

Regulation Development Specialist

Department: Aviation Safety and Security

Employment Type: Full-Time

About the Role

As a State Civil Aviation Regulator, we are seeking a Regulation Development Specialist to lead the developing, drafting, review, and harmonization of national civil aviation regulations, directives, and guidance materials. This role ensures that national rules and standards are fully aligned with ICAO Annexes, SARPs, and related guidance, enabling safe, efficient, and compliant aviation operations.

The ideal candidate is an experienced aviation professional with strong knowledge of international civil aviation frameworks, regulatory drafting, and policy harmonization. This role contributes directly to the State's compliance with the Chicago Convention, ICAO Annexes, and other international aviation standards.

Key Responsibilities

- Draft, review, and update national aviation regulations, directives, guidance materials, and circulars to ensure alignment with ICAO Annexes, SARPs, and relevant ICAO documents.
- Monitor ICAO amendments, new guidance material, and global best practices, ensuring timely incorporation into national regulations.
- Support the development of State-specific regulatory frameworks, including safety, security, facilitation, air navigation services, environmental protection, and economic oversight.
- Collaborate with technical specialists (ANS, Safety, Facilitation, Dangerous Goods, Environmental Protection) to ensure regulations reflect operational realities and ICAO compliance requirements.
- Provide technical advice to senior management and inter-agency stakeholders on the implementation and interpretation of regulations.
- Prepare guidance manuals, circulars, and explanatory notes to support industry compliance and enhance understanding of regulatory requirements.
- Participate in ICAO regional and international working groups, panels, and seminars to ensure national regulations are harmonized with global standards.
- Conduct impact assessments of proposed regulations on industry stakeholders and provide recommendations to mitigate operational or economic risks.
- Maintain accurate records of regulatory updates, consultations, and approvals.

Essential Requirements

- Bachelor's degree in Law, Aviation Management, Engineering, Air Transport, Public Policy, or related field.
- Minimum 5 years' experience in civil aviation regulation, legal drafting, or policy development, preferably in a government regulator, civil aviation authority, or international aviation organization.
- Strong knowledge of ICAO Annexes, SARPs, and relevant ICAO documentation.
- Demonstrated experience in drafting regulations, guidance material, or regulatory frameworks.
- Excellent analytical, research, and writing skills.
- Proven ability to coordinate and consult with multiple stakeholders, including government agencies, industry, and international organizations.
- Knowledge of State Safety Programme (SSP), USOAP, and ICAO compliance monitoring is an advantage.

Preferred Qualifications

- Advanced degree (Master's) in Aviation Law, Engineering, Air Transport Policy, or International Relations.
- ICAO or IATA training in regulatory development, Annex implementation, or aviation policy.
- Experience in harmonizing national regulations with ICAO Annexes and regional agreements.
- Ability to deliver technical guidance, training, and capacity-building on regulatory requirements.
- Lead auditing experience in Aviation.

Core Competencies

- Regulatory Expertise: Deep understanding of ICAO SARPs, national aviation legislation, and policy development processes.
- Analytical & Drafting Skills: Ability to research, analyze, and translate ICAO requirements into clear national regulations and guidance material.
- Collaboration & Stakeholder Engagement: Skilled in working with internal technical teams, government authorities, and international organizations.
- Integrity & Ethical Standards: High commitment to transparency, fairness, and ICAO principles in regulatory work.
- Adaptability & Strategic Thinking: Proactive in responding to changes in ICAO regulations, industry practices, and emerging aviation trends.