



VACANCY # 37 /2013
QUALITY ASSURANCE & SAFETY OFFICER (AIR TRAFFIC MANAGEMENT)
Safety & Risk Management Section

If you thrive on challenges, have extensive air traffic management knowledge and experience with good judgment and well developed organizational and interpersonal skills, then this is the job for you.

Airports Fiji Limited (AFL) is a Government Commercial Company in the business of operating airports and providing Air Traffic Management facilities and services in the Fiji Islands and provides challenging and rewarding employment opportunities in the aviation industry.

We are looking for someone with suitable qualifications and experience for the position of Quality Assurance & Safety Officer – Air Traffic Management (QASO ATM) to be based at Nadi Airport.

TERMS & CONDITIONS

Salary Range: \$40,140 – \$50,170 per annum

This will be a Contracted position and the terms and conditions of employment will be discussed with prospective candidates at the time of interview.

The written applications must be submitted together with the **AFL Employment Application Form** (*which can be downloaded from the Company website www.airportsfiji.com or collected from the AFL HR Office at Nadi Airport*) and clearly marked:

“Vacancy No.37 / 2013 – Quality Assurance & Safety Officer - ATM” and addressed to:

The Chief Executive Officer
Airports Fiji Limited
Private Mail Bag
Nadi International Airport

OR hand delivered at our ‘Registry Office’ located at the AFL Headquarters, AFL Compound, Namaka, Nadi, **no later than 4pm on Friday, 14th June 2013.**

JOB DESCRIPTION

POSITION TITLE:	<u>Quality Assurance & Safety Officer (ATM)</u>	POSITION HOLDER:	<u>VACANT (x1)</u>
REPORTS TO:	<u>Manager Safety & Risk Management</u>	LOCATION:	<u>Nadi Airport</u>
DIVISION:	<u>Corporate</u>	DEPARTMENT:	<u>Safety & Risk Management</u>
Purpose of the Role:			
<p>The Quality Assurance & Safety Officer (ATM) is responsible through the Manager Safety & Risk Management for the performance monitoring and auditing of quality and safety procedures in the ATM division. He/she will be responsible for establishing and implementing an effective, efficient Safety Management and Risk Assessment System to meet current and future needs of the Air Traffic Management division of AFL.</p> <p>He/she will from time to time lead internal teams that are formed to undertake specific tasks associated with safety, including manpower assessment, audits (both scheduled and unscheduled) and special investigations into safety issues.</p>			
Key Accountabilities:			
<ol style="list-style-type: none"> 1. Monitoring of overall safety levels and detection of any adverse trend in the ATM Division. 2. Safety review of Air Traffic Service units 3. Safety assessments in respect of any planned implementation of airspace reorganization, introduction of new systems or facilities and new or revised ATS procedures. 4. Monitor compliance with the company's Safety Management System throughout the ATM Division. 5. Monitor compliance with the company's Risk Management System throughout the ATM Division. 6. Prepare an annual compliance audit program for the ATM division. 7. Undertake compliance audits of the ATM Division and report 8. Investigate and prepare reports on all reported ATM safety incidents and accidents. 9. Train ATM staff in areas associated with aviation licenses, certification of Air Traffic Service provider and training institutions. 10. Provide guidance and directives to <i>customers, visitors</i> and other <i>stakeholders</i> on safety and risk policies and procedures. 11. Undertake risk assessments and report. 12. Documentation control and coordination of company manuals, ICAO Annexes, Docs and manuals. 13. Maintaining an annual record of incidents and analysis. 14. Update and manage the Company's Hazard Management System 15. Prepare annual work plan related to ATM for the SRM Unit 16. Carry out any other duties assigned by the Manager SRM from time to time. 			

Key Challenges / Decisions / Success factors:

- Extensive knowledge of ICAO SARPS & guidance materials, Civil Aviation Regulations, CAAFI regulatory procedures and Air Traffic Service documentation.
- Keeping current on the relevant documents including their amendments

Direct Reports: None**Qualifications, Professional Knowledge and Experience (essential):****Qualifications**

- Tertiary qualifications preferably in air traffic management or aviation or a related discipline.
- Must be a certified Training Instructor from a recognized institution.
- Served extensively as an Air Traffic Controller
- Extensive knowledge of ICAO SARPS & guidance materials, Civil Aviation Regulations, CAAFI regulatory procedures and Air Traffic Service documentation.
- At least 5 years experience as a member of Air Traffic Management (ATM) management, including at least 2 years of direct experience with aviation regulatory issues or the certification and inspections of ATM systems.
- Extensive experience in ATM Training & Standards, R&D, Project Management, Documentation, AIS Management, PANS/OPS Procedures and Search & Rescue.

Personal Attributes

- Leadership qualities, tact, initiative, good judgment
- Well developed organizational and interpersonal skills
- Ability to accept responsibility and work to defined deadlines
- Well developed English verbal and written communication skills
- Maturity, reliability, motivation and initiative.
- Preferably an incident free record in regards to breaches in standard operating procedures

Key Relationships:**Internal:**

- ATM Section
- SRM Section
- MSRM
- MATM
- GMA
- GMATM

External:

- ICAO
- CAAF
- Airlines