



VACANCY NOTICE No. 10/2016

POSITION A: CHIEF AIRWORTHINESS INSPECTOR X1

Reports to Director Flight Safety Standards

Location: Head Office

Job Purpose

The position exists for the management of the Airworthiness department Safety Oversight and Surveillance functions and related activities. The position manages development of airworthiness-related policies, domestication of International Civil Aviation Organisation (ICAO) Standards and Recommended Practices (SARPS) as a member of the Regulations Developing Committee (REDCOM), implementation and enforcement of the policies in line with local aviation regulations and ICAO requirements

Duties and Responsibilities

- Develops and manage the departmental oversight audit programme.
- Develops the State Safety Program
- Develops technical guidance material for use by inspectors
- Participates in the formulation of regulations as a member of the Regulations Developing Committee (REDCOM)
- Governs the personnel examination system.
- Develops and Manages Departmental policies.
- Manages and administers the Airworthiness Inspectorate departmental duties and welfare.
- Sets performance criteria for the Department's team members.
- Regulations of miscellaneous approvals
- Performs any other duties as may be assigned by the Director.

Qualifications and Experience

- Diploma in Aircraft Maintenance and an Aircraft Maintenance Engineer's license, Category A and C or X with at least two type ratings for large air carrier aircraft or two type ratings on General Aviation Aircraft;
AND
- Aircraft Accident Investigation Certificate;
- Safety Oversight Manager's certificate;
- Air Transport engineering & maintenance certificate
OR
- Degree in Airworthiness Engineering
- 15 years' experience in a CAA regulatory environment of which 5 years must be at management level;
OR
- 3 years experience at senior airworthiness inspector level in a CAA Airworthiness department.

Skills and Competencies

- Must be computer literate
- Leadership and managerial skills
- Must be conversant with relevant ICAO SARPs.
- Ability to work under minimum supervision
- High work ethics
- Good knowledge of aviation industry
- Ability to communicate effectively at all levels

- Knowledge of maintenance reliability programs
- Knowledge of aging aircraft and damage tolerance of aircraft structures;
- In-depth knowledge of aviation law.

POSITION B: FLIGHT OPERATIONS INSPECTOR X1

Reports to Chief Flight Operations Inspector

Location: Head Office

Job Purpose

The position exists to regulate, licence, certify and participate in setting safety standards for flight operations in the country in accordance with ICAO SARPS.

Duties and responsibilities

1. Examines and reviews procedures submitted by operators on application for the issue or renewal of Air Operators' Certificate
2. Refers to established procedures for review.
3. Approves operations and training manuals of air operators
4. Examines submitted manuals while referring to CAA and ICAO guidelines
5. Originates aeronautical information circulars and disseminates them.
6. Flight tests pilots for:-
 - Issue of PPLs
 - Issue of CPLs
 - Instrument Ratings
 - Instructor and Assistant Instructor Ratings
 - Type Ratings
 - Flight Engineers' licences
 - Periodic Flight Tests
 - Issues and renewals of certificates of Airworthiness (Cs of As)
 - Performance evaluations
7. Conducts oral examinations for the issuance and renewal of Instructor and Assistant Instructor Ratings
8. Checks and signs the following licences:
 - ATPL, SCPL and CPL
 - Student and PPL
 - Flight Engineer
 - Instrument Ratings
 - Instructor and Assistant Instructor Ratings
 - Validations
9. Administers Aviation Regulations.
10. Supervises flight operators to ensure compliance to national and international standards.
11. Maintains proficiency on relevant aircraft
12. Maintains technical proficiency on relevant aircraft
13. Flight tests for Certificate of Airworthiness
14. Develops Instrument Let-down procedures in conjunction with Chief Flight Operations Inspector
15. Produces Flight Manual Performance charts in consultation with Chief Flight Operations Inspector
16. Produces Flight Safety Circulars in consultation with Chief Flight Operations Inspector
17. Investigates breaches of Regulations such as Low Flying, airmanship, rear misses and Air Traffic Services contraventions
18. Flies the CAAZ aircraft on inspection visits and air navigation calibrations and Maintains records in connection with CAA aircraft
19. Approves Operations Manuals and Load Sheets

Qualifications and Experience

- A commercial pilot licence including instrument rating
- At least 2000 hours flight time
- Full instructor examiners rating
- Government Aviation Safety Inspector's Certificate in Flight Operations
- Aircraft accident investigation certificate

- Human factors course
- 10 years' experience in Flight operations with regulatory background

Skills and Competences

- Computer literate
- Ability to work under minimum supervision
- Good communication skills
- High ethics
- Team leadership
- Conversant with ICAO SARPs
- Management development program
- Human factors certificate
- Compliance and enforcement

POSITION C: AIR TRANSPORT OFFICER X1

Reports to Air Transport Manager

Location: Head Office

Job Purpose

To provide support in the regulation, facilitation and development of air transport services.

