

# JOB OPENING

## FLIGHT OPERATIONS OFFICER POSITION REF: AFD/OPS/12-2020

### 1. IDENTIFICATION

1.1	<b>Job title</b>	Flight Operations Officer
	<b>Reporting to</b>	Operations Manager
1.2	<b>Grade</b>	B
1.3	<b>Function</b>	Operations
1.4	<b>Physical Location</b>	Inside Wilson Airport, Nairobi

### 2. MAIN PURPOSE OF JOB

The job holder is responsible for adherence of flight safety procedures during service delivery as guided by the Civil Aviation Regulations and AMREF Flying Doctors Operations Manual.

### 3. REPORTING RELATIONSHIPS



## **5. PRINCIPAL RESPONSIBILITIES**

- 1) Flight planning and dispatch of AMREF Flying Doctors active flights in accordance with AMREF Flying Doctors standards and Civil Aviation Authority regulations.
- 2) Relay departure, arrival, delay, aircraft and airfield status and other pertinent information to the Chief Operating Officer (COO), Head of Operations (HOO), Operations Manager (OM), medical team and clients where applicable for both AFD flights and AFD sub-charter flights
- 3) Conduct departure and arrival briefings to crew as well as communicate relevant information to patients or those accompanying them.
- 4) Implement airfield safety procedures to ensure a safe operating environment for personnel and aircraft operation.
- 5) Maintain air-to-ground and point-to-point radio contact with aircraft commanders and record the same as per AFD standards
- 6) Monitor the arrival, parking, refueling, loading, and departure of both AMREF and AMREF sub-chartered flights
- 7) Procure, produce, and provide information on the safe operation of aircraft, such as flight planning publications, operations publications, charts and maps, and weather information.
- 8) Provide AFD aircrew with information and services needed for airfield management and flight planning.
- 9) Coordinate with the applicable agencies to meet aircrew requirements for refueling, ground services, crew transportation and accommodation.
- 10) In conjunction with the Senior Flight Operations Officer and medical team, respond to telephone calls and respond to operational queries as required to the satisfaction of AFD clients.
- 11) Ensure data entry of all relevant flight information into the company database system as well as post flight filing of flight operations documents, for monitoring purposes by the Operations Manager and Chief Pilot as required by the regulator.
- 12) And other work-related duties as may be required.

## **6 REQUIRED QUALIFICATIONS**

- Diploma in Flight Operations/Dispatch
- Current KCAA Flight Operations (FOO) License

### **6.1 Preferred experience and essential knowledge**

- A minimum of 4 consecutive years of work experience in flight operations and dispatch
- Knowledge in radio communication,
- Knowledge of KCAA Regulations to enable one comply with aviation industry regulations
- Knowledge of IATA policies to enable one comply with international aviation rules
- KAA Policies to help understand the airport rules
- Knowledge of ICAO policies to enable one comply with international navigation rules
- ICT proficiency
- Basic knowledge in First Aid is an added advantage

## 6.2 Skills and Competencies

- Excellent communicator; with good command of English language both verbal and written
- Ability to work with teams and within a team
- Ability to interpret regulations in support of operations
- Ability to creatively solve problems and provide solutions
- Ability to plan effectively, multitask and deliver results with minimum supervision
- Ability to plan and manage time effectively
- Ability to work calmly under high pressure

## 7 ENVIRONMENTAL CONDITIONS

- Based at AMREF Flying Doctors Hangar, Inside Wilson airport
- AFD has a 24-hour work environment due to nature of its operations.

### **How to apply:**

If you have the passion to contribute to the leading aero-medical and health solutions provider, submit application **by 06 January 2021**. Attach cover letter specifying how you meet the criteria, what you expect to bring to AMREF Flying Doctors (AFD) with an updated CV in PDF.

Please visit AMREF website at <https://amref.org/vacancies> to view full job details and requirements.

**AMREF Flying Doctors is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. AFD is an equal opportunity employer and has a non-smoking environment policy.**

**Feedback will be given to shortlisted candidates only.**

**NOTE: AMREF Flying Doctors does not require applicants to pay any fee at whatever stage of the recruitment and selection process.**