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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>Position</u>                                        | <u>Grade</u> | <u>Minimum Requirements</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                                        |              | <u>Qualifications</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <u>Experience</u>                                                                                                                                                                                                                                                                                                                                                                                                           |
| Department: Air Navigation Services Safety Oversight   |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Senior Inspector:<br>ANS Safety<br>Oversight - MET x 1 | D1           | Degree in Meteorology, Aviation or NQF 7 equivalent or equivalent experience in the MET related discipline as well as the associated license or competency certificate.<br><br>Must have completed the following courses ANS Inspector:<br><ul style="list-style-type: none"><li>• Specialised Training in Safety Management Systems</li><li>• Quality Management Systems</li><li>• Human Factors Principles</li></ul><br>At least Class 2 Meteorological Diploma related to Aviation Metrology prescribed by the World Meteorological Organization (WMO)<br><br>Valid code B driver's licence. | <ul style="list-style-type: none"><li>- A minimum of 10 years in the following discipline</li><li>- MET, with a broad understanding of the other non-specialised disciplines (e.g. CNS (including ATEL, ATSEP &amp; CNS) AIS (including AIM and AIS) PANS – OPS (including IFP, Airspace and Procedure Design) ATM (including ATS, ASM and SAR).</li><li>- Minimum 2 years' experience at a supervisory position.</li></ul> |

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|                                                                          |    |                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>- Must have provided a forecasting service for a minimum of 5 years.</li> <li>- Preferably three years' experience working in a regulatory environment with an aviation safety or inspection role.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Senior Inspector</b><br><b>ANS Safety</b><br><b>Oversight -CNS x1</b> | D1 | <p>-Required degree in engineering (Electronics and Telecommunication NQF 8) or equivalent</p> <p>- Minimum 2 qualifications in NAV Aids (VOR, DME or ILS)</p> <p>- Must have completed the following courses: Communication system (VHF), Surveillance system (Radar, WAM or ADS-B), ANS Inspectors, Audit techniques, Regulatory Audit Techniques Procedures and Safety Management course.</p> | <p>At least a minimum of ten (10) years in the following disciplines CNS (including ATEL, ATESP &amp; CNS) with a broad understanding of the other non-specialised disciplines (e.g. ATM (including ATS, ASM and SAR); AIS (including AIM and AIS); PANS-OPS (including IFP, Airspace and Procedure Design); and MET.</p> <p>A minimum 2 years' experience at a supervisory position Required to have held competency for a minimum of 8 years with practical knowledge of at least 3 CNS Systems (e.g., ILS/Surveillance/VOR/Voice Switches/etc)</p> <p>Preferably three years' experience working in a regulatory environment with an aviation safety or inspection role.</p> |

| <b>Air Navigation Services (ANS) : Departement : Air Traffic Services</b>                |    |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                             |
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| <b>Approach<br/>Procedural<br/>Controller x 1 -<br/>Walvis Bay</b>                       | C3 | <ul style="list-style-type: none"> <li>- Minimum Grade 12 with pass in English, Mathematics or Geography</li> <li>- The relevant ratings:</li> <li>- Initial AB Initial Training</li> <li>- Procedural Approach</li> <li>- Aerodrome Control (Tower)</li> <li>- Valid licence</li> <li>- Medically fit as per the medical certificate</li> </ul>                                           | - Minimum 2 years' experience as an ATC                                                                                                     |
| <b>Air Navigation Services (ANS) : Departement : Aeronautical Information Management</b> |    |                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                             |
| <b>Publication<br/>Specialist: AIM x 1</b>                                               | D1 | <ul style="list-style-type: none"> <li>- A bachelor's degree in a related field, or 10 years' experience in a supervisory position in AIM</li> <li>- Certificate in Aeronautical Information Services from an ICAO recognised training institution</li> <li>- Training course in Quality Management System</li> <li>- Proficiency in office suite and desk top publishing tools</li> </ul> | <p>At least a minimum 5 plus years aeronautical information experience</p> <p>In the absence of bachelor's degree, 10 years' experience</p> |

**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](mailto:recruitment@ncaa.na) or [nieis.namibiaatwork.gov.na](mailto:nieis.namibiaatwork.gov.na) before the closing date.
- Enquiries: May be directed for attention to the Human Resources Office, Tel: 083 235 2170.
- 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, 20 November 2025 (17h00 – GMT +2)**