

**KINGDOM OF CAMBODIA**  
**State Secretariat of Civil Aviation**

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**SSCA POLICIES**

SSCA-P TR No. 01/09

**HUMAN RESOURCE TRAINING  
AND RECRUITMENT**



# KINGDOM OF CAMBODIA

## STATE SECRETARIAT OF CIVIL AVIATION

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# TRAINING AND RECRUITMENT POLICY

SSCA-P TR No. 01/09

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## 1. Introduction

To comply with the requirements of capacity strengthening of the officials of the State Secretariat of Civil Aviation (SSCA) of the Kingdom of Cambodia in successfully operating of each specific duty, the State Secretariat of Civil Aviation (SSCA) of the Kingdom of Cambodia has established its training policy with significant provisions as follows:

## **2. Selection and Recruitments**

- 2.1 Appointments of technical officers to the SSCA are based on the principle of open and fair competition. SSCA vacancies are filled by selection from among eligible candidates through a competitive process on the basis of merits.
- 2.2 The entry requirements are normally set with reference to academic or professional qualifications, technical skills, working experience, language proficiency and other qualities or attributes as required on the basis of the operational need of the posts concerned.
- 2.3 Recruitment procedures are set in accordance with the relevant civil service regulations. Apart from certain basic requirements as required by the Civil Service Bureau, such as language proficiencies, the SSCA determines the qualifications and experience required for each of its technical positions in various ranks and conducts the interview and selection boards. Selection of successful applicants for posts beyond a certain pay point (roughly equivalent to junior professional level) has to be recommended to the Secretariat for Public Functions for advice/endorsement to ensure fairness of the selection process before the completion of the necessary civil service recruitment formalities by SSCA.
- 2.4 Potential recruits are required to go through civil service recruitment formalities, which include but are not limited to integrity checks and medical checks prior to offer of employment by the SSCA.

## **3. Training and Staff Deployment Policy**

- 3.1 Division Heads are responsible to develop initial, recurrent and specialised training plans for technical officers to ensure they will be equipped with the necessary knowledge and qualification to discharge their duties and responsibilities. Technical officers would be delegated to perform the functions under the respective legislation after attaining the proper qualification for the respective functions.
- 3.2 There are structured training programmes developed for posts, such as that for air traffic control officer, air traffic flight service officer, aviation security officer, and air transport officer grades, which require professional qualifications or prerequisite to perform certain functions and for the officers to progress through the ranks.

3.3 An annual training programme, mainly for officers to update their technical knowledge and to acquire additional professional, management and information technology skills, is drawn up at the beginning of the financial year for staff development's purposes. Suitable candidates are nominated/selected by the divisions to attend the approved training courses. A centralised database is maintained to keep track of each and every officer's training records by Administration and Human Resource Department.

3.4 For career development, all technical officers are subject to regular job rotations to broaden their exposure and enhance their experience in different fields of work. Officer with exceptional potential, as identified in the succession plans, are sponsored to acquire higher-level professional/academic qualifications so as to prepare them for future undertaking of responsibilities at the top echelons of the management.

#### **4. Training Framework**

4.1 The training framework will cover areas as defined by ICAO requirements:

- (a) Initial Training
- (b) Specialised Training
- (c) Recurrent Training
- (d) Generic Training

4.2 All the training areas will be covered individually based on the work functions in SSCA:

- (a) Airworthiness,
- (b) Flight Operations,
- (c) Licensing
- (d) Aerodrome
- (e) ATC
- (f) Electronic Engineering
- (g) Airport Engineering
- (h) Aviation Security

4.3 Each individual officer will be required to complete the training for their roles and responsibilities based on their work functions.

4.4 If the officer(s) have attended similar courses or been in similar capacity of works in their previous employment and the function / task does not require recurrent training or is within the recurrent training period, then the new officer need not to be re-trained.

## **5. Scope of Training**

### **Initial Training (IT)**

5.1 The purpose of the Initial Training is to equip all new officer(s) with the necessary common skills and knowledge to carry out their basic work functions in SSCA.

