

Bursary for Aeronautical Information Officer (AIO)

Role overview

The main purpose of an Aeronautical Information Officer is to assist the Aerodrome Briefing Specialist to collect, record, collate, store and distribute as well as update of aeronautical information/data concerning the entire territory of Namibia and exchange information/-data with other states and stakeholders. The position is within the Aeronautical Information Management department.

Job Objectives

- To assist the Aerodrome Briefing Specialist to plan, organise, lead, control and manage the quality of day to day activities of the Aerodrome Briefing unit.
- To assist the Aerodrome Briefing Specialist in ensuring the collecting, recording and distribution of aeronautical information with other states and stakeholders.
- To assist the Aerodrome Briefing Specialist with reviewing Aeronautical Information/Data for the station published in the Integrated Aeronautical Information Package (IAIP).
- To assist the Aerodrome Briefing Specialist in regularly reviewing/ updating relevant QMS procedures.
- To process and disseminate the flight plan to all ATS Units, designated authorities, SAR units including those along the Aircraft flight route to destination and alternate. Verify for compliance with international and National regulations.
- To assist the Aerodrome Briefing Specialist to peruse the daily electronic government Gazette Index and identify Gazettes relevant to AIM then distribute to all relevant parties (AIM).
- To process and disseminate the flight plan to all ATS Units, designated authorities, SAR units including those along the Aircraft flight route to destination and alternate. To also verify for compliance with international and National regulations.
- To process NOTAM for pre-flight information, preparation of summaries and NOTAM bulletins.

Minimum Requirements

Applicants must:

- Be a minimum of 18 years old and a Namibian citizen.
- Have a valid drivers' license and be willing to undergo assessments, checks and examinations.

Education Requirements

- Namibian National Senior Secondary Certificate (NSSC)/Grade 12 (Ordinary Level) with at least 25 Admission Points, at least Grade C for Mathematics and English and no grade less than Grade D for the three highest graded subjects excluding Mathematics and English.
- A Bachelor degree in Computer Science or related field will be an added advantage.

Application Process

Kindly forward the following documentation to aim@shl.com
We will then contact you regarding the status of your application.

1. Copy of your Grade 12 results.
2. Copy of your I.D.
3. Copy of your drivers' license.
4. Copy of Academic Record.

Applications open 1 February 2019
Applications close 20 February 2019

