

FORE INSTITUTE OF DRONE TECHNOLOGY AND RESEARCH (FIDTR)

FIDTR CEO – Roles and Responsibilities

1. To ensure that FIDTR functions in accordance with the relevant Rules & Regulations and conditions of DGCA, and as specified in the Authorisation Certificate given by DGCA to FIDTR.
2. Develop strategic objectives and direction
3. Develop Vision, and Corporate Values
4. Develop and establish a solid metrics-driven work/corporate culture. Based on objectives, manage cash flow- manage revenue, expenses and external financing to maintain the consistent growth of FIDTR
5. Develop a dynamic training vision – regularly refine FIDTR’s training vision through frequent interactions with the Drone eco system.
6. Making Capital Allocation Decisions including budgeting and financing
7. Ability to successfully operate under a revenue target
8. Ability to create/develop appropriate processes to ensure revenue target achievement
9. Team building – Building the Senior Leadership Team
10. Implement proposed plans
11. Tracking company performance
12. Develop and execute an advocacy role
13. Develop a strong network with key actors in the Drone ecosystem including, policy makers, the addressable market for Drone services, and Drone manufacturer
14. Communicating Effectively with All Stakeholders
15. Develop FIDTR’s brand through thought leadership and relationship management activities

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Eligibility and Qualifications for FIDTR CEO

Qualification: Master's degrees in aviation, business administration, management, public administration, finance and/or marketing.

Knowledge of aviation sector and various facet of its management would be a desirable experience.

Experience: Fifteen years work experience in senior management positions along with exceptional leadership, communication, problem-solving, metrics-based work culture, financial management, and marketing skills.

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ROLE & RESPONSIBILITIES OF ACCOUNTABLE MANAGER-CUM-CTO

The *Accountable Manager-cum-Chief Technical Officer* will be responsible for executing and achieving FIDTR's training and related objectives, including strategic and operational targets set by FIDTR, with one hundred per cent compliance with policies established by (i) the regulator, that is, DGCA for operation of RPTOs, and (ii) the management of FIDTR for its overall governance.

Reporting to the FIDTR CEO, and in keeping with the above, the *Accountable Manager-cum-Chief Technical Officer* will have the following functions and responsibilities that define his KRAs:

1. To ensure that all regulatory requirements set by DGCA are complied with.
2. To ensure that FIDTR functions in accordance with the relevant Rules & Regulations and conditions as specified in the Authorisation Certificate given to FIDTR by DGCA.
3. To develop, and submit to FIDTR CEO, a plan for acquiring human, capital, and material resources to meet the needs of RPAS training, and to execute the same as approved by the FIDTR CEO.
4. To maintain integrity of mandatory record and documents i.e. protect such mandatory documents from alteration and removal etc. and provide the same to DGCA as and when required.
5. To implement advisories and instructions of DGCA and other regulatory authorities under advisement of FIDTR CEO.
6. To ensure that within seven days of successful completion of the training the application in Form D-4 for Drone Pilot Certificate is applied on digital sky platform along with the applicable fee.
7. To ensure Mandatory reporting of incident/ accident as per the extant Rules.
8. To notify DGCA regarding change of Key personnel such as Head of Organisation, Instructors etc. within 7 working days.
9. To ensure that all the Drones in the RPTO are insured for third party damages.
10. To ensure that Remote pilot training (RPT) operations of FIDTR including training are conducted efficiently and in observance of the regulatory framework.
11. To ensure compliance with policies, operational guidelines, and rules and regulations of the concerned regulatory authorities vis-à-vis training syllabus and delivery with respect to both theoretical and practical training, instructors' proficiency testing, infrastructure norms established by the regulator for in-class training and practical training, and issuance of remote pilot certificate.

12. Ensure that all activities including quality monitoring, are organized, managed and supervised. This also includes contracting and surveillance regarding sub-contracting work.
13. Ensure that appropriate instructions are developed, maintained, documented and followed for compliance with the requirements including payment of any charges.
14. Ensure that all personnel are appropriately trained and qualified to accomplish the work.
15. Ensure that suitable facilities (workshops and equipment) and necessary material (components, spare parts etc.) are available, enabling FIDTR to work as per the scope of approval granted.
16. Ensure that the necessary corrective action is taken promptly on the Deficiencies observed by DGCA/Internal audit.
17. Submitting mandatory reports to the regulator as per prescribed schedule and after vetting and approval of such reports by the FIDTR CEO.
18. Ensure preparation of Logbooks of trainer and trainees with utmost accuracy; FIDTR has zero-tolerance policy for mistakes in Logbooks; and failure to maintain the time schedule as prescribed by DGCA and/or FIDTR management.
19. Aviation safety – ensure full compliance with mandatory aviation safety protocol and other related requirements.
20. Procurement of drones, simulators, and other equipment and tools for theoretical and practical training in accordance with procurement plan and schedule duly approved by the FIDTR CEO.
21. Ensure optimal usage of drones & all related equipment in classroom and field.
22. Maintenance of all equipment, tools and devices as per a maintenance schedule duly approved by the FIDTR CEO, and need-based repair of training infrastructure.
23. Develop and maintain a robust database of instructors, trainees, aviation/drone policies of GoI and other countries notably USA, Israel, EU and China.
24. Assist, as required, the marketing and branding team of FIDTR for national and international marketing and branding of FIDTR using social media platforms and print media.
25. Interfacing with DGCA, with prior approval of the FIDTR CEO, as required.
26. Facilitating inspection of FIDTR by DGCA/QCI.
27. Undertaking other tasks assigned by the FIDTR management, for example, in developing and executing value addition pilot training programmes like training remote pilots for use of Drones in the agriculture and infrastructure sectors, an

incubation centre for R&D in futuristic technologies, and organizing competitive events.

28. Any other requirement that may arise to enhance efficiency of FIDTR.

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REQUIRED QUALIFICATIONS AND EXPERIENE OF ACM-CUM-CTO OF FIDTR

A. ELIGIBILITY

Based on his tasks and responsibilities, the Accountable Manager should bring with him a broad experience, ideally in more than one field of UAV/Aviation, as well as managerial skills, a sound knowledge of the applicable rules and regulations and – last but not least – the capability to keep the overview over all aspects of FIDTR, particularly in the launch phase.

To underline the importance of the Accountable Manager's role in running a safe and compliant operation, FIDTR's management team and/or a FIDTR appointed selection committee **MUST** have a personal conversation to make sure that the candidate fully understands his duties and responsibilities and is knowledgeable about DGCA's policies for running a RPTO.

B. QUALIFICATIONS REQUIRED

To be considered for a position as Accountable Manager applicants must possess the following:

1. Qualification:

- a. Degree holder – Bachelor's Degree or a Master's Degree from a recognized University in India or abroad or MBA holder.
- b. Drone Pilot Instructor License approved by DGCA.
- c. b. Commercial Pilot License (CPL) from India or abroad (as approved by DGCA) for airplanes, and helicopters

2. Experience

- a. Two to four years experience as a Drone Trainer in a managerial/coordinator position within an airline or training academy or aviation regulatory authority would be an added advantage.
- b. Experience with aviation regulatory framework.
- c. Proven leadership skills in training domain including establishing and maintaining an effective training management system.
- d. Proven management skills including experience of training team supervision.
- e. Proven operational planning and execution skills.
- f. Experience in ensuring that safety and compliance management systems are in place and followed.
- g. Excellent communication skills to represent FIDTR with the different stakeholders including regulators, consumers of drone services like government agencies working in the agriculture and infrastructure domains, local authorities and service providers.