



SIERRA LEONE CIVIL AVIATION AUTHORITY

ADVISORY CIRCULAR

SLCAA-AC-ANS024-Rev. 00

EFFECTIVE DATE: 31st AUGUST 2021

Guidance for the Development of Procedures for Recruitment and Retention of Qualified and Experienced ATS Staff

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Director General

Sierra Leone Civil Aviation Authority

1. GENERAL

The Sierra Leone Civil Aviation Authority's Advisory Circulars contains information about standards, practices and procedures that the Authority has found to be an Acceptable Means of Compliance (AMC) with the associated Regulations.

An AMC is not intended to be the only means of compliance with a Regulation, and consideration will be given to other methods of compliance that may be presented to the Authority

Information considered directive in nature is described in this AC in terms such as "shall" and "must", indicating the actions are mandatory. Guidance information is described in terms such as "should" and "may" indicating the actions are desirable or permissive, but not mandatory

1.1 Purpose

This guidance provides instruction for the development and review of procedures for recruitment and retention of qualified and experienced ATS staff.

1.2 Applicability

This AC is applicable to Air Navigation Service Providers (ANSPs) providing Air traffic services in Sierra Leone.

1.3 Description of Changes

This AC is the first to be issued on this subject

1.4 References

- (a) SLCAR Part 11- Air Traffic Services
- (b) ICAO Doc 4444
- (c) ICAO Doc 9426

1.5 Cancelled Documents

Not Applicable

2. BACKGROUND

The need for the ANSP to have this procedure in place is to

- (a) Maintain appropriate and adequate staff on the provision of air traffic services.
- (b) Facilitate the provisions of air traffic services within the FIR.
- (c) Improve safety, efficiency, cost-effectiveness, and environmental sustainability of an ATM system.
- (d) Improve information distribution and co-ordination with the ATC system.
- (e) Maintain appropriate and adequate staff on the provision of air traffic services.

3. GENERAL

- 3.1 Manpower planning is essential to ensure sufficient trained staff available to meet the need of qualified and trained staff in ATS.
- 3.2 Air traffic services provider should follow the following selection method for requirement.
- (a) Announce the vacancy through multimedia to invite qualified employees to compete.
 - (b) The candidate must fulfil the minimum requirement.
 - (c) A Sierra Leonean citizen.
 - (d) Be able to read, write, listen and speak English and
 - (e) Understood over radios, intercoms and similar Communications equipment.
- 3.3 Selection methods should follow:
- 3.3.1 Interviewing Questions
- (a) Stress tolerance
 - (b) Ability to co-operate
 - (c) Ability to take own initiative
 - (d) Professional motivation
- 3.3.2 Written examination
- The written aptitude tests are designed to show ability in the following aspects which are considered important for air traffic controllers:
- (a) Flexibility and inventiveness
 - (b) Logical ability
 - (c) Ability of spatial notion and
 - (d) Observation of details
- 3.3.3 Medical examination
- (a) A medical examination is made after the psychological aptitude tests. Only those applicants who have already been selected for employment, plus several reserve applicants, are examined.
 - (b) The medical requirements in SLCAR Part 1A Personnel Licensing are followed without exception.
- 3.4 Because of the special nature of the ATS, persons selected for ATS are required to attend considerable training before they are qualified. Type of training to attend:
- (a) Theoretical training
 - (b) Practical (simulator) training
 - (c) Examination after Theoretical and Practical training

- (d) on job training
- (e) Air traffic services provider should establish retention mechanisms such as
 - (i) Career progression
 - (ii) Providing unique salary scale
 - (iii) Providing annual increment
 - (iv) Giving recognition for best achievers
 - (v) Providing essential training
 - (vi) Attractive working environment and
 - (vii) Provide proper day off