

## New vacancy – Chief Theoretical Knowledge Instructor (CTKI)

### Introduction

Our Chief Theoretical Knowledge Instructor (CTKI) has chosen to step down and continue as Theoretical Knowledge Instructor (TKI) with effect from 1<sup>st</sup> of October 2023. Pilot Flight Academy (PFA) is now looking for a person with a passion for people and the aviation industry to make sure the important work of ensuring our students get a solid theoretical foundation, before they embark on their practical flight training, is continued in the future.

The CTKI is managing the Theory Department, which includes student and employee follow-up, administrative work, and some classroom instruction.

### Position details

Position:	Chief Theoretical Knowledge Instructor.
Employer:	Pilot Flight Academy AS.
Base:	Torp, Sandefjord Airport.
Type of position:	Full-time, permanent employment.
Office hours:	Normal office hours Monday - Friday, with some variation.
Work travel:	Some travelling to conferences and possible future PFA bases in the future must be accounted for.
Position is vacant from:	1 <sup>st</sup> of October 2023 (tentative)
Position reports to:	Head of Training (HT).
Terms & conditions:	Details will be provided to candidates during the interviews.
Regulation reference:	Part-ORA.ATO.110 and Part-ORA.ATO.210 (Personnel requirement).

### Prerequisites

PFA shall nominate a CTKI who shall be responsible for the supervision of TKIs and for the standardisation of all theoretical knowledge instruction. The CTKI shall have extensive experience as a TKI in the areas relevant for the training provided by PFA.

Other teaching or instructional experience or qualifications are an advantage, but not a requirement.

The CTKI position is the direct manager for the TKIs. Leadership experience and qualities will therefore be a focus area in the recruitment process.

The position as CTKI is a nominated position requiring approval from Civil Aviation Authority Norway (CAA-NO). The employment agreement is dependent upon acceptance by CAA-NO to be valid. Should the nomination be rejected by the CAA-NO, the employment agreement ceases to be valid.

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### **Main responsibilities**

The main responsibilities for the CTKI are described in the EASA ORA.ATO regulations, as well as in PFA's Operations Manual.

1. Assist the Head of Training in his/her responsibilities.
2. Handling and processing of findings and reports.
3. Assist the Compliance Monitoring Manager (CMM) in handling and processing of internal/external audits and inspections.
4. Responsible for all the daily theoretical teaching and associated decisions.
5. Standardise the PFA Theory Department through meetings and (safety) information to ensure the employees are held up to date about the existing and future procedures and regulations.
6. Keep oversight of each student's theoretical instruction and proficiency level, and make sure that each student reaches the required knowledge standards in each subject.
7. Perform and/or supervise briefings and theoretical instruction as necessary to ensure that the required quality standards are met.
8. Conduct student progress meetings when necessary.
9. Responsible for establishing and for keeping procedures and handbooks related to PFA theoretical instruction up to date.
10. Ultimately responsible for establishing and maintaining the quality standards required for recruitment of TKIs.
11. Inform HT of students with unsatisfactory progress.
12. Some classroom instruction.

Due to the nature of the position responsibilities, the position cannot easily be combined with flying related activities.

### **Recruitment process**

The recruitment process, including interviews, may commence before the described application deadline. Due to summer vacation in July, candidates may experience some delay in certain parts of the recruitment process.

If you are interested in the position and believe you are fulfilling the prerequisites, we will be happy to hear from you as soon as possible. Please write a short application letter and add an updated CV.

Send your email to [recruitment@pilot.no](mailto:recruitment@pilot.no).

Recruitment point of contact: Stian Hassum, Head of Training.

### **Application deadline**

10.07.2023.

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