

VACANCY AVAILABLE

Position : Technical Librarian
Department : Helicopter Operations
Location : Ultimate Heliport
Reporting To : Quality Compliance Manager

Please note this vacancy is open to Internal and External Applications.

KEY PERFORMANCE AREAS

- Effective management and control of all Helicopter Technical publications as required
- Ensure that the AVSYS database is kept current and up to date
- Ensure that the library "Issue to Members List" is audited and controlled monthly
- Printing and distribution of all hard copy and digital manuals to ALL stakeholders / members
- Subscribing to aircraft manufacturer publications as required
- Annual subscriptions, updates i.e., Lexis Nexis and IATA
- Apply for approvals (AOC, ATO, Manuals) at the SACAA and regular follow up on the approval processes
- Archiving and indexing of old Master revision(s) Manuals
- Proof reading and editing of all NAC generated manuals (SOP's, MEL's, AMP's etc.) and ensuring that the new revisions are distributed accordingly
- Auditing and follow up of members revision services monthly
- Uploading of Aircraft Documents, Manuals and Controlled Forms on ASQS and SharePoint
- Auditing ASQS/SharePoint every month to correspond with the library / "Issue to Members List"
- Updating the latest Aircraft MEL/DG/AFM copies
- Assist with SACAA and internal audits
- Manage pilot uniform orders
- Stationery / Coffee / Alcohol orders and distribution
- Lounge upkeep / Hosting
- Manage the Cleaning Staff

REQUIREMENTS

- Grade 12
- South African Citizen
- Administrative Qualification
- Advanced level of computer literacy – MS Office and Outlook
- Excellent proficiency in both written and spoken English
- Basic knowledge in documentation control would be an added advantage
- Knowledge of SACAA documentation flow and control will be an added advantage

SKILLS

- Methodical, punctual, trustworthy and efficient
- A disciplined, focused and balanced individual who pays *careful attention to detail*
- An analytical thinker that is strong in planning and organizing and can turn ideas into manageable tasks
- He/she must understand the sense of urgency
- Be professional and presentable and can communicate well on all levels
- He /she must also be an excellent team player who is supportive to others
- Organizational awareness and sensitivity

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

Internal Candidates: Please forward your CV to charntel.hattingh@nac.co.za or deliver to the Human Resources Offices, with a completed Internal Application form. Please ensure that your Manager is informed of your intention to apply for this position.

External Candidates: Please forward your CV with a letter of application to charntel.hattingh@nac.co.za before the closing date.

Date Posted: 11 May 2022

Closing Date: 18 May 2022