



**DCA-RTP**

# **Recruitment and Training Policy**

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**Department of Civil Aviation  
Ministry of Transport, Myanmar**

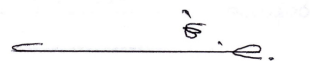
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## 1. FOREWORD

The Recruitment and Training Policy for the Department of Civil Aviation Myanmar has been established by Administration and Planning Division in order to comply with the requirements set out in Myanmar Civil Aviation Requirements (MCARs) fulfilling the need and capacity strengthening of both technical and inspectorate staff in successful operation of each specific duty.



Tin Naing Tun  
Director General  
Department of Civil Aviation  
1 January 2010

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## **2. RECRUITMENT POLICY**

### **2.1 General**

2.1.1 Appointments of technical and inspectorate staff recruited to the Department are based on the principle of open and fair competition. The vacancies for each and every area are filled by selection from among eligible applicants/candidates through a competitive process on the basis of merits.

2.1.2 The entry requirements are normally set with reference to academic or professional qualifications, technical skills, working experience, language proficiency and other qualities or attributes as required on the basis of the operational need for the posts concerned.

2.1.3 Recruitment procedures are set in accordance with the relevant civil service regulations. Apart from certain basic requirements as required by the Civil Service Selection and Training Board (CSSTB) such as language proficiencies and technical aspects, the Department determines the qualifications and experience required for each of its technical positions in various ranks and conducts the interview and Recruitment and Selection Board (RSB).

### **2.2 Responsibility of the Division**

2.2.1 The respective Division has the responsibility to report their requirements for recruitment of personnel and/or staffing need to the Director General.

### **2.3 Responsibility of Administration and Planning Division**

2.3.1 Upon the approval of Director General, the Administration and Planning Division sends out the request(s) along with the respective job description and required qualifications to the local office of the Department of Labour for inviting job applications. Or, the Division may invite applications from qualified personnel of other related Divisions.

2.3.2 Job applicants sent by the Department of Labour shall be asked for necessary clearances and/or recommendations from their local administrative bodies and police stations as well as prove of labour registration and educational and other kind of qualifications deemed necessary.

2.3.3 Job applicants shall be assessed a written test and oral interview. The assessment and selection are done by a Recruitment and Selection Board (RSB). The applicants selected have to be approved by the Executive Committee (EC) of the Department and submitted for approval to the Executive Committee (EC) of the Ministry of Transport.

2.3.4 The Ministry of Transport approves new recruitments based on the following procedures:-

2.3.4.1 The security backgrounds of the potential recruits are vetted;

2.3.4.2 Recommendation is requested from the Ministry of National Planning and Economic Development as to whether the number and level of the new recruits are within the approved organization setup; and

2.3.4.3 Recommendation is requested from the Ministry of Finance and Revenue whether the salaries for the new recruits are within the approved budget.

2.3.5 After the above procedures have been completed, the case for recruitment is submitted to the Prime Minister's Office for final approval after which the recruits are appointed.

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### **3. TRAINING POLICY AND STAFF DEPLOYMENT**

#### **3.1 Responsibility of Division**

3.1.1 Division Heads are responsible to develop initial, On-the-job (OJT), recurrent and specialized training plans for technical and inspectorate staff to ensure they will be equipped with the necessary knowledge and qualification to discharge their duties and responsibilities.

3.1.2 Technical and inspectorate staff would be delegated to perform the functions under the respective Legislation and/or Requirements after attaining the proper qualification for the respective functions.

#### **3.2 Training Programmes**

3.2.1 There are structured training programmes developed for posts in the respective area such as that for Air Traffic Control (ATC), Airworthiness (AIR), Communication, Navigation and Surveillance (CNS), Aviation Security (AVSEC), Aerodromes (AGA), Aeronautical Information Services (AIS), Aeronautical Charts (MAP), Flight Procedure Design (FPD), and Flight Standards officer grades etc., which required professional qualification or prerequisite to perform certain functions and for the officers to progress through the ranks.

3.2.2 An annual training programme, mainly for officers to update their technical knowledge and to acquire additional professional, management and information technology skills, is drawn up at the beginning of the calendar year for staff development's purposes in collaboration with Civil Aviation Training Institute (CATI).

#### **3.3 Approved Training Courses**

3.3.1 Suitable candidates are nominated/selected by the divisions to undergo the approved training courses. A centralized database is maintained to keep track of each and every staff's training records by Administration and Planning Division.

#### **3.4 Training Arrangements**

3.4.1 For all types of training specified in para. 4.1 are normally conducted at Civil Aviation Training Institute (CATI) by respective divisional training officers as in-house training course, particularly the initial, on-the-job and recurrent.

3.4.2 The in-house trainings are hosted by CATI and specific courses are approved by Director General.

3.4.3 Such courses especially advanced or specialized ones follow training on further study overseas.

3.4.4 Some overseas courses are under scholarship programme and some under departmental support for those candidates selected by Overseas Training Selection Board (OTSB).