5.2 Recurrent training for the basic training is not required.

5.3 The Initial Training will cover theoretical knowledge and On-Job-Training (OJT). The theoretical knowledge training may be done by classroom training, self-study or briefing. The OJT is a hand on approach and will be carried out under the supervision of a senior inspector or an inspector with at least 5 years experience. The senior inspector is to demonstrate and provide guidance on the respective tasks or duties to the new officer(s). New officer(s) should complete the identified trainings within the period as stated in the Initial Training form at entry point.

5.4 The officer(s) will not be able to perform auditing and inspection works individually unless he/she has completed the particular initial OJT training. However, once a particular function or task training has been completed, he/she will be able to perform the function or task independently without having to wait for the entire initial training is completed.

5.5 The officer(s) will required to complete the training of certain function / task as stated in the Initial Training form before they are issued with a SSCA credentials and are qualified to be delegated with necessary powers to carry out safety oversight functions.

5.6 The Initial Training form will show the minimum number required for each OJT task to be completed.

5.7 Each officer will be responsible to complete his/her basic training within the assigned schedule.

5.8 Upon the completion of each basic training function or task, the new officer(s) are to complete the Initial Training form and sign-off by the senior inspector assigned to him/her.

## **6. Specialised Training (ST)**

6.1 Beside the basic functions and tasks which are performed by officer(s) in SSCA, officer(s) may be assigned to take care or address additional areas of specialised functions or tasks.

6.2 The officer(s) is to undergo a minimum 1 week of external training as part of his/her specialised training. The number of officer(s) to be trained will vary depending on the scope, complexity, level of activities, etc.

6.3 The nature of this training can be covered under classroom training or OJT from specialist (e.g. OEM, or courses from accredited training organisation or personnel).

## **7. Recurrent Training (RT)**

7.1 Unlike the basic functions and tasks which are performed by officer(s) in their daily routine, the specialised functions and tasks may only be performed occasionally or required officer(s) to keep abreast with the changes and constant updates on the subject. As such, recurrent training is required for the specialised functions and tasks.

7.2 Officer(s) will undergo recurrent training at least once in every two years.

## **8. Generic Training (GT)**

8.1 Occasionally, officer(s) will be nominated to undergo administrative training such as leadership and supervisory courses, exchange programme with other countries Civil Aviation Authority, technical report writing courses, etc.

8.2 Officer(s) may also be nominated to attend ad-hoc training such as conferences, workshops, etc not in the planned areas or functions in the training framework.

## **9. Implementation and Control**

9.1 The unit head is responsible to develop the training plan for every calendar year for his/her officer(s) and is required to conduct the following:

- (a) To review the overall status trainings for the current year;
- (b) To identify the subject to be trained to support new functions and tasks, if any in each section;
- (c) To identify the next year overall training plan for officers in their department;
- (d) To discuss any additional training needs for officer(s);
- (e) Compliance of the training plan;
- (f) Any additional training needs due to new technologies;
- (g) Trainings that are being deferred or completed to ensure proper monitoring and appropriate actions are being taken;
- (h) Ad-hoc trainings, if any that have been attended by officer(s).

9.2 After the training (courses, seminars, conferences, etc) have been approved, the training co-coordinator will arrange and register the officer(s) for the approved training. The training co-coordinator will inform the officer(s) and section's training representative.

## **10. Record Keeping**

10.1 After completion of the training, the section training representative will update the training status of the officer(s) in the training plan for updates into the training records.

10.2 The section training representative will ensure that the respective officer(s) provide a copy of the certificate, attendance sheet or initial training form after their training.

10.3 The registry officer will file all the training documents of the officer(s) in the officer's personal file for record keeping.

## 11. Entry into Force

11.1 This training policy shall enter into force as from the signing date.

*Done at Phnom Penh, 07 October 2009* Bn Kz



**MAO HAVANNALL**  
Secretary of State