

Bursary for Air Traffic Services Assistant (ATSA)

Role Overview

The main purpose of the Air Traffic Services Assistant is to support and assist the Air Traffic Controller/s on duty. Assistance is provided in respect of, prevention of collisions between aircraft in the air and on the ground, between aircraft on the manoeuvring area of an airport and obstructions in the area well as expediting and maintaining an orderly flow of air traffic. The ATSA will also notify appropriate organisations regarding aircraft in need of search and rescue assistance and assist such organisations as required.

Job Objectives

- Provide advice and information useful for the safe and efficient conduct of flights.
- Receive incoming telephone calls and refer those concerning Search and Rescue (SAR) to the Air Traffic Control Supervisor & complete other duties given to him/ her by the Air Traffic Control Supervisor.
- Pass estimates to appropriate ATC units, log aircraft movements on the appropriate logbook when necessary & calculate aircraft movement statistics for the day/ week/ month as necessary.
- Send coordination messages as appropriate, e.g. departure, diversion/arrival, estimates, etc., ensure the flight progress strips are displayed on the right board, filter flight plans, conduct system updates and corrections.
- Deliver on compliance requirements Understand and interpret compliance requirements and plan and execute activities according to
 - o Document 4444
 - o ICAO Annexure 11
 - o NAMCARS (section 170) and NAMCATS (Section 172)

Minimum Requirements

Applicants must:

- Be a minimum of 18 years old and a Namibian citizen.
- Be willing to undergo psychometric assessments; security, criminal record and credit checks, and medical examinations.
- Class 3 medical certificate per Civil Aviation regulations.

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.

Application Process

Interested applicants **MUST SEND** an EMAIL to atsa@shl.com. ALL applicants will receive a confirmation of their mail.

- All applicants will be emailed a link to the SHL PreciseFit online assessment tool. The online assessment must be fully completed in order for the application to be considered further.
- Qualifying applicants **MUST** forward the following documentation to atsa@shl.com.
 1. Copy of your Grade 12 results
 2. Copy of your passport
 3. Copy of Academic Record
- We will contact you regarding the status of your application.

Applications open 2 September 2019
PreciseFit assessments start: 2 September 2019
Applications close 23 September 2019



  NCAA Bursary Hotline: 081 761 7113
   www.ncaa.com.na/bursary-programs

