



Terms of reference

Position:	Aviation Security Technical Advisor
Location:	Tonga
Duration:	Approximately 6 months (actual dates to be confirmed)
Commencement:	Immediately
Reports to:	Regulatory System Manager & PASO Head of Regulatory Oversight
Support Services	

Nature and scope

The Aviation Security Technical Advisor will provide expert guidance and technical assistance and support to Tonga's aviation security entities including CAD, airport authority including every agency associated with the transport of people and goods via civil aviation. as well as air transport operators and other stakeholders. The main objective of this assistance is to address USAP-CMA findings and ensure that corrective actions plan (CAP) items are implemented as agreed in a timely manner. The standards to be complied with are contained in ICAO Annex 17 with related provisions under Annex 9, as well as Tonga's national aviation security programmes.

Background

In collaboration with the Pacific Aviation Safety Office (PASO) and the donor partner New Zealand's Ministry of Foreign Affairs and Trade, the Government of Tonga seeks to enhance its aviation security framework following the May 2023 ICAO USAP-CMA audit. This role is designed to extend the AVSEC Technical Advisor for Tonga by six months to ensure compliance with international aviation security standards and address the finding from the ICAO USAP-CMA audit. The TA will work closely with the Tonga Civil Aviation Division (TCAD) and other relevant authorities to address USAP-CMA findings and recommendations, and progress implementation of agreed CAP.

In accordance with the scope of this assignment the Consultant/Inspector will be expected to adhere to PASO's core values:

- Accountability
- Diligence
- Fairness
- Integrity
- Transparency



Scope of work

1. USAP-CMA CAP

- Resolution of national level USAP-CMA recommendations with CAD
- Resolution of remaining requirements at 'airport' level including every agency & function which is not at national level such as AOSP holders, Airport Terminal Services (ATS), and police/military in airport environment.
- Assist in updating USAP-CMA CAP as findings are addressed and corrective actions plan are completed.

2. Certification System

- Establish and implement a certification system for Aviation Security instructors and screeners.
- Review Guidance Material for certification

3. Review and Approve Technical Documents

- Complete review of aviation security technical documents for final approval
- Review and include agreed Security Restricted Area (SRA) to the Tonga Risk Context Statement
- Assist CAD in reviewing and finalizing policies.
- Review and finalize documents and processes.
- Review progress, understand and obtain approval of existing technical documents.

4. Contingencies Planning and Exercises

- Develop, train and implement national airport-level AVSEC contingency plan exercises to assess effectiveness of contingencies.

5. National Civil Aviation Security Coordination Committee (NCASCC)

- Coordination with stakeholders on the content of the NCASP
- Assist with preparation for, and delivery of, a NCASCC meeting.

6. Operational (Airport) Level Implementation

- Undertake operational level reviews of airport-level security implementation – commencing with Airport Security Program (ASP)
- Implement Airport level policies and procedures.
- Assist TAL and other airport entities apply provisions of revised NCASP to meet target dates.

7. Quality Control (QC) Activities

- Establish a QC Annual Schedule and provide mentoring support to Tonga CAD in executing and enhancing QC activities.



Deliverables

- 1. Inception Report:** Initial assessment of operational airport-level activities, review and approval of technical documents and policies, establishment of NCASCC and Contingencies Planning and Exercises.
- 2. Monthly Progress Reports:** Monthly progress reports on work implementation
- 3. Final Report:** A comprehensive report summarizing achievements, challenges, and recommendations.

Key relationships

External	Internal
<ul style="list-style-type: none"> • Kingdom of Tong Operators and relevant Stakeholders • ICAO • Other regional and international stakeholders 	<ul style="list-style-type: none"> • Tonga Civil Aviation Department • PASO Regulatory Services Team through the Regulatory Systems Manager.

Competency Framework

Personal specification

Professional Experience

- Has a minimum of ten-years' experience in aviation with a focus on aviation security and including experience in a supervisory or quality assurance role.
- A minimum of three of the ten-years' experience above spent at the middle to senior management level.
- Previously undertaken aviation security inspector duties for a reputable or recognised aviation safety regulator or similar organisation.
- Has a good understanding of ICAO's International civil aviation security standards and recommended practices which are primarily reflected in Annex 17, and an appreciation of the requirements and functions of ICAO.
- Has experience with the international facilitation and security-related aspects of ICAO Annex 9 to civil aviation security and the security controls and procedures to cause a minimum of interference and delay of goods, services, and passenger facilitation.
- Has a strong knowledge and experience in developing and applying technical policies and procedures. Has some operation knowledge of the environment in Samoa would be an advantage.

