



## INTERNAL ADVERT

RENAC is looking for a suitable candidate to execute the duties of Flight Operation Officer within the Operations Department. The candidate will report to the Senior Flight Operations Officer, and the position is tenable at the Sikhupe International Airport.

### FLIGHT OPERATIONS OFFICER

**Purpose of the position:** Accurately prepare all flight documentations and ensure that flight crew is briefed about their destinations and alternate as per OM and OCC DISPATCH Manuals.

**Key areas of responsibility:**

- Obtain and compile relevant Aircrew Briefing, Bulletins, Meteorology Reports and Flight Documentations as necessary for each flight dispatch from Sikhupe International Airport and providing it to the respective flight crews in accordance with Company recognized procedures.
- Read and understand meteorological reports.
- Compile flight releases in accordance with Company recognized procedures and providing it to the relevant flight crews network wide.
- Coordinate all Airport Services reporting Company aircraft on the ground at Sikhuphe International Airport to ensure On Time Performance (OTP).
- Provide support during irregular operations and Emergency Response.
- Provide statistics applicable to the job which best describe its size or effect on the business.
- Rostering of flight crew.

**Key Competencies:**

- Paperwork Preparations
- Understanding meteorological reports
- Coordination of stakeholders
- Safety Compliance
- Systems Management
- Understanding meteorological reports

**Skills**

- Good communication skills
- People management skill
- Ability to work under pressure

**Knowledge**

- Flight planning and dispatching knowledge
- Knowledge of CAA Safety Policies and Procedures
- Statutory requirements rules and regulations
- Knowledge of flight operations systems and processes

**Attributes/values**

- Attention to detail
- Report writing
- Pro-active
- Be a team player and flexible

**Minimum Qualifications:**

1. Flight Operations Officer course /
2. Commercial Pilot Licence /
3. Air Traffic Controller training

**Experience:**

1. At least 2 years minimum experience

**The Reward:**

A competitive salary with benefits is on offer on a permanent basis. RENAC is an equal opportunity employer.

Please send your application, detailed CV, copies of certificate, and traceable references by 20 October 2023, to the Human Capital Manager, ONLY BY EMAIL to [careers@renac.co.sz](mailto:careers@renac.co.sz).

Reference the application as follows: **FLIGHT OPERATIONS OFFICER**

**HOTLINE: 8007009**