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NCAA EXTERNAL VACANCY

The Organization

The Namibia Civil Aviation Authority (NCAA) is a state-owned enterprise established by section 8 of the Civil Aviation Act No. 6 of 2016 (November 2016). One of the objectives of the Authority is to control, regulate, and promote Civil Aviation Safety and Security in Namibia, as well as the provision of Air Navigation Services.

Namibia Civil Aviation Authority (NCAA) invites applications for the following positions:

		<u>Minimum Requirements</u>	
<u>Position</u>	<u>Grade</u>	<u>Qualifications</u>	<u>Experience</u>
Department /Division: Office of the Executive Director			
Executive Assistant x 1	C 3	A Bachelor`s Degree in Business Administration/Office Management or equivalent qualification.	A minimum of 5 years of relevant experience in a personal assistant or executive role.
Department/Division: Personnel Licensing, Safety and Security Department			
Medical Assessor (Trainee) x 1	D1	Relevant Bachelor of Medicine degree (MBChB) from a recognized university. An ICAO recognised post graduate certificate in Aviation Medicine is an added advantage. <u>The successful candidate will undergo the following training program:</u> 1. Basic Aerospace Medicine Course - 2 Weeks 2. Advanced qualification in Aerospace Medicine Course - 2 Years (Part-time). 3. Human Factors in Aviation-1 Week. 4. ICAO Government Safety Inspector Personnel Licensing Course (GSI PEL)- 3 Weeks. 5. Auditing Techniques -2 Weeks 6. Ongoing On-The-Job Training- Depending on progress	A minimum of 5 years registration with the Health Professions Council of Namibia (HPCNA) as an independent medical practitioner. A current HPCNA certificate of status A valid driver license.

Fit and Proper - Successful candidates shall be subjected to security vetting and obtain a security clearance before appointment.

- Applicants should send their applications to: recruitment@ncaa.na or via nieis.namibiaatwork.gov.na before the closing date.
- Enquiries: May be directed for attention to the Human Resources Office, Tel: 083 235 2171.
- All applications must be accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications and other supporting documents. All foreign qualifications must be evaluated by the Namibia Qualification Authority (NQA).
- Preference will be given to Namibian citizens and designated persons as prescribed by the Namibian Affirmative Action Act.
- Women and persons with disabilities are encouraged to apply.
- Only short-listed candidates will be contacted.

CLOSING DATE: Thursday, 23 October 2025 (17h00 – GMT +2)