Professional Skills

- Holds relevant Aviation Security qualification which may include completion of specialized courses, obtaining recognized certifications such as the International Civil Aviation Organization (ICAO) Aviation Security Professional (Avsec Prof)



certification, or holding relevant degrees or diplomas in aviation security-related disciplines.

- Holds an internationally recognised safety and quality management systems certificate or have experience working in an integrated quality and safety management system.
- Demonstrates a comprehensive comprehension of the civil aviation legislative and regulatory framework specific to the Pacific Region (based on the New Zealand system), as well as the statutory obligations and operating environment associated with civil aviation. This includes an awareness of the variations and limitations applicable to smaller operational environments in Pacific island states, considering that many provisions covered in the New Zealand Civil Aviation Rules (CARs) may not be directly applicable to these smaller states.
- Has experience with the development and implementation of national aviation security programs including the National Civil Aviation Security Program (NCASP), the National Civil Aviation Security Quality Control Program (NCASQCP), and the National Civil Aviation Security Training Program (NCASTP).

Desirable to have some experience in Tonga's Civil Aviation environment including the Tonga Government and Operators but not a requirement.

Execution	Relationships	Personal Qualities
<p>Analysis and Decision Making</p> <p>Undertakes thorough analysis through accurately defining problem or identifying outcome; sees the 'whole' and the complexity of connections; gathers all relevant information and applies sound, analytical techniques; develops a course of action taking into account factual information and/or logical assumptions, resources, potential risks and opportunities; makes timely, sound decisions.</p>	<p>Building Relationships</p> <p>Builds, maintains, and uses effective working relationships, internal and external to the organisation, to facilitate the successful achievement of projects, assignments, and objectives.</p>	<p>Adaptability/Personal Effectiveness</p> <p>Displays energy, optimism, and resilience; ensures effective performance when faced with ambiguity, changing environments and demands.</p>
<p>Information Management</p> <p>Stores and manages information systems to enable the efficient and</p>	<p>Communication</p> <p>Expresses and conveys information effectively to other people. This includes</p>	<p>Health and Safety Awareness</p> <p>Promotes a culture where health and safety are seen as integral to success. Is aware of</p>



<p>effective use of information.</p>	<p>speaking, writing, and listening. This covers formal and informal situations.</p>	<p>and takes into account conditions that affect own and others' health and safety.</p>
<p>Planning and Organising</p> <p>Plans and manages activities and projects for self and others; organises tasks to make best use of time and resources, and focuses attention on key objectives</p>	<p>Knowledge Transfer</p> <p>Facilitates the improved performance of others by giving advice and guidance.</p>	<p>Innovation and Creativity</p> <p>Looks for opportunities to improve personal and the Organisation's performance, rethinking how to approach work. Develops and actively encourages other to develop creative and practical ideas. Contributes to an environment where creativity and innovation can flourish</p>
<p>Stakeholder Focus</p> <p>Focuses attention on meeting the needs of stakeholders (internal and external) ensuring their satisfaction.</p>	<p>Personal Leadership</p> <p>Builds trust with others; models behaviour consistent with the Organisation's Values and future; inspires and motivates others.</p>	<p>Integrity</p> <p>Acts in a manner that conveys the principles important to the Organisation, including impartiality, fairness, honesty, openness, sound business ethics and respect for others. Demonstrates high standards of ethical behaviour.</p>
	<p>Persuasiveness</p> <p>Uses appropriate interpersonal styles and communication methods to gain acceptance of an idea, plan, or process; effectively influences others over whom one has no positional authority (peers, colleagues, those external to the organisation); adapts one's own behaviour to accommodate circumstances and individuals involved.</p>	<p>Learning</p> <p>Acquires, understands, and applies new job-related information knowledge and skills in a timely manner. Able to learn from experiences and other people and apply in practice.</p>
		<p>Self-Awareness</p> <p>Recognises own emotions and feelings and their effects; recognises the impact of own behaviour on others; acts professionally at all times.</p>
		<p>Commitment to Excellence</p> <p>Sets high personal and professional standards for self and others; assumes</p>



		<p>responsibility and accountability for the successful completion of projects, assignments, or tasks. Consistently gives careful attention to all the detailed aspects of a role, shows a high concern for accuracy.</p>
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