# BE PART OF OUR TEAM
# Technical Librarian
# Lanseria International Airport

**KEY PERFORMANCE AREAS (KPA's)**

- **Aircraft and Document Management:** Oversee maintenance, operations and charter activities for both fixed-wing and rotor-wing aircraft. Ensure all required documentation and manuals are on board and current with the latest revisions.
- **Technical Publications and Subscriptions:** Manage the acquisition, renewal and distribution of OEM vendor publications as required by both the Approved Maintenance Organization (AMO) and Air Operator Certificate (AOC). This includes coordinating annual subscriptions, manual revisions and updates.
- **Database and Records Management:** Maintain and continuously update the AVSYS database. Control, upload and distribute all controlled forms, documents and manuals in the ASQS system. Maintain a current Vendor Login Directory and distribute it to all stakeholders.
- **Quality and Compliance Audits:** Conduct monthly audits and follow-ups on manual subscriptions to ensure accuracy and timely updates. Assist with both internal and SACAA audits.
- **Administrative and Research Support:** Provide administrative support to the CAMO department, including assisting with research on new aircraft and updating regulatory documentation in ASQS.

**REQUIREMENTS**

- SA Citizen Matric / Grade 12.
- At least 3 years' experience as Librarian in the Aviation Sector.
- Knowledge of SACAA Regulations is preferable.
- Computer literate.
- Must be able to work accurately and independently.
- Patient, Motivated and a Team Player.
- Own Reliable Transport.

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

## Click here to upload your CV

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

*Closing Date: 29 September 2025*