

NOTAM specialist

A NOTAM specialist concentrates on notices and related information records within an aeronautical information service. The historical Rwanda Airports Company description distinguishes this post from its broader AIM officer role. This focused responsibility should not be confused with authority to invent, approve or distribute operational information without the organization's training and authorization. [EMP1, REG1]

Other titles to compare: NOTAM officer. Titles alone do not establish equivalent duties.

What the role does

- Process notices and maintain the relevant information database. [EMP1]
- Prepare notice checklists or summaries and support information products. [EMP1]
- Keep competence and authorization evidence appropriate to assigned publication duties. [REG1]

Where the work happens

International NOTAM office; Aeronautical information service unit.

Employer example

Rwanda Airports Company • Rwanda • NOTAM Officer - AIM Manual of Operations, section 12.2.3

Archived source historical example • Checked 2026-10-27 [EMP1]

Category	What this employer states
Essential in this source	Related bachelor degree, or the stated science-school qualification plus ten years AIS experience. AIS or NOTAM training; completed AIS/NOTAM on-the-job training.
Other stated conditions	QMS, relevant aviation standards and computer knowledge are listed. March 2021 job description; current recruitment conditions not confirmed.

One employer and stated role only; this record does not establish current hiring unless explicitly marked active.

Desirable requirements are not separately classified here; do not infer that none apply.

PREPARE AND VERIFY

Separate requirements from preparation

Rwanda AIS provider personnel: Part 25 requires the provider to assess and maintain the competence of personnel authorized to check, edit and publish aeronautical information, and to provide written evidence of authorization scope. That organizational requirement is distinct from the employer's selected educational conditions and does not establish a universal NOTAM licence. [REG1]

Still to verify: Second employer example and current Rwanda Airports Company recruitment conditions remain unverified. An external GCAA NOTAM vacancy was found only on aggregators and was not accepted as primary evidence.

Explore a realistic entry route

- Select a jurisdiction and determine whether the job is a dedicated NOTAM position or a broader AIM role that includes notice work. Compare actual responsibilities rather than assuming every related title is a separate qualification.
- Ask how the employer verifies subject training, supervised practice and competence for the particular duties. Do not assume that decoding a few examples or completing a general online course supplies publication authority.
- Build a source-and-change discipline using fictional non-aviation notices. Keep evidence of the original request, questions raised, approved revision and current status; use this to identify learning needs, not to claim professional experience.

Build evidence of your skills

- Create a fictional community-centre closure notice with an author, effective period and version. Introduce a conflicting request and write the clarification needed before a revised notice could be issued. Do not imitate operational NOTAM format.
- Build a register of five fictional notices with current, superseded and cancelled states. Ask another reader to check it, record the findings and explain how you prevented an old version from being mistaken for the current one.

Prepare for an interview

- Preparation prompt, not an actual employer question: why is an urgent request not enough evidence that a proposed change is correct? Explain what you would verify within your authority, without inventing operational procedures.
- Prepare a genuine example of finding a detail error after information had been shared. Explain how you notified the responsible person, corrected the record and learned from the cause.

Investigate possible next roles

Investigate broader AIM, information-quality or supervisory duties after gaining relevant experience. More responsibility depends on the employer's scope and assessments; it is not automatic from holding a particular course certificate.

Sources and scope

[EMP1] [Rwanda Airports Company NOTAM Officer - AIM Manual of Operations, section 12.2.3](#)

Archived source historical example. Rwanda. Checked 2026-10-27.

[REG1] [Rwanda Civil Aviation Authority RCAR Part 25: Aeronautical Information Service](#)

25.075(c): competence assessment, maintenance and written authorization scope. Read from the official service-linked regulatory PDF; not a complete individual eligibility assessment. Checked 2026-10-27.

Educational reference. Verify current requirements with the relevant authority and employer. Examples are selected employer conditions, not an exhaustive application checklist or worldwide eligibility rules. Verify the current notice before acting. Learning exercises are not operational training, assessment or evidence of professional authorization. Only one historical employer job description is verified. The manual date is not a claim that its recruitment criteria remain unchanged. No job guarantee.