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| **To : Director-General of Civil AviationAttn : ADS(P)2 (Administration Division)** |

**Completed questionnaire together with the Application Form [G.F. 340 (Rev. 7/2023)] should reach the Civil Aviation Department by the required deadline**

## CIVIL AVIATION DEPARTMENT

**Application for NCSC Assistant Project Manager (APM)**

**Questionnaire on Working Experience in Civil Aviation / Electronics Engineering Field**

**Section A – Personal Information**

1. Name :

2. Present position held by applicant (title and section) :

3. Organization/Section chart on a separate sheet [please indicate clearly the official positions (no name required) of those to whom you are responsible and the official positions (no name required) of those responsible to you].

1. Years of experience in managing
	1. Civil aviation engineering work : \_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. Other electronics engineering projects :

(c) Information Technology/Computer projects :

**Section B – Experience in civil aviation and/or electronics engineering systems projects**

1. Working Experience in Electronics Projects,

|  | **Post-qualification experience in the following areas** | **Name of Company/ Position** | **From****(Month /****Year)** | **To****(Month /****Year)** | Total (Year(s)) |
| --- | --- | --- | --- | --- | --- |
| (a) | Project Management  |  |  |  |  |
| (b) | Prepare technical specifications |  |  |  |  |
| (c) | Prepare technical drawings, presentation materials and project schedules |  |  |  |  |
| (d) | Validate technical drawings, work method statement from building and building services contractors |  |  |  |  |
| (e) | Supervise installation, testing and commissioning work |  |  |  |  |
| (f) | Conduct site inspection and report of work progress at site |  |  |  |  |

2. Working Experience in computerized information/control systems or Information and Communication Technology (ICT) infrastructure

|  | **Post-qualification experience in the following areas** | **Name of Company/****Position** | **From****(Month /****Year)** | **To****(Month /****Year)** | Total (Year(s)) |
| --- | --- | --- | --- | --- | --- |
| (a) | Requirement Analysis |  |  |  |  |
| (b) | Software Design/ Development |  |  |  |  |
| (c) | Multiuser Database Design, Programming, data analysis and display |  |  |  |  |
| (d) | Software Testing |  |  |  |  |
| (e) | Software Documentation |  |  |  |  |
| (f) | System Administration |  |  |  |  |
| (g) | Database Administration |  |  |  |  |
| (h) | IT Security Design and Implementation |  |  |  |  |

**Section C – Details of Experience (To be answered on a separate sheet by applicant)**

1. Please give full information on your experience working on Satellite-based Communication, Navigation and Surveillance (CNS)/Air Traffic Management (ATM) System in accordance with International Civil Aviation Organization (ICAO) requirements of Global Air Navigation Plan (GANP) and Aviation System Block Upgrades (ASBU) civil aviation/large-scale complex electronics engineering project work you are/were in charge and/or involved with particular emphasis on the following points, if any:
	1. Average number of projects handled concurrently.
	2. Project size, estimated cost, duration and details of scope of all the major projects.
	3. Division of work and level of responsibilities in the planning, implementation, commissioning, and development of each major project mentioned above.
	4. Your duties in preparing project schedule, technical specifications, drawings and presentation materials.
	5. Your duties in validating technical drawings and work method statement from building and building services contractors.
	6. Your duties in conducting system acceptance tests.
	7. Your duties in conducting outstation site inspection and reporting work.
	8. Your duties in conducting and/or supervising installation, testing and commissioning work.
	9. Other authorities, organizations, bodies, contractors and clients you need to liaise/coordinate/supervise for progressing of projects.
	10. Any other duties you wish to highlight.
2. Please give full information including the period with dates on your involvement and duties in project management of electronics and ICT engineering projects, with emphasis on the following (To be answered on a separate sheet by applicant):
3. Average number of projects handled concurrently.
4. Project size, estimated cost, duration and details of scope of all the major projects.
5. Division of work and level of responsibilities in the planning, implementation, commissioning, and development of each major project mentioned above.
6. Your duties in preparing project schedule, technical specifications, drawings and presentation materials.
7. Your duties in validating technical drawings and work method statement from building and building services contractors.
8. Your duties in conducting system acceptance tests.
9. Your duties in conducting outstation site inspection and reporting work.
10. Your duties in conducting and/or supervising installation, testing and commissioning work.
11. Other authorities, organizations, bodies, contractors and clients you need to liaise/coordinate/supervise for progressing of projects.
12. Any other duties you wish to highlight.

Notes :

1. Please ensure that all sections in the questionnaire are completed and the information is accurate.
2. Your application will not be considered if you fail to provide all information as requested or it is not clear from your statements that you have the minimum qualifications, training, experience or other requirements specified for the job.
3. The personal data provided in this questionnaire will be used for recruitment and other employment-related purposes. Information on unsuccessful candidates will normally be destroyed 12 months after rejection of the candidate’s application.

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Name :

Signature :

Date :