



JOB DESCRIPTION

1 IDENTIFICATION

1.1	Job title	Aircraft Maintenance Planning Officer
1.2	Job grade	-
1.3	Department	Operations
1.4	Unit	Engineering
1.5	Physical Location	Nairobi

2 OBJECTIVE/PURPOSE OF JOB

The job holder is responsible for aircraft maintenance planning, management of the technical records/publications and supporting all aspects of airworthiness and Aircraft Operators Certificate (AOC) and aircraft maintenance responsibilities. The job holder is also to manage the AMREF Flying Doctors' (AFD) aircraft reliability system.

REPORTING RELATIONSHIPS

The position reports to the Director of Maintenance (DOM).



4. PERSONNEL

PERSONNEL REPORTING TO THE JOB HOLDER	REPORTING DIRECTLY OR THROUGH
N/A	N/A

4.1 **Other resources placed in the person’s responsibility**

- AFD aircrafts
- The aircraft technical library and records
- All other assets under your care

5. **PRINCIPAL RESPONSIBILITIES**

Key Area	Activity	Extent of discretion
Maintenance Planning	<ul style="list-style-type: none"> • Develop all scheduled and/or work scope needed for all line and hangar aircraft maintenance. • Track and monitor to completion of all planned work assigned to AMO. • Develop, compile, issue and receive after maintenance work orders/work packs for scheduled and unscheduled maintenance checks as per the individual aircraft/series AMREF Flying Doctors (AFD) Approved Maintenance Program. • Develop task cards for out of phase maintenance requirements. 	In liaison with immediate supervisor
Technical records management	<ul style="list-style-type: none"> • Manage and update AFD aircraft records. • Managing and updating aircraft technical publications and document control. • Carry out technical records oversight on all contracted AMOs where required. • Archiving of aircraft records. 	Self
Aircraft Reliability System management	<ul style="list-style-type: none"> • Daily entry of technical maintenance data into the aircraft maintenance program (SAMS) with the goal to produce effective reliability reports as per KCARS requirements. • Transfer all Technical Log defects to the computer defects log/SAMS, including details of rectification action taken and any deferred defects. • Assist in collecting and reviewing reliability data to ensure data accuracy and/or proper coding to respective classifications/ATA chapters. • Deferred Maintenance Items control: preparing daily open defects and MEL report to enhance aircraft dispatch briefing. • Perform reliability data analysis and send quarterly reliability reports to the Director of Maintenance. • Assisting in carrying out engine condition trend monitoring. 	Self
Aircraft maintenance management	<ul style="list-style-type: none"> • Schedule maintenance hangar visits for AFD fleet and utilise available ground time and personnel. • Prepare short and long term maintenance forecast • Prepare maintenance forecast reports using available data (projected flight times, utilization rates, etc.). 	In liaison with immediate supervisor

	<ul style="list-style-type: none"> Develop and maintain files for each aircraft for tracking and forecasting all required maintenance items Record, monitor and control SBs, AD's & any other aircraft systems modifications. Import new aircraft records: Components and life limits / TBO's, Mod status and repairs and set up logbooks. 	
Audits	<ul style="list-style-type: none"> Assist in audit of work packages for completeness, ensure paperwork is filled out correctly and with correct information, i.e. checking serialized/non-serialized components, ATA chapters, MEL codes and expiry dates, flight log hours and cycles, hours and cycles recorded on defects and maintenance logs, and paperwork being properly signed off. Assisting in implementing a quality audit programme. 	
Report preparation	<ul style="list-style-type: none"> Prepare monthly fleet status and bi-annual aircraft reports due items projection for timely planning. Prepare and submit Aircraft C of A renewal package/work pack to the Authority and follow up. 	
Reporting	<ul style="list-style-type: none"> Prepare upcoming maintenance requirements. Monitor components under warranty and notify DOM on valid warranty claims. Advise of any incomplete or inaccurate records and follow up corrections made. 	Advise/inform supervisor
Administrative support	<ul style="list-style-type: none"> Support the DOM with regards to the contracted AMOs Provide support to the engineering unit Attend to any other duties as assigned 	

6. Qualification requirements & competencies

- Diploma in Aeronautical Engineering from a KCAA Approved Training Organization (ATO).
- A minimum of 5 years' working experience in aircraft maintenance of which 3 years are in maintenance planning, technical record, aircraft reliability and airworthiness experience in an AOC environment.
- Aviation planning knowledge of modern methods for airworthiness and maintenance planning competencies.
- Must be proficient in IT – Microsoft Office

Essential:

- Extensive knowledge of Kenya Civil Aviation Regulations (KCARs)
- Extensive knowledge of aviation planning, knowledge of modern methods for airworthiness and maintenance planning competencies.
- Positive and focused attitude to aircraft safety and efficiency.
- Aircraft/engine type training/maintenance planning aviation regulatory training.
- Knowledge of aircraft, engine systems and their operation.
- Ability to interpret airworthiness directives, manufacturer's publications and maintenance data is vital.
- Ability to work and interact with departments throughout the organization.
- Able to follow instructions accurately and work independently.
- Must have good communication skills both verbal and written
- Must be able to multi-task and flexible in working hours.

Desirable:

- Basic Maintenance Type Training on at least one aircraft operated by the AMREF Flying Doctors.

7. SIGN OFF

Profile completed by:

Immediate Supervisors' name	Job Holder's name	HR Manager's name
Immediate Supervisors' signature	Job Holder's signature	HR Manager's signature