

**RAY NKONYENI MUNICIPALITY
MUNICIPAL NOTICE: 239 of 2024**

Ray Nkonyeni Municipality, an equal opportunity employer, requires the services of suitably qualified, well-motivated, assertive and result driven candidate to appoint to the following post:

DEVELOPMENT PLANNING SERVICES DEPARTMENT

AVIATION SERVICES UNIT

QUALITY ASSURANCE OFFICER

(TASK GRADE 11)

Salary: R 334 201.42 – R 433 826. 00 (Excluding all benefits)

Requirements: Matric or equivalent (Grade 12) • Diploma in Quality Management or Diploma/Degree in Law • Certificate in Civil Aviation Authority recognized training for Quality Assurance, Root Cause Analysis • Airport Familiarization • Minimum of 3 years in the aviation industry • Aviation Security (AVSEC) Training • Hazard Identification • Incident Investigation • Previous experience in the municipal environment would be an added advantage • Excellent written and verbal communication skills • Valid Code B Drivers License • Civil Aviation Regulations (SACARs) & Technical Standards (SACARs & CATS – Part 139 and Part 140) • ICAO Annex 14 Requirements and Application • Advanced computer literacy and knowledge of presentations.

Key Performance Areas: Responsible for Quality Assurance audits and monitoring of compliance with regards to Aviation Legislation and in particular with regulations as set out in the Civil Aviation Act No 13 of 2009 and International Civil Aviation Organization (ICAO) • Performing duties ensuring that the quality assurance program is established, implemented and maintained • Perform risk analysis, internal investigations, planning and execution of duties in accordance with accepted standards • Collect, analyze, interpret and document information to support internal and external Quality Assurance audit results • Maintain and update copies of aerodrome manuals, aerodrome programs and standard operating procedures • Monitor airside induction and present internal aviation training when required • Contribute to the overall functioning of the Aviation Services Unit • Liaise with the Civil Aviation Authority (CAA) on non-conformances and related corrective actions for all areas of the airport operation.

Ray Nkonyeni Municipality is guided by the principles of Employment Equity.

Closing date: 27 December 2024

NB: Applications must reach our office by no later than 16h00 on the closing date!

Canvassing of Councillors will disqualify the applicant.

Submit **Application Form**, CV's with certified copies of all required documents to the Ray Nkonyeni Municipality, Department Corporate Services, 10 Connor Street, P O Box 5, Port Shepstone, 4240

Enquiries : Acting Human Resources Manager
Telephone : (039) 688 2023 /2075/ 2077

NB : If you don't hear from us within 21 working days of the closing date, regard your application as unsuccessful.