



### **EXTERNAL VACANCY**

The **Namibia Airports Company** is a wholly State-owned company established in terms of the NAC Act (Act no. 25 of 1998) and governed by the Public Enterprises Governance Act (Act no.1 of 2019) and Companies Act (Act no.28 of 2004), to undertake the operations, management, and control of certain aerodromes in Namibia, and to provide for incidental matters.

### **3X POSITIONS: SHIFT SUPERVISOR DEPARTMENT: OPERATIONS JOB GRADE C3**

<b>Duty Stations</b>	Hosea Kutako International Airport Andimba Toivo Ya Airport Eros Airport
<b>Direct Supervisor</b>	Chief Aviation Security Officer
<b>Purpose of Position</b>	Plan, direct and administer the comprehensive safety and security program for the NAC's Aviation security division and to ensure security compliance with national and international aviation security measures and regulations.

<b>Minimum Qualifications and Experience</b>	<p>Bachelor's Degree (NQF level 7) in Aviation or Security related field with at least 2 years of experience in the field of Aviation Security, Police or Military Studies</p> <p><b>OR</b></p> <p>Diploma (NQF Level 6) in Aviation or Security related field with at least 4 years of experience in the field of Aviation Security, Police or Military Studies.</p> <p>A valid Code B driver's License A valid Certificate of Conduct</p>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Successful candidates will be required to undergo a background check including police clearance and security vetting.</li> <li>• Current and valid Screener certification and possess supervisory management skills.</li> <li>• Candidate should be 21-35 and older</li> </ul>
<b>Added Advantages</b>	<ul style="list-style-type: none"> <li>• Security Management System Courses</li> <li>• AVSEC Management</li> <li>• AVSEC Supervisors Course</li> <li>• AVSEC Instructors Course</li> <li>• National Inspector Courses</li> <li>• Radiotelephony License</li> </ul>
<b>Key Performance Areas</b>	<ul style="list-style-type: none"> <li>• Airport Security Programme</li> <li>• Airport Security Compliance</li> <li>• Security plan and business continuity</li> <li>• Supervision and Administration</li> <li>• Permit Administration</li> <li>• Safety Management Systems (SMS) and Quality Assurance</li> </ul>
<b>Competencies / Skills</b>	<ul style="list-style-type: none"> <li>• Good understanding of aviation industry, aircraft and airport operations</li> <li>• Good knowledge of airport, aviation security rules, regulations, laws, and security principles, concepts and methodologies</li> <li>• Understanding of national and international aviation security governing legislation</li> <li>• Basic understanding of project management principles</li> <li>• Knowledge of modern aviation security techniques and security precautions required at the airport</li> <li>• Ability to train and develop employees and conduct user training</li> <li>• Must be a very competent writer of business letters, reports, and business submissions and a</li> </ul>

	<p>good understanding of financial and accounting principles</p> <ul style="list-style-type: none"> <li>• Able to demonstrate success and skill in supervising airport security function.</li> <li>• Experience and know how in airport and aircraft security operations</li> <li>• Have a good understanding about the company, industry, and technical matters</li> <li>• Ability to supervise team performance and to direct required outcome achievement through target setting, evaluation and feedback</li> <li>• Good supervisory, planning, organization and administrative skill</li> </ul>
<b>Enquiries relating to job content should be directed to:</b>	The Human Resources Department @ Tel: 061 295 5000 /5049

*For the applications to be valid, a submission must be made no later than the **19 March 2025** and should comprise of the following:*

- *Cover letter,*
- *An up-to-date curriculum vitae (including career path to date) with at least two professional references,*
- *certified copies of the academic qualifications, identity documents and all other supporting documents required and submitted (**not older than 6 months**)*

***NB: Qualifications obtained from non-Namibian institutions must be accompanied by NQA evaluation.***

***Document should be forwarded to:***

***The Human Resources Department  
Division: Resourcing, Relations & Wellness  
Namibia Airports Company  
3rd Floor, Sanlam Centre  
145 Independence Avenue***

*E-mail and faxed applications will not be considered.  
Only short-listed candidates will be contacted.  
No documents will be returned to candidates.*