



# WE ARE LOOKING FOR

## AN AVIATION SAFETY OFFICER

*Job Title: Aviation Safety Officer  
Reporting To: Manager Safety & Security*

**Date Posted: 16 March 2026**

**Closing Date: 26 March 2026**

*The Aviation Safety Officer is responsible for supporting the Manager Safety & Security in implementing, maintaining, and monitoring aviation safety and occupational health systems across all operational bases. This role ensures compliance with aviation safety legislation, internal SMS procedures, and industry best practices while facilitating safety training and administration.*

***If you do not hear from us within 14 days after the closing date for this position, please regard your application as unsuccessful.***

### **Key Responsibilities:**

#### **Aviation Safety Administration:**

- Assist Post Holders in the development, implementation, and effectiveness of base-specific Emergency Response Plans (ERPs).
- Maintain and update the safety incident register and training matrix.
- Oversee the compilation of relevant statistics for Aviation Safety Management Key Performance Indicators (KPIs) and produce regular reports.
- Manage full Aviation Safety System (ASQS) administration.
- Conduct internal safety, ERP and security training and maintain the Safety Management System (SMS) training program for all employees.
- Monitor compliance with all aviation activities with applicable legislation.
- Ensure adherence to safety procedures as outlined in the SMS manual.
- Compile, review, and update safety checklists and related documentation to reflect industry trends and regulatory changes.
- Keep management informed of changes in aviation safety regulations and industry standards.
- FRMS administration and be apart of the FRMS committee

***If you meet the requirements and would like to apply for this position:***

**Please submit your CV for review**

### **Occupational Health and Safety (OHS):**

- Coordinate training for OHS representatives, first aiders, and fire marshals.
- Conduct regular OHS audits and monthly workplace walk-arounds.
- Manage Injury on Duty (IOD) administration.
- Inspect first aid kits and ensure replenishment of expired items.

### **General Administration:**

- Take and distribute minutes of safety and operational meetings.
- Update manuals and relevant documentation as required.

### **Requirements:**

- Grade 12 certificate.
- Minimum 2 years of administration experience, preferably in aviation.
- Preferably Safety Management System (SMS) course.
- South African citizen.
- Relevant operational and flight safety management experience.
- Computer literate with intermediate to advanced proficiency (MS Office, SharePoint, and other business systems).
- Working knowledge of SACARs and CATS regulations.
- Adequate knowledge of Aviation Laws, Regulations, and Operating Standards.
- Solid understanding of Safety Management System (SMS) principles.
- Excellent communication, interpersonal, and leadership skills.
- Strong organizational skills and attention to detail.