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#### 4. TRAINING FRAMEWORK

- 4.1 The training framework covers the following types of training:-
- 4.1.1 Initial Training
  - 4.1.2 On-the-Job Training (OJT)
  - 4.1.3 Recurrent Training
  - 4.1.4 Specialized/Advanced Training
- 4.2 The training framework covers both technical and inspectorate staff.
- 4.3 All types of training cover areas individually based on work functions within Department as:-
- 4.3.1 Airworthiness
  - 4.3.2 Air Navigation Services
  - 4.3.3 Aerodrome
  - 4.3.4 Flight Operations
  - 4.3.5 Licensing
  - 4.3.5 Electro-mechanical Engineering
  - 4.3.6 Aviation Security
- 4.4 Each and individual staff is required to complete the respective training for the roles and responsibilities based on work functions.
- 4.5 If the staff have attended similar courses of been in similar capacity of woks in their previous employment and the function/task does not require recurrent training or is within the recurrent training period the new staff needs not to be re-trained.

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## 5. TRAINING SCOPE

### 5.1 Initial Training

5.1.1 The purpose of the initial training is to equip all new staff with the necessary common skills and knowledge to carry out their basic work functions in Department.

5.1.1 The initial training covers theoretical knowledge and simulation for such courses.

5.1.2 The theoretical knowledge training may be done by classroom training, self-study or briefing.

5.1.3 The staff will be required to complete the training of certain function/task as stated in the Initial Training Programme before they are issued with a DCA credentials and are qualified to be delegated with necessary powers to carry out the tasks and safety oversight functions.

5.1.4 Each staff will be responsible to complete his/her initial training within the assigned schedule.

### 5.2 On-the-Job Training (OJT)

5.2.1 The OJT is a hand on approach and will be carried out under the supervision of a senior inspector/technician or an inspector/technician with at least 5 years of experience.

5.2.2 The senior inspector/technician is to demonstrate and provide guidance on the respective tasks or duties to the new staff. New staff should complete the identified trainings within the period as stated in the Initial Training application form at entry point.

5.2.3 The Initial Training Application Form and/or the Initial Training Programme will show the minimum number of period required for each OJT task to be completed.

5.2.4 The staff will not be able to perform operational, auditing and inspection works individually unless he/she has completed the particular initial OJT training. However, once a particular function or task training has been completed, he/he will be able to perform the function or task independently without having to wait for the entire initial or OJT training is completed.

### 5.3 Recurrent Training

5.3.1 Unlike the basic functions and tasks which performed by the staff in the daily routine, the specialized functions and tasks may only be performed occasionally or required staff to keep abreast with the changes and constant updates on the subject. As such, recurrent training is required for the specialized functions and tasks.

5.3.2 Technical and inspectorate staff will undergo recurrent training at least once in every two years.

### 5.4 General Assignment

5.4.1 Occasionally, staff will be nominated to undergo administrative training such as leadership and supervisory courses, exchange programme with other Civil Aviation Authorities, technical courses, etc.

5.4.2 Staff may also be nominated to attend ad-hoc training such as conference, seminar, meeting, workshop etc., local or overseas, not in the planned areas or functions in the training framework.

### 5.5 Implementation and Control

5.5.1 The division head is responsible to develop the training plan for every calendar year for his/her staff and is required to conduct the following:-

5.5.1.1 To review the overall status trainings for the current year;

5.5.1.2 To identify the subject to train to support new functions and tasks, if any in each section;

- 5.5.1.3 To identify the next year overall training plan for staff in his/her department;
- 5.5.1.4 To discuss any additional training needs for staff;
- 5.5.1.5 Compliance of the training plan;
- 5.5.1.6 Any additional training needs due to new technologies;
- 5.5.1.7 Trainings that are being deferred or completed to ensure proper monitoring and appropriate actions are being taken;
- 5.5.1.8 Ad-hoc trainings, if any.

5.5.2 After the training (courses, seminars, conferences, etc.) have been approved, the training coordinator will arrange and register the staff for the approved training. The training coordinator will be informed the staff and section's training representative.

## 5.6 **Record Keeping**

5.6.1 After completion of the training, the divisional training master will update the training status to the staff in the training plan into the training records.

5.6.2 The divisional training master will ensure that the respective staff provides a copy of the certificate, attendance sheet or initial training form after their training.


5.6.3 The registry officer will file all the training documents of the officer(s) in the officer's personal file for record keeping.

## 6. ENFORCEMENT

- 6.1 This Recruitment and Training Policy shall come into force as the date signed by Director General, Department of Civil Aviation Myanmar.

Signed on the 1<sup>st</sup> day of January, 2010.

Signed by -



(TIN NAING TUN)  
DIRECTOR GENERAL  
DEPARTMENT OF CIVIL AVIATION  
MINISTRY OF TRANSPORT  
UNION OF MYANMAR