



JOB DESCRIPTION FOR AIS / CARTOGRAPHY

SECTION 1 - GENERAL

1. PURPOSE

This Advisory Circular (AC) is to guide AIS / Cartography service providers in developing job descriptions for technical staff providing AIS / Cartography Services.

2. STATUS OF THE ADVISORY CIRCULAR

This AC is an original issuance.

3. BACKGROUND

It is important to ensure that job descriptions for the technical staff are aligned to the overall objectives, functions and activities of AIS / Cartography described in the ANS Directives.

4. APPLICABILITY

This AC is applicable to Aeronautical Information Service Providers in Ghana.

5. RELATED DIRECTIVES

This AC is related to the following Parts of the Ghana Civil Aviation (Air Navigation Services) Directives:

Part 15 – Aeronautical Information Services (AIS)

Part 21 – Aeronautical Charts

6. RELATED READING MATERIAL

- A. ICAO Doc. 8126 – AIS Manual
- B. ICAO Doc. 8697-Aeronautical Charts Manual



7. ACRONYMS

AC	-	Advisory Circular
ANS	-	Air Navigation Service
AIS	-	Aeronautical Information Services
ANSP	-	Air Navigation Service Provider
GCAA	-	Ghana Civil Aviation Authority
GCAD	-	Ghana Civil Aviation Directives
DG	-	Director General
eTOD	-	Electronic Terrain and Obstacle Data
AFS	-	Aeronautical Fixed Services
AMHS	-	ATS Message Handling System
AIRAC	-	Aeronautical Information Regulation and Control

SECTION B - GUIDANCE AND PROCEDURES

8. GENERAL

- A. Aeronautical information shall be provided for the safety, regularity and efficiency of air navigation. This is achieved by supplying users with aeronautical information necessary for the performance of their respective functions. The authority shall determine the type of aeronautical services which will be provided to meet the needs of air navigation.

- B. The operations manual for service providers prescribes standards for aeronautical information services provided for air navigation.

9. FUNCTIONS AND ACTIVITIES OF AIS.

The following functions of personnel are covered by this circular.

- A. In order to meet the objectives of aeronautical information services, the ANSP shall establish and implement a properly organized system comprising procedures, processes and resources necessary for the timely provision of aeronautical information. The ANSP shall in this regard establish one or more aerodrome and /or other aeronautical information service offices which shall be adequate for the provision of aeronautical information services for air navigation.



- B. The designated ANSP shall develop job descriptions for technical staff providing Aeronautical Information Services in order to ensure that their functions and services are aligned to the requirements of the Directives and the AIS Provider's Operations Manual.

10. JOB DESCRIPTIONS OF AIS / CARTOGRAPHY STAFF

- A. As a general guide, the duties and responsibilities of Aeronautical Information Services/Cartography staff should include the following:
- i. Provision of aeronautical information service at operational positions in order to ensure the flow of information/data necessary for the safety, regularity and efficiency of air navigation;
 - ii. Management of AIS/Cartography Personnel and budgetary requirements;
 - iii. To maintain close coordination with the users of aeronautical information services;
 - iv. Administration and management of AIS/Cartography operations with the Flight Information Region and to ensure that Flight Crew Briefing Office operates in accordance with the applicable Civil Aviation Directives, Operation Manual, Civil Aviation Circulars and other relevant local procedures;
 - v. To ensure processing and provision of flight plan information/data and crew briefing to facilitate safe and expeditious flow of Air Traffic and Search and Rescue operations
 - vi. To ensure pre-flight Information and Bulletins for scheduled and non-scheduled flights are prepared and submitted on time;
 - vii. Preparations and implementation of training programs for AIS/Cartography Personnel including on-job-training
 - viii. Evaluate staff performance and identify training needs;
 - ix. Conduct OJT for AIS/Cartography Personnel Verification and authorization of aeronautical data from various sources before publication, distribution and storage in data base;
 - x. Publication of Integrated Aeronautical Information Package;



- xi. To ensure continued improvement of all aspects of quality management system;
- xii. To ensure adherence to the AIRAC System;
- xiii. To ensure implementation of WG 84 and eTOD
- xiv. To develop and publish aeronautical Charts;
- xv. To ensure procedures for international telecommunication services are maintained for use in AFS/AMHS

SIMON MOLAI ALLOTEY
DIRECTOR GENERAL
GHANA CIVIL AVIATION AUTHORITY