



Position Title: Aviation Quality Assurance and Compliance Manager - Network

Location: Bryanston, Johannesburg

Reporting to: Network Aviation Manager

Type of contract: Full Time

Background

African Parks is a non-profit conservation organization founded in 2000 that manages 22 national parks and protected areas in 12 countries covering 20 million hectares. This is achieved through long-term agreements with national governments, putting in place funding solutions and establishing good governance and management to achieve ecological, social and financial sustainability.

Job Purpose:

African Parks Network owns and operates a fleet of fixed wing, rotor wing, ultra-light and unmanned aircraft. This fleet of aircraft is deployed in aerial support functions across the parks and regions within the African Parks Network. Strategic, safety, compliance, and quality assurance management of the African Parks fleet of aircraft, pilots and support functions is critical to ensure efficient, safe, legally compliant and financially responsible aerial support operations.

The successful incumbent will drive the APN Air Operator Certificate (AOC) processes, where applicable, and will be responsible to assist with the development of the required Manuals of Procedure and Operations Manuals in consultation with the Aviation Manager and Aviation Safety officer.

Non-exhaustive list of duties and responsibilities:

Primary functions:

- Assist with the development and management of Manuals of Procedure, Maintenance Control Manuals and compliance documentation.
- Assist with the management of the APN Aviation Safety and Risk Management system.
- Assist in the monitoring and management of pilot and aircraft documentation.
- Assist in the monitoring and management of aircraft maintenance status and documentation.
- Assist with financial management – invoicing, purchase requisitions and supplier documentation.
- Drive and manage Aviation auditing and quality assurance systems and processes.
- Ensure aircraft, aircrew and compliance documentation is up to date and meets the APN,

legal and insurance requirements.

- Assist Aviation Manager in the development of new systems, processes and procedures to improve efficiencies, increase safety and enhance operations across the network.
- This position will report to the Aviation Manager and have direct access to the African Parks COO and where required CEO for safety critical and compliance reports.
- This position will be an African Parks Head Office position with remote work and periodic travel.

Qualifications and Experience:

- The position will require extensive experience in the general / commercial aviation sector. Specifically, within the aviation compliance and quality assurance arena.
- The following minimum qualifications / experience required:
- Aviation Quality Assurance Management Certificate
- 5+ years' experience in the aviation compliance management environment
- Demonstrable experience writing & managing aviation operations manuals, management plans and control manuals
- Ops and Compliance experience in the Fixed wing, Rotor wing and Unmanned sectors
- Supply chain and financial management experience.

Preferred qualifications / experience:

- Crew Resource Management
- Safety & Security Management
- Financial Management
- Human Factors course
- Experience / solid relationships with aviation regulator/s

*To apply, please email your CV and cover letter to hadmin@africanparks.org by **19 May 2023***