountability.
- xx. Spearheading development, implementation and review of civil aviation regulations, standards and recommended practices, policies, strategies and programs;
- xxi. Exercising such powers as are necessary for the performance of the functions of the Authority to enable the objectives, implementation and applications of the regulations made under the Act including the responsibilities outlined in the Act (CAP 394).
- xxii. Ensuring effective and efficient management of all risks that may affect the execution of KCAA's mandate, accountability by all Directorates and timely reporting to the Board on a quarterly basis.
- xxiii. Overseeing development and implementation of an effective performance management system; and
- xxiv. Collaborating and partnering with regional and international civil aviation organizations to promote a robust, safe and secure civil aviation system.

b) Persons Specifications

To be appointed as the Director General, a candidate must have:

- i. Fifteen (15) years relevant work experience.
- ii. At least ten (10) years' management and technical experience in the field of civil aviation;
- iii. Bachelor's degree in any of the following disciplines: Civil Aviation Management, Aeronautical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Economics, Business Administration, Management or Law or equivalent field from a recognized University;
- iv. Master's Degree in any of the following disciplines: Civil Aviation Management, Aeronautical Engineering, Electrical Engineering, Mechanical Engineering, Civil Engineering, Economics, Business Administration, Management or Law or equivalent field from a recognized University;
- v. Professional qualification and membership to a professional body as applicable;
- vi. Demonstrate a clear understanding of:
 - a. Aviation industry;
 - b. Local, national and international conventions and treaties governing aviation;
 - c. Public Finance Management Act, 2012;
 - d. Public Procurement and Asset Disposals Act, 2015;
 - e. The Civil Aviation Act (CAP 394) and
 - f. The Code of Governance for State Corporation (Mwongozo).
- vii. Be a Kenyan citizen;
- viii. Meet the requirements of Chapter Six of the Constitution;
- ix. Leadership Course lasting not less than (4) weeks from a recognized institution will be an added advantage; and
- x. Proficiency in computer applications.

c) Personal Qualities

- i. Analytical skills.
- ii. Communication skills.
- iii. Strategic and innovative thinking.
- iv. Interpersonal skills.
- v. Conflict Resolution
- vi. Resource mobilization skills.
- vii. Negotiation skills.
- viii. Leadership and Management Skills.

NOTES:

- i. Interested persons are required to submit their applications together with certified true copies of certificates, testimonials and a detailed CV with full contact details of three professional referees in soft copy marked/referenced 'Job Ref. No **D/01/26: Application for the Position of Director General – Kenya Civil Aviation Authority**'.

Applications to be addressed to:

Chairman, Board of Directors

Kenya Civil Aviation Authority
Aviation House – JKIA
P. O. Box 30163 – 00100, **NAIROBI**
Email address: Chairman1@kcaa.or.ke

- ii. The application should be received not later than 18th May 2026.
- iii. Kenya Civil Aviation Authority is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply. Note that persons with disabilities are required to attach a copy of valid NCPWD membership card.
- iv. The successful candidate for the position of the Director-General KCAA shall hold office for a term of four years from the date of appointment but shall, upon the recommendation of the Board, be eligible for re-appointment for one further term of four years.
- v. Only shortlisted candidates will be contacted.

**For and on behalf of the
Board of Directors.**

**Brown M.M. Ondego, EBS
CHAIRMAN**