Duties and responsibilities

- Process air transport authorizations in accordance with national requirements;
- Assists in formulating recommendations on air transport policy, regulatory matters and bilateral air service negotiations.
- Assists in conducting air transport sector studies, surveys, reviews and analysis;
- Records, monitors and analyse local, regional and international events and developments related to air transport;
- Produces air transport statistical reports and forecasting future trends;
- Maintains a register of protocols, permits, authorizations, air operators and related;
- Assists in processing ratifications of international air transport protocols;
- Investigates complaints by air transport users and air operators.

Qualifications and Experience

- A basic degree in Economics, Business Studies, Commerce or related.
- A professional qualification in transport economics, planning and management.
- At least 3 years relevant working experience in transport planning, research, transport management or in a regulatory environment.

Skills and Competences

- Knowledge of Government administrative systems and procedures.
- Ability to formulate, interpret and analyse policy and legislative proposals.
- Ability to conduct economic studies, surveys and reviews.
- Ability to conduct in-depth data analyses and forecasts using modern qualitative and quantitative techniques.
- Good interpersonal and communication skills.
- Good computer skills and proficiency in MS excel and database packages.

POSITION D: ICT TECHNICIAN X1

Reports to Network Administrator

Location: Head Office

Job Purpose

Installation, repair, maintenance and support of Information Communication Technology infrastructure and systems

Duties and responsibilities

- Diagnoses and rectifies network, hardware and computer problems.
- Troubleshooting and hardware support.
- Carries out periodic maintenance and servicing of all ICT devices.
- Troubleshoots and repairs all ICT devices (processors, monitors, printers, laptops, gate readers' check-in printers and other peripherals).
- Implements network set-up and configuration changes as instructed by the Network Administrator.
- Performs network installations according to laid down designs and as directed by the Network Administrator.
- Implements network security procedures and perform backups/disaster recovery under the supervision of the Network Administrator.
- Diagnoses and rectify PABX and telephone problems.
- Participates in installation and commissioning of new hardware and software.
- Troubleshoots and repairs telephone handsets up to component level.
- Provides 24 hour/ day and night shift technical support for aviation facilitation systems (CUTE/CUPPS, BAGERA and FIDS).
- Participates in technical support of Internet, e-mail, CARD 5 ID System, Licensing and Examinations, Invigilation System, and all administrative Microsoft products, to ensure that systems have a maximum uptime for greater efficiency.
- Provides users with training and day-to-day assistance on the effective usage of ICT equipment in order to impart the requisite knowledge and technical expertise.
- Provides ICDL training for staff and external candidates to enhance efficiency and generate revenue.

Qualifications and Experience

- A Higher National Diploma in Computer Science.
- Current Certification in CompTIA A+
- 3 years' work experience in a computer-networking environment, repairing, maintaining, configuring and supporting network services and devices

Skills and Competences

- Ability to assemble computer devices is essential.
- Ability to troubleshoot and repair computer hardware, PABX and related telecommunications hardware/devices
- Knowledge of networking fundamentals and telecommunications.
- Ability to carry out network cabling
- Excellent communication skills
- Ability to train users.

POSITION E: PAYROLL ASSISTANT X1

Reports to Payroll Administrator

Location: Head Office

Job Purpose

The position exists to assist in the payment of monthly salaries by effecting deductions and remit to the requisite authority and attend to salary queries.

Duties and responsibilities

- Receives personnel inventory and check against the payroll to confirm location of employees and status.
- Compiles and administer manual payment.
- Compiles & check master file changes on printed reports for accuracy and correctness.
- Submits the payroll report to the Human Resources Manager, in consultation with the Payroll Administrator for authorisation
- Produces statutory and payroll stop order deductions reports and make necessary Cheque requisition to Finance Department for payment.
- Ensures that all stop order payments to third parties are paid within the stipulated time
- Produces, separates and distributes payslips according to their pay points.
- Attends to salary queries; liaise with relevant parties to rectify any anomaly.
- Filing of all payroll documents at the end of each payroll run for easy retrieval

Qualifications and Skills

- 2 A levels preferably including Accounting, Commerce or Economics
- National Diploma in Accounting
- Studying towards a professional qualification e.g. ZAAT, IAC, CIS, CIMA, ACCA (first stage)
- 1 year experience in payroll administration
- Paywell Payroll System Level 1 certificate

Skills and Competences

- Pay attention to detail
- Good analytical skills
- Ability to work under pressure
- Computer literacy

Interested candidates should submit application letters, copies of updated Curriculum Vitae and certified copies of educational certificates, and **National I.D** to:

**Human Resource Director
Civil Aviation Authority of Zimbabwe
Harare International Airport
Level 3, New Terminal Building
P Bag 7716
Causeway
Harare**

On or Before 5 January 2017